

There have been some changes to requesting leave in Skyward. Please follow the guidelines in this slideshow to help assist you in requesting leave.

Employee Information Time Off TrueTime

Previous Version of Time Off My Time Off STATUS My Time Off REQUESTS

DO NOT USE

Click My Time Off Requests

Click Time Off



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My Requests - Skyward Default



Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
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Filter Options Number of Records: 10

Browse Views:

Filters:

** filters provided by Skyward

Locked Columns: 0

Click Apply Filter

My Requests - Skyward Default									
Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
08/31/2010 Tue	8:00 am	1 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC		
07/16/2010 Fri	8:00 am	0h 45m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		
06/28/2010 Mon	8:00 am	0.32 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC		
06/15/2010 Tue	4:00 pm	0.13 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC		
06/11/2010 Fri	12:30 pm	0.38 Days	Used	Approved	Current	SICK LEAVE DAYS	AUTOMATIC		
05/04/2010 Tue	8:00 am	7h 15m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		
04/13/2010 Tue	8:00 am	3h 15m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		
03/26/2010 Fri	11:00 am	1h 30m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		
03/24/2010 Wed	12:00 pm	1h 45m	Used	Approved	Current	COMP TIME HOURS	AUTOMATIC		

- Filter
- Option
- Add
- Edit
- Delete
- Clone
- Attach

This will show you a history of all the time you have taken off in the past.

9 records displayed

Date:

0 - 04.10.06.00.00 - Windows Internet Explorer
 https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/rtorqedit001.w?isPopup=true

Home Page | Beta Time Off | My Time Off Requests | Add

Wamego USD
 Home Page

My Requests

Date	Time Off Code	Remaining	Approved	Waiting	Available	Future
08/31/2010	COMP TIME HOURS	0h 20m			0h 20m	
07/16/2010	PERSONAL LEAVE DAYS	2.17 Days			2.17 Days	
06/28/2010	SICK LEAVE DAYS	10 Days	1 Days		9 Days	
06/15/2010	VACATION DAYS	5.05 Days			5.05 Days	

Time Off Request

* Time Off Code: COMP TIME HOURS - Hours Hours per Day: 8h 00m

* Reason: COMP TIME HOURS - Hours select a time off code

Description: SICK LEAVE DAYS - Days

Maximum characters: 200, Remaining characters: 200

Type: Single Day
 Date Range

* Start Date: 08/02/2010 Monday

Hours: 0 hours 00 minutes

Start Time: 08 : 00 am

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

Select Employee(s):

Save
Back

Select a time off code

Asterisk (*) denotes a required field

9 records displayed

0 - 04.10.06.00.00 - Windows Internet Explorer
https://usd320.net:442/scripts/cgiip.exe/WService=wsFin/rtorqedit001.w?isPopup=true

Home Page | Beta Time Off | My Time Off Requests | Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future
COMP TIME HOURS	0h 20m			0h 20m	
PERSONAL LEAVE DAYS	2.17 Days			2.17 Days	
SICK LEAVE DAYS	10 Days	1 Days		9 Days	
VACATION DAYS	5.05 Days			5.05 Days	

Time Off Request

* Time Off Code: **COMP TIME HOURS - Hours** Hours per Day: 8h 00m

* Reason: **AUTOMATIC** [Detail...](#)

Description: **Enter a description**
Maximum characters: 200, Remaining characters: 200

Type: **Single Day** **Choose one** Date Range

* Start Date: **08/02/2010** **Monday** **Choose date**

Hours: hours minutes **Enter appropriate time**

Start Time: : **Enter start time**

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

Select Employee(s):

Save
Back **Click Save**

Asterisk (*) denotes a required field

**YOUR TIME OFF REQUEST
HAS BEEN SUBMITTED!
You will receive notice if it is
approved or denied.**