Entering Time Off Requests in Skyward

1. Log in to Skyward using your Login ID and Password (skyward.txkisd.net)

2. If you are not directed to the Employee Access screen, where you see the "Employee Information" and "Time Off" tabs, select the dropdown arrow beside the "Home" tab and choose Employee Access.
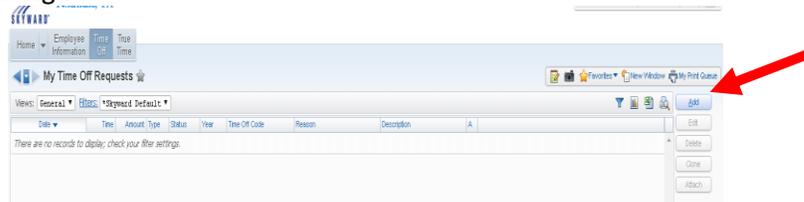

3. Once in Employee Access, select the "Time Off" tab.

4. Select "My Requests."

5. Select "Add" on the far right.

6. The following information will be available on the next screen (see labeled diagram below):
   a. **Time Off Code**: The categories of leave that are available to you, based on your employee type and your work schedule.
   b. **Remaining**: The hours of leave that you have remaining for use in each of these categories.
   c. **Approved**: Any hours of future leave that you have requested and have been approved in each category.
   d. **Waiting**: Any hours of future leave that you have requested but have not yet been approved in each category.
   e. **Available**: The hours of leave that are available for your use in each category. Available leave takes into account hours of leave used, requests that have been approved, and requests that are pending approval.

7. Select from the "Time Off Code" dropdown the type of leave you wish to use.

8. Select from the "Reason" dropdown the reason that you are requesting leave.

9. You may enter any additional information in the "Description" box, but it is not required.

10. Enter the date of the absence in the "Start Date" box, or click on the calendar icon to select the date.

11. Enter the length of time you will be absent in hours and minutes. **IMPORTANT NOTE**: Professional employees and/or those employees requiring substitutes must take leave in half or whole day increments.

12. Enter the start time for the absence.

13. When all required information is entered, select "Save" on the right of the screen.