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** <u>**Skyward Employee Access**</u>

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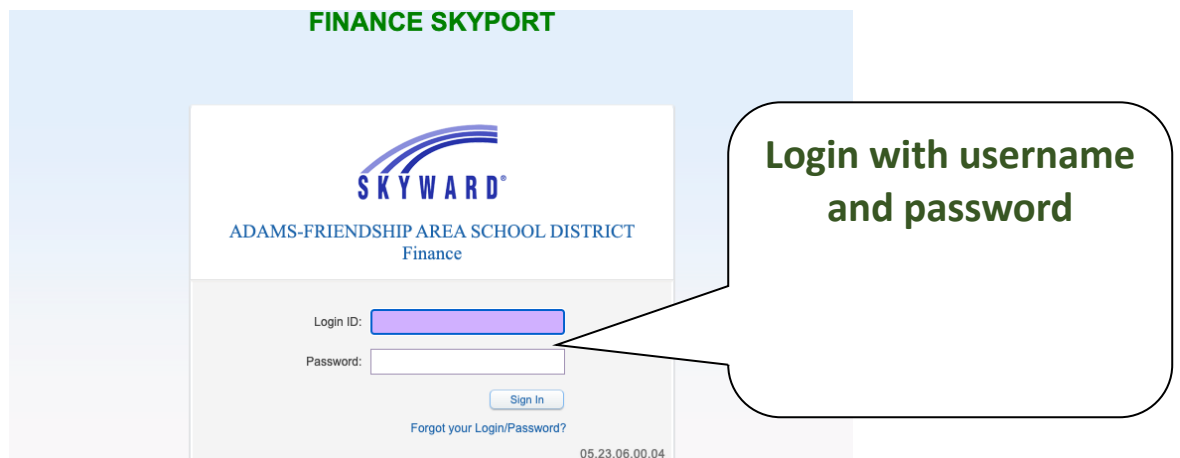
2. **Ensure you are in the "Employee Access" system.** The list of systems with your account is dependent upon your level of access.

3. Click on "Time Off" and a window will appear underneath "Time Off".
4. Click on "My Requests".
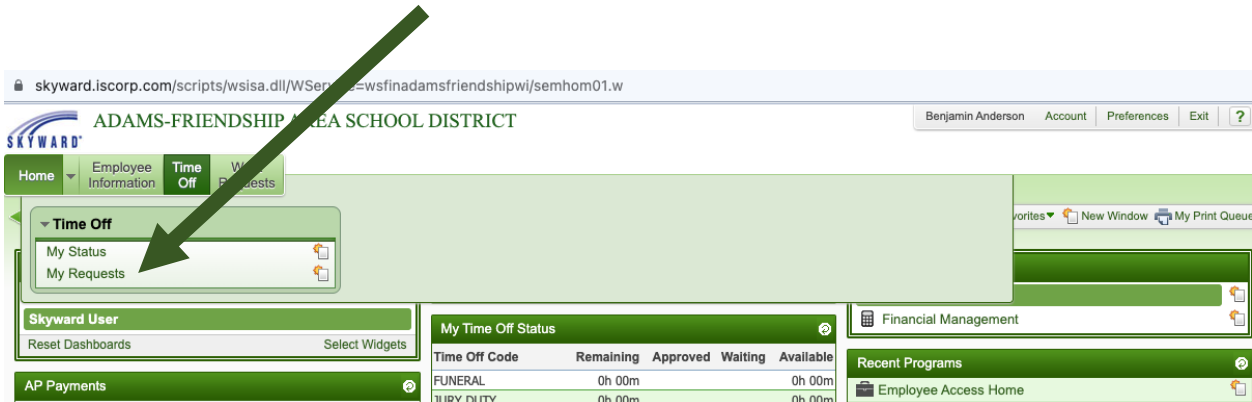
5. In the next window, you will see all prior time off requests. To enter a new time off request, click "Add" on the far right.

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

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

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
FUNERAL	0h 00m			0h 00m			
JURY DUTY	0h 00m			0h 00m			
PERSONAL DAY	16h 00m			16h 00m			
PROFESSIONAL DAY	-16h 00m			-16h 00m			
SICK DAY	240h 00m			240h 00m			
UNPAID LEAVE	0h 00m			0h 00m			
WORKER'S COMP	0h 00m			0h 00m			

Time Off Request

Save
Back

* Time Off Code: SICK DAY - Hours   Hours per Day: 8h 00m
* Reason: 1 - SICK
Description: 1 - SICK

Maximum characters: 200, Remaining characters: 200

* Start Date: 08/03/2023 Thursday
Hours: 0 hours 00 minutes
Start Time: 08:00 AM
☐ Sub Needed

> **By checking this box, you will immediately redirected to Aesop/Frontline to enter information for a substitute.**

Substitute:

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

> **Your building principal or supervisor will be notified automatically, but if you would like to notify other employees of your time off request, please select them here.**

Asterisk (*) denotes a required field

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.