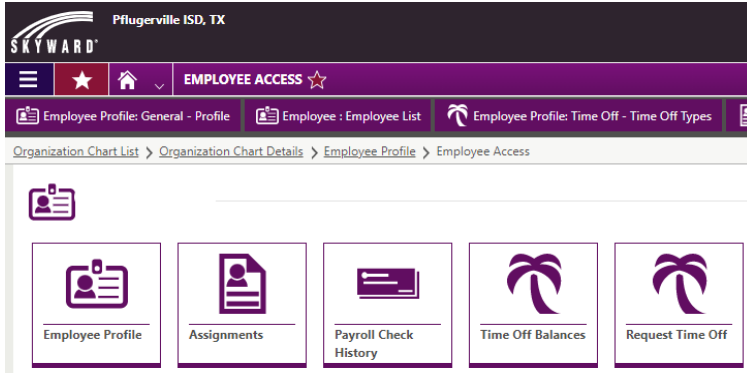





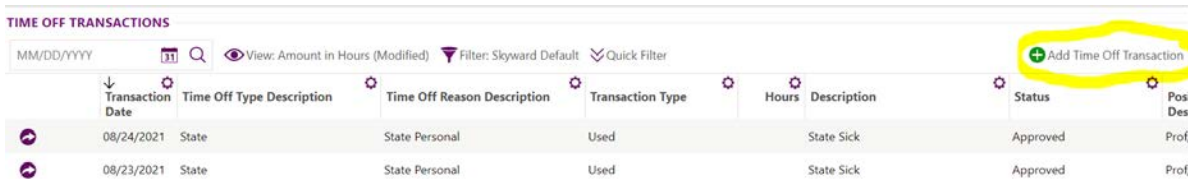
# Requesting Time Off in Skyward

## 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 in Skyward. The form is titled "Add Time Off Transaction" and "Enter Time Off Transaction Details". It includes several fields and options for entering transaction details:

- Transaction Type:  Single Day,  Date Range
- \*Start Date: MM/DD/YYYY
- \*Assignment: [Dropdown menu]
- \*Employee Time Off Type: [Dropdown menu]
- \*Time Off Reason: [Dropdown menu]
- Transaction Type: [Dropdown menu]
- \*Employee Hours Per Day: 0:00:00
- \*Hours: 0:00
- \*Days: [Text input]
- Description: [Text input]
- Start Time: [Text input]
- End Time: [Text input]

## 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 to select the correct one)
3. Supervisor > this field will now appear and will auto fill – if your supervisor is incorrect email [leave@pfsid.net](mailto:leave@pfsid.net)

Employee Time Off Type and Reason Codes -

Time Off Type	Time Off Reason	Time Off Reason	Time Off Reason	Time Off Reason
Local Sick*	Sick Employee	Sick Family	Bereavement	
State	Sick Employee	Sick Family	Bereavement	Personal
Non-Contract**	NonCont			
Professional Development	Prof Dev			
Campus Business	CampBus			
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 add as an attachment to the absence.

\*\*\*\* 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 entered it will be changed to a full day
- You will receive an email or 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.
  - If you have any corrections or updates to make after the request has been approved you will need to email [Leave@pfsid.net](mailto:Leave@pfsid.net).