

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.



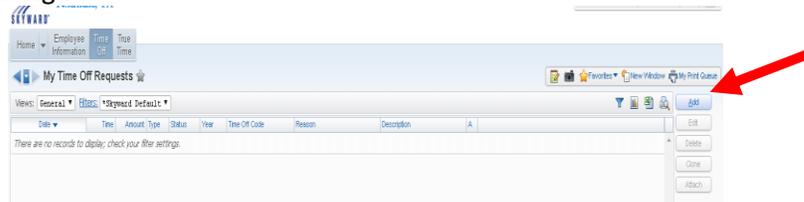
3. Once in Employee Access, select the "Time Off" tab.



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.

The screenshot shows the 'Add' time off request form. Red labels 'a' through 'e' are placed over the form to indicate the location of the information described in the previous list:

- a:** Points to the 'Remaining Time Off' section, which lists various leave codes and their remaining hours.
- b:** Points to the 'Remaining' column header in the 'Remaining Time Off' table.
- c:** Points to the 'Approved' column header in the 'Remaining Time Off' table.
- d:** Points to the 'Waiting' column header in the 'Remaining Time Off' table.
- e:** Points to the 'Available' column header in the 'Remaining Time Off' table.

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

This screenshot shows the 'Add' time off request form. A red arrow points to the 'Time Off Code' dropdown menu in the 'Time Off Request' section, which is currently set to 'Local Leave 7.5 Hrs/Day Earn 3 - Hours'.

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

This screenshot shows the 'Add' time off request form. A red arrow points to the 'Reason' dropdown menu in the 'Time Off Request' section, which is currently set to 'Family Funeral'.

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.

The screenshot shows the 'Add' form for a time off request. At the top, there is a table titled 'Remaining Time Off' with columns: Time Off Code, Remaining, Approved, Waiting, Available, Future Remaining, Future Waiting, and Future Available. Below this is the 'Time Off Request' section. It includes a dropdown for 'Time Off Code' (Local Leave 7.5 Hrs/Day Earn 3 - Hours), a dropdown for 'Reason' (Family Funeral), a text box for 'Description', a date picker for 'Start Date' (07/15/2017 Saturday), and input fields for 'Hours' (0) and 'minutes' (00). A 'Start Time' field is set to 07:00 AM. At the bottom, there is a section for 'Select additional employees to notify when this request is submitted and approved/denied' with a 'Select Employee(s):' button. Two red arrows point to the 'Description' and 'Start Date' fields.

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.

This screenshot is identical to the one above, showing the 'Add' form for a time off request. A red arrow points to the 'Hours' input field, which is currently set to 0. The 'Minutes' field is set to 00.

12. Enter the start time for the absence.

The screenshot shows the 'Add' form for a time off request. The 'Time Off Request' section is filled out with the following information:

- Time Off Code:** Local Leave 7.5 Hrs/Day Earn 3 - Hours
- Reason:** Family Funeral
- Description:** (Empty text box)
- Start Date:** 07/15/2017, Saturday
- Hours:** 0 hours, 00 minutes
- Start Time:** 07:00 AM

A red arrow points to the 'Start Time' field, which is currently set to 07:00 AM. The 'Remaining Time Off' table at the top shows columns for Remaining, Approved, Waiting, Available, Future Remaining, Future Waiting, and Future Available. The 'Save' and 'Back' buttons are visible on the right side of the form.

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

This screenshot is identical to the one above, showing the 'Add' form with the same data entered. A red arrow points to the 'Save' button located on the right side of the form, indicating the next step in the process.