



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”

Transaction Date	Time Off Type Description	Time Off Reason Description	Transaction Type	Description	Status	Position Type Description	Attachments
06/03/2022	State	State Sick Employee	Used	State Sick Employee	Approved	Prof/Admin ...	(0)

- Click on (upper right) > Click on
- Find your attachment > Double click on it
- Under *Attachment Type – drop down where it says “Default” and Select DOC RCVD

*Attachment Type

DOC RCVD

Documentation Received

Comment



View: Skyward Default Filter: Skyward Default

	↑1 Attachment Type Code	↑2 Attachment Type Description
	Default	Default
	DOC RCVD	Documentation Received

- Save > Close

Transaction Date	Time Off Type Description	Time Off Reason Description	Transaction Type	Description	Status	Position Type Description	Attachments
06/03/2022	State	State Sick Employee	Used	State Sick Employee	Approved	Prof/Admin ...	(1)

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
- Click on the paperclip **Attachments**  Add Attachments
- Find your attachment > Double click on it
- Under *Attachment Type – drop down where it says “Default” and Select DOC RCVD

*Attachment Type	DOC RCVD 	Documentation Received 
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- Finish completing Time Off Request
- Save

Questions? Email Leave@pfisd.net