

Entering a Time Off Request in Skyward

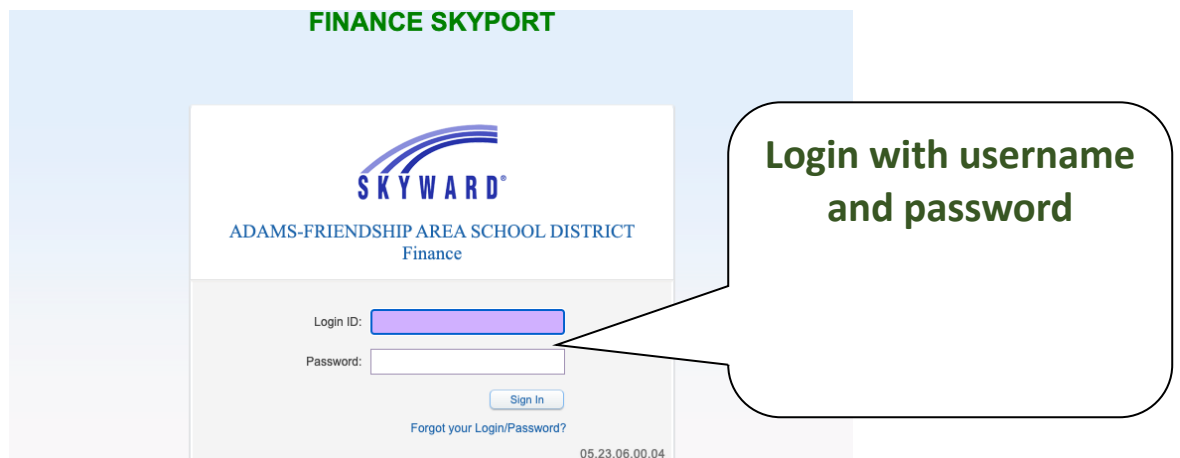
Tutorial available on District Website under Staff Resources:

<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.

ADAMS-FRIENDSHIP AREA SCHOOL DISTRICT

Benjamin Anderson Account Preferences Exit ?

Home Employee Information Time Off Work Requests

Employee Access

Jump to Other Dashboards

*Calendar

Skyward User

Reset Dashboards Select Widgets

Wellness Screenings 08/03/2023

BENJAMIN D ANDERSON Today's Screening

My Time Off Status

Time Off Code	Remaining	Approved	Waiting	Available
FUNERAL	0h 00m			0h 00m
JURY DUTY	0h 00m			0h 00m
PERSONAL DAY	16h 00m			16h 00m
PROFESSIONAL DAY	-16h 00m			-16h 00m

Jump to Other Systems

- Employee Access
- Financial Management

Recent Programs

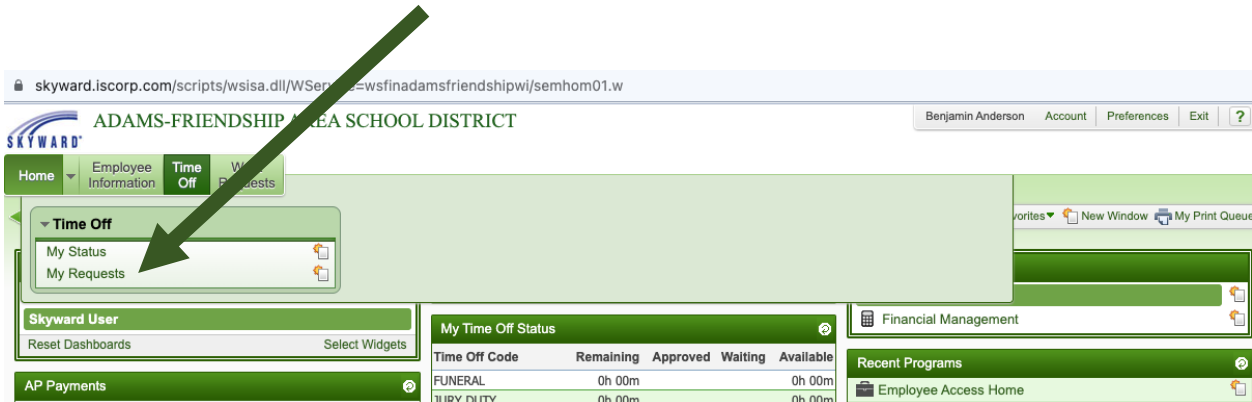
- Employee Access Home
- My Requests
- My Status

AP Payments

Payment Date	Payment Ref. Number	Direct Deposit	Amount
05/20/2021	84622		150.00

Show Invoice(s)

- Click on "Time Off" and a window will appear underneath "Time Off".
- Click on "My Requests".



- 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”**

The screenshot shows a web form titled 'Add' for submitting a time-off request. It includes a table of remaining time off, a form for request details, and a section for notifying other employees. Annotations with arrows point to the 'Sub Needed' checkbox and the 'Select Employee(s)' field.

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

* 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

Substitute: _____

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

Select Employee(s): _____

Asterisk (*) denotes a required field

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

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.

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.

SKYWARD

Home Employee Information **Time Off** Work Requests

My Time Off Requests

Views: General Filters: *Skyward Default

Date	Time	Amount	Status	Year	Time Off Code	Reason	Description	A	SN
05/19/2023 Fri	8:00 am	8h 00m	Approved	Current	SICK DAY	1 - SICK	1 - SICK Appt		Y

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Time Off Information

Name: BENJAMIN D ANDERSON
Date: 05/19/2023 Fri
Status: Approved
Time Off Code: SICK DAY
Reason: 1 - SICK
Reason Long Description:
Description: 1 - SICK Appt
Type: Used
Days/Hours: 8h 00m
Start Time: 8:00 am
Substitute:

Add
Edit
Delete
Clone
Attach