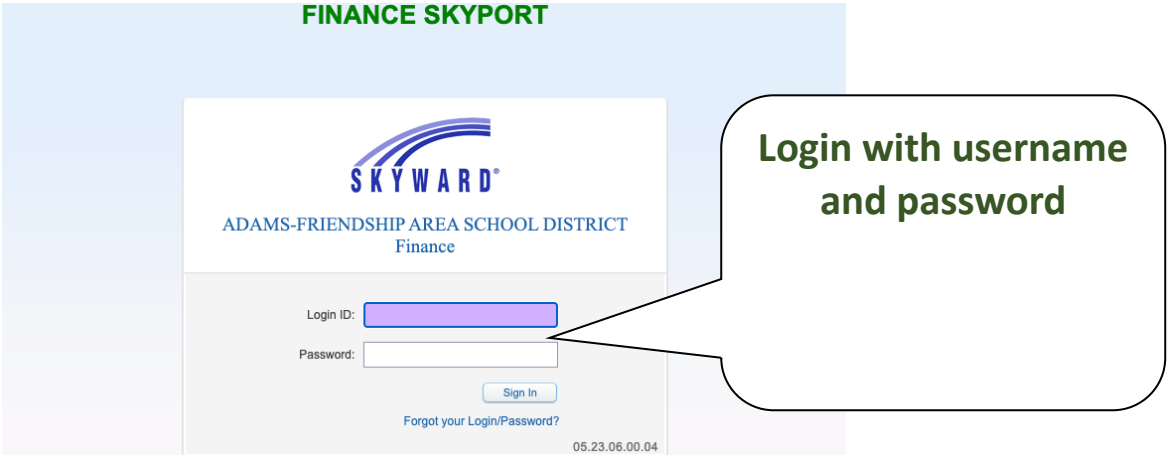
Entering a Time Off Request in Skyward

Tutorial available on District Website under Staff Resources:
https://www.afasd.net/district/staff-resources.cfm

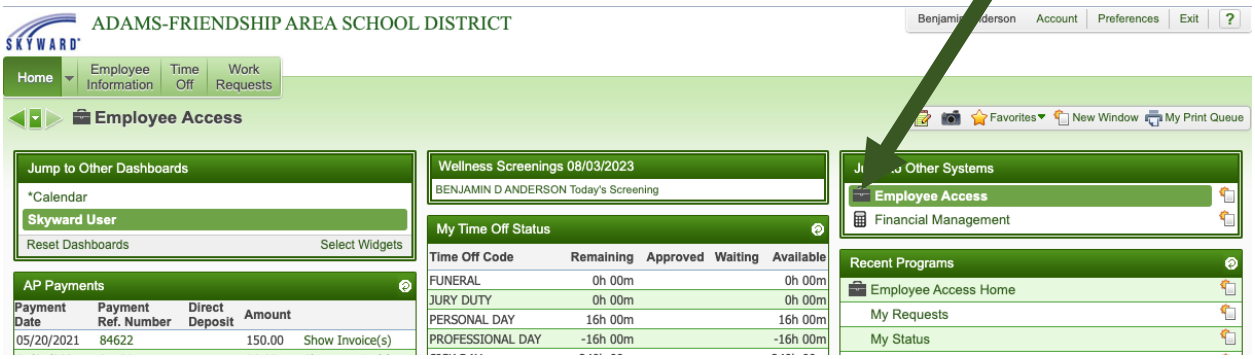
Reasons to enter a time off request:

- Please see language in the A-F Staff Handbook. The professional staff handbook and support staff handbook can be found on the staff resource page.
- Time off codes include:
  - Sick Leave
  - Professional Leave
  - Personal Leave
  - Jury Duty
  - Bereavement Leave (Funeral Leave)
  - Professional Leave (Conferences/Workshops with administrative approval)
  - Unpaid Leave

