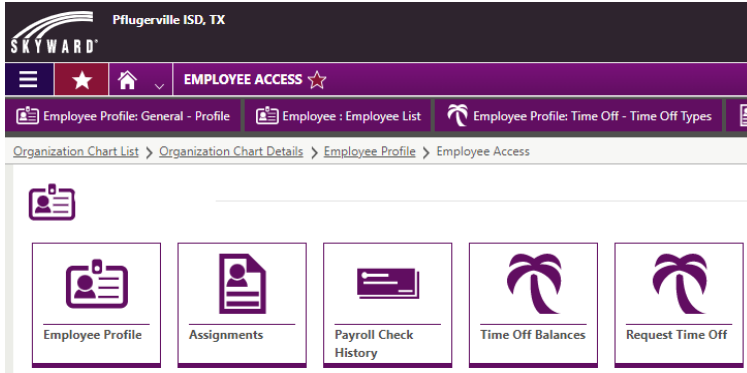





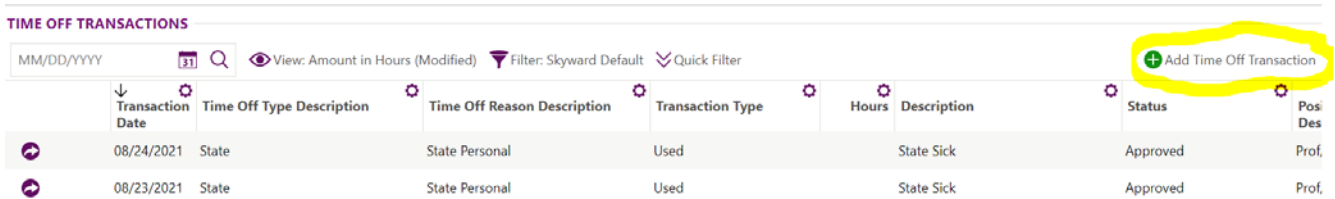
# Requesting Time Off in Skyward

## 1. Employee Access > select "Request Time Off" tile



## 2. Lists all of your time off transactions from April 2020 to current

Select  Add Time Off Transaction in the right corner



## 3. Complete the Time Off Request

The screenshot shows the 'Add Time Off Transaction' form. The form has a title bar 'Add Time Off Transaction' and a subtitle 'Enter Time Off Transaction Details'. Below the title bar are buttons for 'Save & Add Another', 'Save', and 'Cancel'. The form is divided into sections: 'TIME OFF TRANSACTION DETAILS', 'Transaction Type' (with radio buttons for 'Single Day' and 'Date Range'), '\*Start Date' (with a date picker), '\*Assignment' (dropdown), '\*Employee Time Off Type' (dropdown), '\*Time Off Reason' (dropdown), 'Transaction Type' (dropdown), '\*Employee Hours Per Day' (input field), '\*Hours' (input field), '\*Days' (input field), 'Description' (text area), 'Start Time' (input field with a clock icon), and 'End Time' (input field with a clock icon). At the bottom, there is a checkbox labeled 'Redirect To Third Party Substitute Request' which is checked.

If your position requires a Substitute you will see the above redirect message and will be automatically launched to Frontline when you press Save.

## Helpful tips when completing the time off request:

1. Start Date > Enter the date of the leave
  - Use the "Date Range" if requesting consecutive days
2. Assignment > will auto fill (if you have more than one assignment you will use the drop down)
3. Supervisor > this field will now appear and will auto fill – if your supervisor is incorrect email [leave@pfsd.net](mailto:leave@pfsd.net)

Employee Time Off Type and Reason Codes -

Time Off Type	Time Off Reason	Time Off Reason	Time Off Reason	Time Off Reason	Time Off Reason
Local Sick*	Sick Employee	Sick Family	Maternity/Paternity	Bereavement	
State	Sick Employee	Sick Family	Maternity/Paternity	Bereavement	Personal
Non-Contract**	NonCont				
Athletics	Athletic				
Professional Development	Prof Devel				
Campus Business	Campus Business				
Department of Curriculum	Dept of Curr				
Jury Duty***	Jury Duty				
DockNA (not approved)	Dock				
DockND (non-discretionary day)	Dock				
Student Assault	Student Assault				

\* Employees CANNOT use Local Sick for a personal absence

\*\* For employees that work 226 days or more

\*\*\* Provide jury summons to the campus sub manager to add as an attachment to the absence. If documentation is not received the reason code will be changed and the absence will be posted to your leave balance.

\*\*\*\* If you do not have any available leave you will be force to select one of the "Dock" Time Off Types to request the leave (the shaded gray area next to Employee Time Off Type is your current balance of available leave for the leave being requested)

4. Hours > leave as is
5. Days > The absence will default to 1 day - **\*\*Reminder\*\* leave can only be used in quarter, half and whole days**
  - If you are taking a half day change to .5 (4 hrs) and enter the Start Time and End Time of the absence
  - If you are taking a quarter day change to .25 (2 hrs) and enter the Start Time and End Time of the absence
  - If a ¾ day is requested it will be changed to a full day
  - You will receive an email and message in Skyward if your request was approved or denied.
  - Yellow warning messages are just information. Press Save again and the absence will save.
  - Red error messages you will need to fix the problem before you can move on.
  - Leave entered into Time Off is real time. Once approved your leave balance is deducted.

### Absences on a non-discretionary day – the rules for approval/documentation has not changed.

- Personal absences on a non-discretionary day must indicate "Principal Approved" in the comments section.
- If you are out ill, for bereavement, etc., documentation is still required. An approval does not excuse the need for documentation. If documentation is not received the employee will be docked.
- If you have any corrections or updates to make after the request has been approved you will need to email [Leave@pfsd.net](mailto:Leave@pfsd.net).