How do I submit a time off request via Skyward Employee Access?

Add
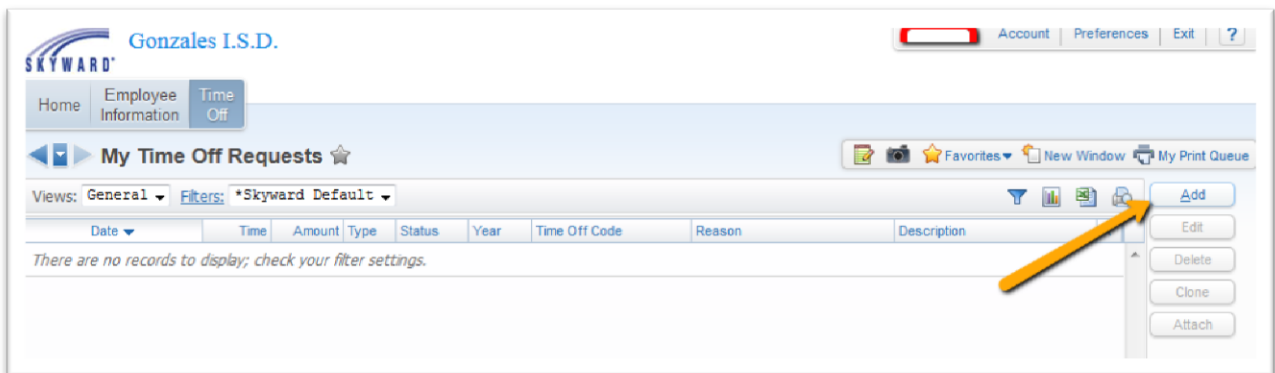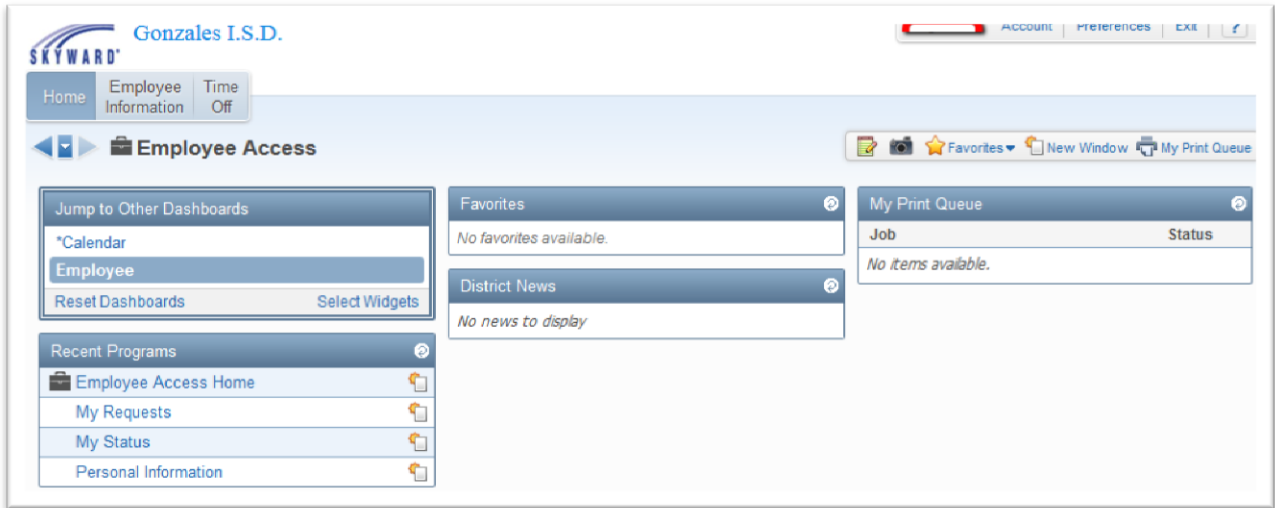
Remaining Time Off

This area shows your time off balances.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
JURY DUTY	0 Days			0 Days			
LOCAL SICK 5	3 Days			3 Days			
STATE PERSONAL	4.5 Days			4.5 Days			

Select the type of leave you want to use

Time Off Request

* Time Off Code: STATE PERSONAL – Days   Hours per Day: 7h 00m

* Reason: PERSONAL LEAVE

Description: PERSONAL LEAVE

Maximum characters: 200, Remaining characters: 200

What is the date of your requested absence and how many consecutive days are you requesting?

* Start Date: 09/16/2014   Tuesday

Days: 1.0000

Start Time: 08:00   AM

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

Select Employee(s):

All employees selected here will receive e-mails when the time off is submitted and also when it is approved or denied.

Save
Back

"Save" will submit the time off request.

What if I end up not taking off of work and my request was approved?

- You will need to submit a negative time off request (-1 days / -8 hours).

Can I submit time off request for days that have already passed?

- Yes. Even when you have to miss work unexpectedly (illness, etc.), you will have to submit your time off via Employee Access.