1. **Click Skyward Employee Access**

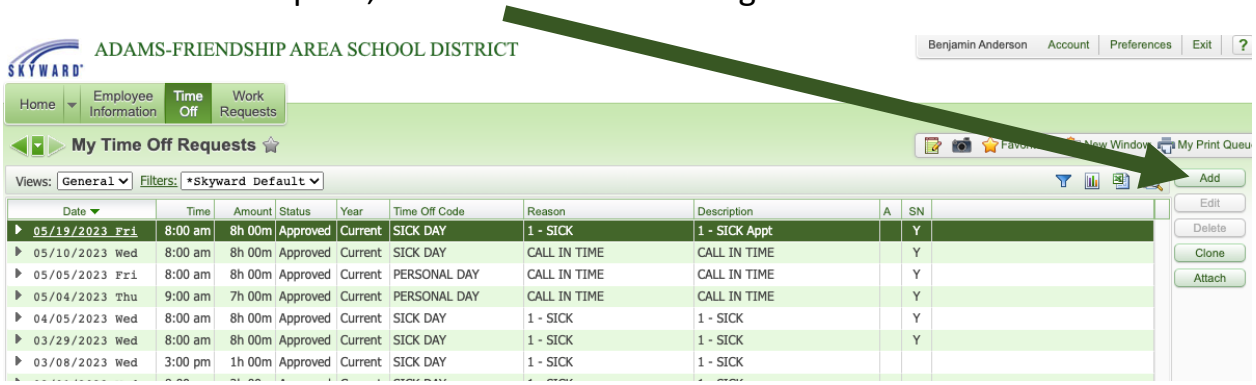


2. **Ensure you are in the "Employee Access" system.** The list of systems with your account is dependent upon your level of access.



