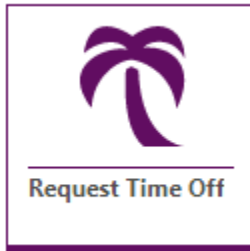


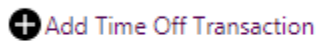
Entering Time Off Transactions in Skyward Employee Access

Sign into **Skyward Employee Access**

Click on **Request Time Off**




Click on **Add Time Off Transaction**




Follow these steps to enter a full day or a ½ day of leave


Select **Start Date, Employee Time Off Type, Time Off Reason, Days** (enter 1 for full day or .50 for ½ day), **Save**



Single Day
 Date Range


*Start Date 

*Assignment  Payroll Specialist II - Administration Center - 2019-07-01 - 2020-06-15

Supervisor

*Employee Time Off Type  SICK

*Time Off Reason  


Transaction Type Code 


*Employee Hours Per Day

*Hours

*Days

Description


Start Time 


End Time 


Follow these steps to enter multiple consecutive days of leave

Click on **Date Range, Start Date, End Date, Employee Time Off Type, Time Off Reason, Save**


Single Day
 Date Range



*Start Date 


*End Date 

*Assignment  Payroll Specialist II - Administration Center - 2019-07-01 - 2020-06-15

Supervisor

*Employee Time Off Type  STATE PB

*Time Off Reason  

Transaction Type Code 

*Employee Hours Per Day


*Hours

*Days

Workdays

Total Days Requested

Description

Start Time 

End Time 