

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". A "Print this tutorial" button is visible in the top right. The main 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 yellow callout box points to the "Time Off" menu item with the text: "My Time Off Requests. Click Employee Access, Time Off. Who, What, When, Why? This option allows the employee to submit Time Off Requests to their supervisor." The page layout includes a "My Favorites" section (empty), a "District News" section (empty), and a "Jump To Other Systems" section with links for "Employee Access" and "Financial Management". A "Recent Programs" section lists "Employee Access Home", "My Requests", "Fiscal Year-to-Date", "My Status", "Applications By Position", and "FastTrack Open Positions". The footer contains copyright information for Skyward, Inc., the text "TX Scrambled Database", and view options for "Desktop View" and "Button Rows". The browser status bar shows "100%" zoom.

Slide 2 - Slide 2

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 main 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. The "Time Off" menu is expanded, showing "My Status" and "My Requests". A yellow callout bubble points to "My Requests" with the text "Click My Requests.". The "Recent Programs" sidebar lists: Employee Access Home, My Requests, Fiscal Year-to-Date, My Status, Applications By Position, and FastTrack Open Positions. The "District News" section shows "No news to display.". The footer contains: © 2012 Skyward, Inc. All rights reserved., TX Scrambled Database, and Desktop View / Button Rows Windows Vista / Internet Explorer 9. The zoom level is 100%.

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My Time Off Requests - 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 Screens Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Requests The My Time Off Requests browse displays.

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
03/28/2012 Wed	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
03/27/2012 Tue	6:45 am	0.2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
03/23/2012					Current	NON-WORK DAYS	FULL DOCK	
02/23/2012 Thu	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK	
02/06/2012 Mon	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother
01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor
12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS	
12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
12/07/2011 Wed	6:45 am	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	

Click for information about this transaction

Click Add.

10 records displayed Date:

100%

Slide 4 - Slide 4

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Floating Holiday	16h 00m	12h 00m		4h 00m			
PTO - Paid Time Off	56h 30m	16h 00m		40h 30m			

Time Off Request

* Time Off Code: PTO - Paid Time Off - Hours Hours per Day: 8h 00m

* Reason: Vacation

Description:

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 08/14/2012 Tuesday

Hours: 0 hours 00 minutes

Start Time: 08 : 00 am

Select additional employees to notify when this request is approved.
[Select Employee\(s\):](#)

Instructions:

Select the information for the **Time Off Request**.

Select the **Time Off Code** and the **Reason**.
A **description** may be entered but is not required.

Select a **Type**.

If **Single Day** is selected
the **Start Date**, **Hours**, and **Start Time** need to be defined.

If **Date Range** is selected
the **Start Date**, **End Date**, and **Start Time** need to be defined.

If notifications should be sent to additional employees
click the **Select Employees** link to choose the employees.

Click **Save** to submit the request
or click **Back** to close without saving.

Asterisk (*) denotes a required field

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My Time Off Requests - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Rick Aceyscr Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Position FastTrack Work Account Budget Purchasing Inventory Requisitions Expense Reimbursement

The My Time Off Requests browse displays with the new request.

My Time Off Requests ☆ Favorites New Window My Print Queue

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	Edit
▶ 08/16/2012 Thu	8:00 am	1 Days	Used	Waiting	Current	LOCAL SICK				
▶ 03/28/2012 Wed	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK				
▶ 03/27/2012 Tue	6:45 am	0.2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF			
▶ 03/23/2012 Fri	6:45 am	1 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK			
▶ 02/23/2012 Thu	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK			
▶ 02/06/2012 Mon	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother		
▶ 01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF			
▶ 01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor		
▶ 12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS			
▶ 12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF			

A request with a status of **Waiting** can be modified by clicking **Edit**.

10 10 records displayed Date: []

100%

Slide 6 - Slide 6

My Time Off Requests - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Rick Aceyscr [We value your feedback](#) ?

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

My Time Off Requests ☆ (549)

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
08/16/2012 Thu	8:00 am	1 Days	Used	Waiting	Current	LOCAL SICK	DEATH	
03/28/2012 Wed	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK	
					Current	LOCAL SICK	SICK	
					Current	NON-WORK DAYS	FULL	
02/23/2012 Thu	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL	
02/06/2012 Mon	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother
01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor
12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS	
12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	

10 records displayed Date: []

100%