3. Click on “Time Off” and a window will appear underneath “Time Off”.
4. Click on “My Requests”.

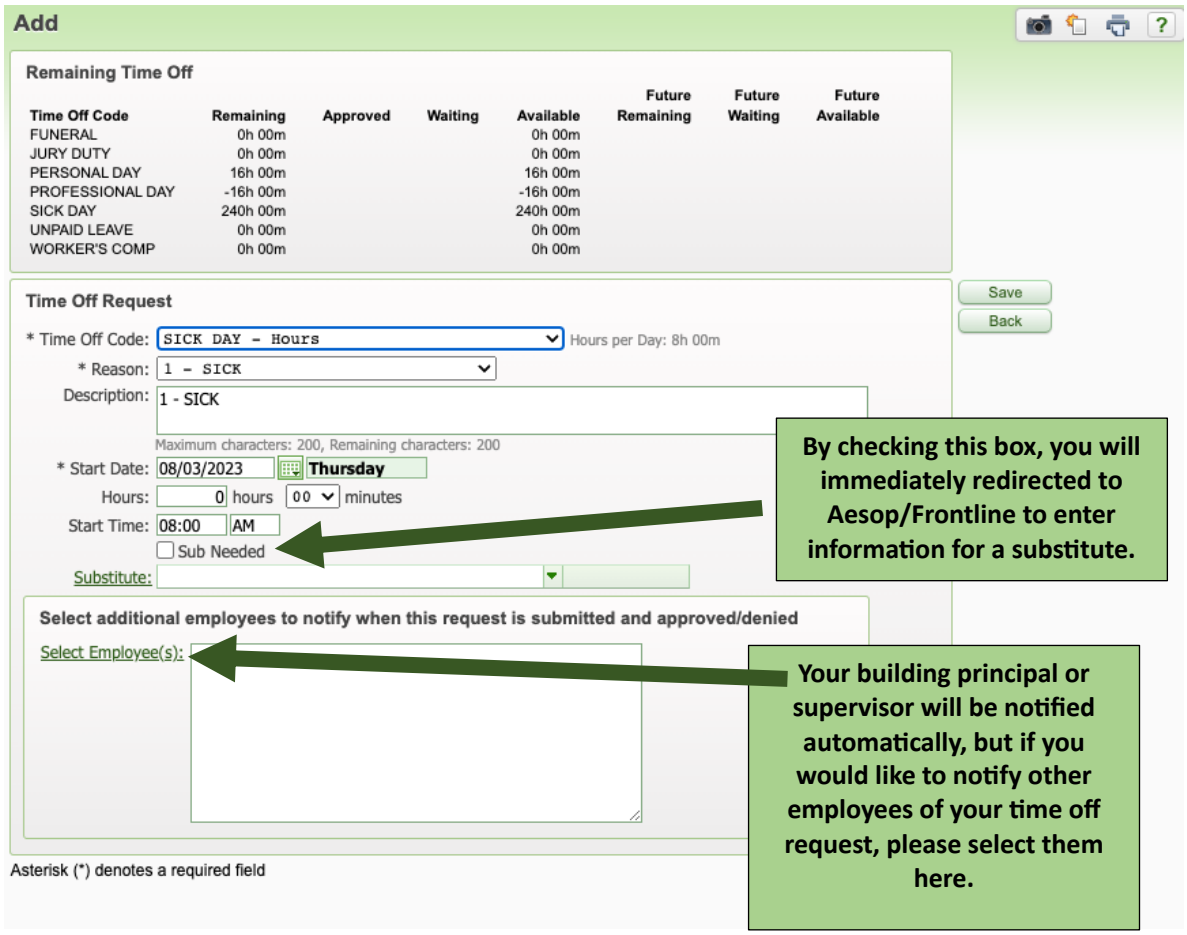
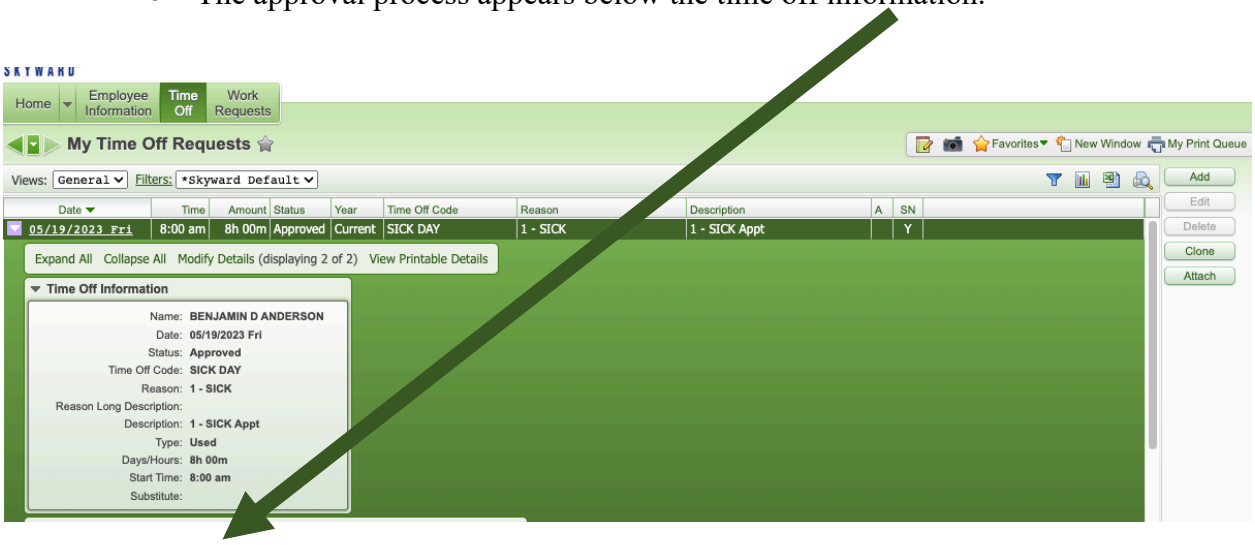
5. In the next window, you will see all prior time off requests. To enter a new time off request, click “Add” on the far right.



6. A new window will appear (see below). Required entries (*) to enter time-off requests on this screen include:

Note: Your available hours are listed in the top section of this window.

a. Time Off Code – select the appropriate code related to your time-off.
b. Reason – select the appropriate reason related to your time-off.
c. Description – a brief description is not required but is preferred.
d. Start Date – enter the date of your time-off.
e. Hours – please refer to the handbook for the allowable increments related to your leave.
f. Start Time – enter the start time of your time off request.
g. ****Check the box "Sub Needed" to go to Aesop/Frontline immediately after pressing "Save"**



7. Once you click “Save”, you will be returned to the “My Time Off Requests” screen.
    - The approval process appears below the time off information.