

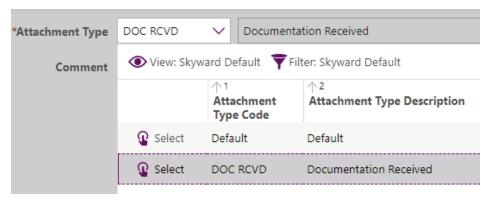
Skyward Time Off - How an Employee Adds an Attachment

How to Add an Attachment AFTER the Request Has Been Approved

- Scan documentation and save to your computer
- Login to Skyward Employee Access > Click on "Request Time Off" Tile
- Find the absence and click on the paperclip under the heading "Attachments"



- Find your attachment > Double click on it
- Under *Attachment Type drop down where it says "Default" and Select DOC RCVD



Save > Close



How to Add an Attachment **BEFORE** the Request Has Been Approved

- Scan documentation and save to your computer
- Login to Skyward Employee Access > Click on "Request Time Off" Tile
- Click on Add Time Off Transaction
- Find your attachment > Double click on it
- Under *Attachment Type drop down where it says "Default" and Select DOC RCVD



- Finish completing Time Off Request
- Save

Questions? Email Leave@pfisd.net