Skyward Time Off Request



-Once Logged into Skyward select Request Time off

10:4	6		.11	奈 (94
Time Off Tra	ansactions				
	Q 💿 1	Filter: Skywa	ard Default	•	More 🗸
↓1 O Transaction Date	↑ ² Time Off Type Description	↑ ³ Time Off Reason Description	C Transaction Type	O Hours	Oescript
07/01/2024	PERSONAL	AUTOMATIC	Allocated		Annual A
07/01/2024	SICK LEAVE	AUTOMATIC	Allocated		Annual A
07/01/2024	VACATION	AUTOMATIC	Allocated		Annual A

-Select the Green + Button at the top right

1:02 🕇		
Add Time Off Transaction Enter Time Off Transaction Detail	on s	0
Save & Add Another	ve 🚫 Cancel	
TIME OFF TRANSACTION D Attachments Add Attachments *Transaction Type Single Day Date Range *Start Date Additional Employees to Noti	PETAILS	
		<u> </u>

-Select Single Day or Date Range (for more than one day in a row) -Select your Start Date (the date you need off)

		17.2	25000	
Select E	mployee	Time Off Type		
 Skywar 	d Default	Filter: Skyward De	efault	More 🗸
	↑ Time Off Type Code	Time Off Type Description	Hours Per Day Override	Allocation Type Override Code
Select	JURY	JURY DUTY LEAVE		
Select	PERS	PERSONAL		
C Color	SICK	SICK LEAVE		
Comod				
C Select	VAC	VACATION		

-On Employee Time Off Type Press the Select button of your day (jury, personal, or sick leave)

*Employee Time Off Type			
VAC	\sim	17.25000	
*Time Off Reason			

 Skywa 	rd Default	T Filter: Sky	ward Defa	ault	More 🗸
	↑ Time Off Reason Code	Time Off Reason Description	Used Toward Paid Leave	Decrease EIS Actual Days	Exclude from EIS Allocation
Select	AUTO	AUTOMATIC			
C Select	YREND	YEAR END	\bigcirc	\bigcirc	\bigcirc

-Select an Arrow for Time Off Reason and select Auto (either choice here works)

Used	٥	
✓ Used		
Unpaid		
7:30		

-Select Used for Transaction Type

-For a full day off keep 1.0 Days -Three-quarter day off 0.75 (4 hr 53 min) -Half day off 0.5 (3 hr 15 min) -Quarter day off 0.25 (1hr 38 min) Hours will adjust automatically

-Any time off less than a full day, enter the time you will be leaving Example- You put in a .5 half day and left at 12:00pm make 12:00pm your start time

'Hours			
7:30			
*Days			
1.00000			
Description			
AUTOMATIC			

-Remove Automatic and add a very brief description for your time off



-Finally, select Save or Save & Add Another if you have an additional non consecutive day to add