

How to REQUEST time off

1. Log into Skyward



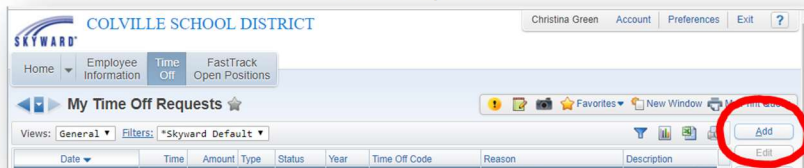
2. Go to Employee Access section (use pull down menu on "Home" button)



3. Click on the "Time Off" tab and then click "My Requests"



4. Click "Add" for a new Time Off Request



5. Fill in Time Off Request information and click "Save"

The image shows the "Time Off Request" form. The "Save" button is circled in red. The form includes the following fields:

- * Time Off Code: SICK LEAVE - Hours (Hours per Day: 8h 00m)
- * Reason: SICK LEAVE
- Description: (Text area, Maximum characters: 200, Remaining characters: 200)
- Type: Single Day, Date Range
- * Start Date: 06/17/2019 (Monday)
- Hours: 0 hours 00 minutes
- Start Time: 08:00 AM
- Select additional employees to notify when this request is submitted and approved/denied (Text area)

At the bottom, there is a note: "Asterisk (*) denotes a required field".