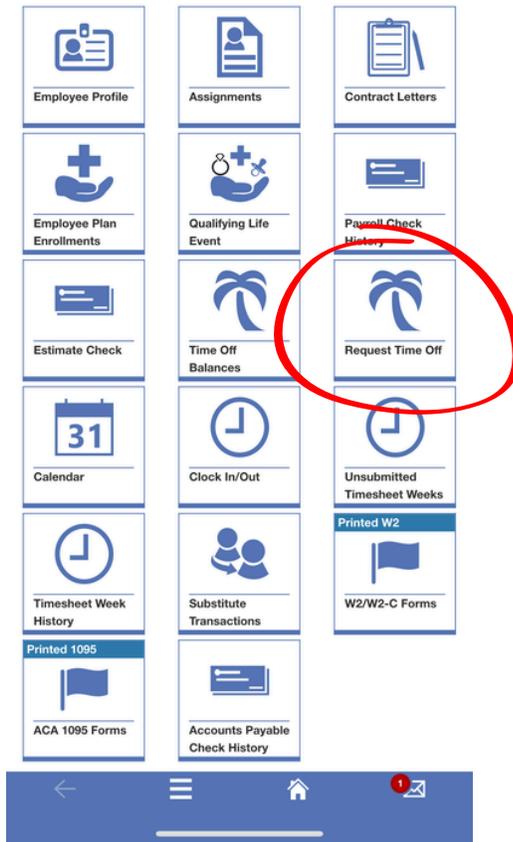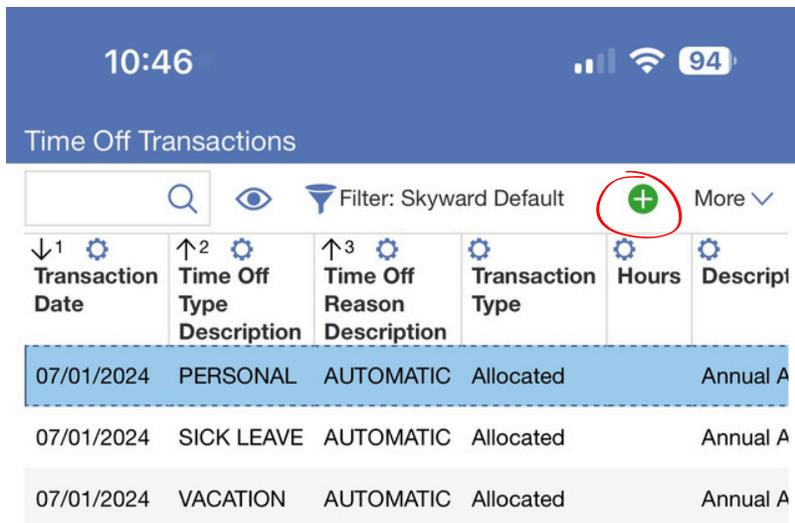# Skyward Time Off Request

-Once Logged into Skyward select Request Time off

-Select the Green + Button at the top right

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

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

*Employee Time Off Type

VAC ∨   17.25000

*Time Off Reason

AUTO ∨   AUTOMATIC ∨

Select Time Off Reason

👁 Skyward Default   🌪 Filter: Skyward Default   More ∨

	Time Off Reason Code	Time Off Reason Description	Used Toward Paid Leave	Decrease EIS Actual Days	Exclude from EIS Allocation
✊ Select	AUTO	AUTOMATIC	☐	☐	☐
✊ Select	YREND	YEAR END	☐	☐	☐

|< < > >| 50 ⌄   Total Records ∨

7:30:00

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

Transaction Type

Used ⇕

✓ Used

Unpaid

7:30

-Select Used for Transaction Type

*Employee Hours Per Day

7:30:00

*Hours

7:30

*Days

1.00000

Description

AUTOMATIC

Start Time

🕐

End Time

-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

Start Time

🕐

End Time

🕐

Additional Employees to Notify

🔍

-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

1:05

Add Time Off Transaction
Enter Time Off Transaction Details

⊘

💾 Save & Add Another   💾 Save   🚫 Cancel

TIME OFF TRANSACTION DETAILS

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