



Employee Access

Time Off

Employee Access – Time Off: [Employee Access Link](#)

Need a password reset?

Contact the Help Desk at X2917

Time Off – My Requests allows employees to submit Time Off Requests to their Supervisors.

1. Login to Skyward **Employee Access**
2. Click on the **Time Off** tab
3. Click **My Requests**
4. Click on **Add**
5. Click the drop-down arrow next to **Time Off Code** and select desired **Code**



Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
JURY DUTY	0 Days			0 Days			
LOCAL ACCUMULATED	2 Days			2 Days			
PERSONAL LEAVE-STATE	11.24 Days			11.24 Days			
SICK LEAVE-LOCAL	16.12 Days			16.12 Days			
VACATION	10 Days			10 Days			
VACATION ACCUMULATED	0 Days			0 Days			
xDOCK	0 Days			0 Days			

Time Off Request
* Time Off Code: **SICK LEAVE-LOCAL - Days** Hours per Day: 7h 30m

Save Back

6. Click the drop-down arrow next to **Reason** and select desired **Reason**
7. Add an optional **Description** of your request. Please note, this is not private so be brief and discreet with your details.

* Reason: **01 PERSONAL BUSINESS**

Description: **01 PERSONAL BUSINESS**

Maximum characters: 200, Remaining characters: 200

Note: **True Time End Users Only To use Comp Time to take Time Off, do NOT put in a Time Off request. Get approval from your Approver, first, and True Time will automatically pull in Comp Time to your Time Sheet.**



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8. Choose **Type** of absence
 - a. Single Day
 - b. or Date Range
9. Choose the correct date(s) for your **Time Off Request** by:

Type: Single Day
 Date Range
* Start Date: 05/23/2019 Thursday

- a. Manually entering **Date** in mm/dd/yyyy format
 - b. or Clicking on calendar  icon and selecting desired **Date**
10. Select the number of **Days** requested off in **half (.5) to full (1)** day increments
11. Select **Start Time** – this should be the time that your work day starts
12. Check **Sub Needed** box, if you need a Sub
13. Click **Select Employees** to notify additional employees of your **Time Off Request**

Days: 0.0000
Start Time: 08:00 AM
 Sub Needed

Select additional employees to notify when this request is submitted and approved/denied
Select Employee(s):

14. Click **Save**
 - NOTE - If you selected "Sub Needed", you will automatically be taken to the AESOP login page**
 15. **Time Off Request** will now show in your **Browse Window** with a **Status** of **Waiting**
 16. Status will change to **Approved** or **Denied** once Supervisor processed request
 17. **Browse Window** will also show **Time Off Request Details**
 18. Click the drop-down arrow next to desired **Time Off Request** to see **Details** and **Approval History**
 19. Click on **Edit** or **Delete** to modify or delete a request while in **Waiting** status
 20. Contact your Supervisor to **Edit** or **Delete** a request already in **Approved** status
 - NOTE – If you DELETE a Time Off request, you will need to go and cancel Sub in AESOP, if applicable**
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Time Off – My Status allows employees to view their **Time Off Types** and number of days **Available**

1. Click on the **Time Off** tab
2. Click on **My Status**
3. **Browse Window** will show:
 - a. Time Off Types
 - b. Amount Allocated
 - c. Amount Remaining
 - d. Approval Status

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ JURY DUTY				0 Days			0 Days
▶ LOCAL ACCUMULATED		14 Days	12 Days	2 Days			2 Days
▶ PERSONAL LEAVE-STANDARD		44 Days	32.76 Days	11.24 Days			11.24 Days
▶ SICK LEAVE-LOCAL		48 Days	31.88 Days	16.12 Days			16.12 Days
▶ VACATION		10.5 Days	0.5 Days	10 Days			10 Days
▶ VACATION ACCUMULATED		28.5 Days	28.5 Days	0 Days			0 Days
▶ xDOCK				0 Days			0 Days

- e. Amount Available
4. Click the drop-down arrow next to desired **Time Off Code** to:
 - a. See Details
 - b. Add a Time Off Request and
 - c. Print Time Off Transactions

JURY DUTY 0 Days

▼ Current Year (Includes all dates)

▼ Pending Requests [Add a Time Off Request](#)
There are no Pending Requests available.

▼ Time Off Transactions (up to today's date) [Print Time Off Transactions](#)
There are no Approved Time Off Transactions available.