

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 04.12.02.00.18 - Windows Internet Explorer". The user is logged in as "Rick Aceyscr". The navigation menu includes: Home, Employee Information, Time Off, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, and Expense Reimbursement. A search bar is located below the menu. A "Time Off" dropdown menu is open, showing "My Status" and "My Requests". A yellow callout box is overlaid on the "My Status" link, containing the following text:

My Time Off Status

Click **Employee Access, Time Off, My Status**.

Who, What, When, Why?
This area displays an employee's time off information, both current and historical.

The employee can check the status of pending time off requests, as well as submit additional requests for time off.

On the right side of the page, there is a "Recent Programs" sidebar with the following links: Employee Access Home, Financial Management Home WF, My Requests, Fiscal Year-to-Date, My Status, Applications By Position, and FastTrack Open Positions. The footer contains the copyright notice "© 2012 Skyward, Inc. All rights reserved.", the text "TX Scrambled Database", and view options "Desktop View" (selected) and "Button Rows", along with the browser version "Windows Vista / Internet Explorer 9" and a zoom level of "100%".

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My Time Off Status - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Rick Aceyscr Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Status ☆ The My Time Off Status browse displays the time off codes assigned to the employee.

Views: General Filters: *Skyward Default

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
▶ LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		
▶ NON-WORK DAYS		66 Days	60.65 Days	5.35 Days			5.35 Days		
▶ ST PERSONAL		83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
▶ STATE SICK		19 Days		19 Days			19 Days		

Prior Year Remaining indicates any time off that has been carried forward.

Allocated indicates what has been allocated for the current year.

10 4 records displayed Time Off Code: [] ABC 100%

Slide 3 - Slide 3

My Time Off Status - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Home | Employee Information | Time Off | FastTrack Open Positions | FastTrack Screener | Work Requests | Account Master | Budget Management | Purchasing | Inventory Requisitions | Expense Reimbursement

My Time Off Status (896)

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		
NON-WORK DAYS		66 Days	60.65 Days	5.35 Days			5.35 Days		
ST PERSONAL		83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
STATE SICK		19 Days		19 Days			19 Days		

Used is the time used in the current year.

The Remaining units are calculated by subtracting Used from Prior Year and Current Year Allocation.

10 4 records displayed Time Off Code: [] ABC 100%

Slide 4 - Slide 4

My Time Off Status - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Rick Aceyscr Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Status

Views: General Filters: *Skyward

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		
NON-WORK DAYS		66 Days	60.65 Days	5.35 Days			5.35 Days		
ST PERSONAL		83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
STATE SICK		19 Days		19 Days			19 Days		

Approved is any time off approved but not yet used.

Available is calculated by subtracting Approved and Waiting from Remaining.

Waiting is any time off requests waiting for approval.

10 4 records displayed Time Off Code: ABC 100%

Slide 5 - Slide 5

My Time Off Status - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Home | Employee Information | **Time Off** | FastTrack Open Positions | FastTrack Screener | Work Requests | Account Master | Budget Management | Purchasing | Inventory Requisitions | Expense Reimbursement

My Time Off Status (896)

Expand a code to review the details.

Time Off Code	Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
LOCAL SICK		53.625 Days	34.3 Days	19.425 Days		1 Day	19.425 Days		

Current Year (Includes all dates)

Pending Requests [Add a Time Off Request](#)

Date	Sts	Description/Reason	Allocated	Used	Available	Unpaid	A
E CD 08/16/2012 Thu	W	DEATH - IMMEDIATE FAMILY		1 Days	18.425 Days		

Time Off Transactions (up to today's date) [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A
03/28/2012 Wed	SICK - SELF					
03/27/2012 Tue	SICK - SELF					
02/06/2012 Mon	Out of state / DEATH - IMMEDIATE FAMILY					
01/20/2012 Fri	SICK - SELF					
01/19/2012 Thu	Wife to doctor / SICK - IMMEDIATE FAMILY					
12/08/2011 Thu	SICK - SELF					
12/07/2011 Wed	SICK - SELF					
11/15/2011 Tue	SICK - SELF					
11/10/2011 Thu	SICK - SELF					
09/22/2011 Thu	SICK - SELF		-1.5 Days	32.125 Days		

For a report of your transactions click the [Print Time Off Transactions](#) link. The report goes to the **print queue** where it can be viewed and/or printed. **This concludes the tutorial.**

NON-WORK DAYS	66 Days	60.65 Days	5.35 Days			5.35 Days		
ST PERSONAL	83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
STATE SICK	19 Days		19 Days			19 Days		

10 4 records displayed Time Off Code: [A](#) [B](#) [C](#)

100%