

## [How to Request Time Off through Skyward](#)

All requests for vacation, personal day, sickness, jury duty and bereavement must be requested through Skyward. Please review the FAQ document for answers to frequently asked questions. To request time off, follow these steps.

- 1) Log onto the Skyward Employee Access site
- 2) In the 'Jump to Other System' section, click the **Employee Access** link
- 3) Click the **Time Off** tab followed by **My Requests**
- 4) You will be presented with the screen shown below. To request a day off, click the **add button** as shown next to the arrow.

The screenshot shows the Skyward Employee Access interface for Pecatonica Area Schools. The user is logged in as Angela Jorenby. The navigation menu includes Home, Employee Information, Time Off, and Expense Reimbursement. The main content area is titled 'My Time Off Requests' and features a table with columns: Date, Time, Amount, Type, Status, Year, Time Off Code, and Edit. A red arrow points to the 'Add' button in the top right corner of the table area.

- 5) You will now see the screen as shown on the next page. Fill out each field as described below. The letter designation in each arrow corresponds to the lettered instructions below.
  - A. **Time Off Code** - Here you will use the drop-down arrow to select what type of day you are requesting.  
**Reason** – This field cannot be changed.
  - B. **Description** – Enter any notation you care to make about the time off
  - C. **Start Date** – Enter the day you are requesting off. Days can be selected individually or by the date range.
  - D. **Days/Hours**– If rescinding a day already requested and approved, enter this number as a negative number.
  - E. **Start Time** – Enter your regular starting time here if you are taking a full day or are requesting a half AM day. If taking a half PM day, enter the time that reflects the mid-point of your work day
  - F. **Additional Employees**- If you care to notify other employees of your scheduled absence, check this box and then click the link labeled Select an Employee. On the next screen highlight the additional person to receive an e-mail and then click the select button. Repeat this step now if you would like to include additional e-mail recipients.
- 6) **Once all these fields have been entered, click the Save button.**

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

### Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future
BEREAVEMENT	0 Days			0 Days	
JURY DUTY	0 Days			0 Days	
PERSONAL DAYS	0 Days			0 Days	
PROF FAMILY SICK	0 Days			0 Days	
SICK DAYS	40 Days			40 Days	
VACATION DAYS	6.5 Days	1 Days		5.5 Days	

### Time Off Request

\* Time Off Code:  --A--

\* Reason:

Description:  --B--

Maximum characters: 200, Remaining characters: 200

\* Start Date:   --C--

Days:  --D--

Start Time:  :   --E--

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

Select Employee(s):  --F--

Save  
Back

Asterisk (\*) denotes a required field

- 7) Your request has now been submitted for your supervisor's approval. Once your supervisor approves or denies your request, you will receive an e-mail informing you of the status of your request.