

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 04.12.02.00.18 - Windows Internet Explorer". The user is logged in as "Rick Aceyscr". A "Print this tutorial" button is visible in the top right. The main navigation menu includes: Home, Employee Information, Time Off, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, and Expense Reimbursement. A yellow callout box points to the "Time Off" menu item with the text: "My Time Off Requests. Click Employee Access, Time Off. Who, What, When, Why? This option allows the employee to submit Time Off Requests to their supervisor." The page layout includes a "My Favorites" section (no favorites available), a "District News" section (no news to display), and a "Jump To Other Systems" section with links for Employee Access and Financial Management. The "Recent Programs" section lists: Employee Access Home, My Requests, Fiscal Year-to-Date, My Status, Applications By Position, and FastTrack Open Positions. The footer contains copyright information for Skyward, Inc., the text "TX Scrambled Database", and view options for Desktop View and Button Rows. The browser status bar shows "Windows Vista / Internet Explorer 9" and a zoom level of 100%.

Slide 2 - Slide 2

The screenshot shows a web browser window titled "Employee Access - 04.12.02.00.18 - Windows Internet Explorer". The page header includes the Skyward logo and the text "Skyward School District". A navigation bar contains several menu items: Home, Employee Information, Time Off, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, and Expense Reimbursement. A search bar is located below the navigation bar. On the left side, a "Time Off" dropdown menu is open, showing "My Status" and "My Requests" with document icons. A yellow callout bubble points to the "My Requests" link with the text "Click My Requests.". On the right side, there is a "Recent Programs" sidebar with links for "Employee Access Home", "My Requests", "Fiscal Year-to-Date", "My Status", "Applications By Position", and "FastTrack Open Positions". Below this is a "District News" section with the text "No news to display.". The footer contains copyright information: "© 2012 Skyward, Inc. All rights reserved.", "TX Scrambled Database", and view options: "Desktop View" (selected) and "Button Rows Windows Vista / Internet Explorer 9". The zoom level is set to 100%.

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My Time Off Requests - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Home Employee Information Time Off FastTrack Open Positions FastTrack Screens Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Requests The My Time Off Requests browse displays.

Views: General Filters: \*Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
03/28/2012 Wed	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
03/27/2012 Tue	6:45 am	0.2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
03/23/2012					Current	NON-WORK DAYS	FULL DOCK	
02/23/2012 Thu	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK	
02/06/2012 Mon	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother
01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor
12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS	
12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
12/07/2011 Wed	6:45 am	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	

10 records displayed Date:

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Remaining Time Off is listed for each time off code.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Floating Holiday	16h 00m	12h 00m		4h 00m			
PTO - Paid Time Off	56h 30m	16h 00m		40h 30m			

**Time Off Request**

\* Time Off Code: PTO - Paid Time Off - Hours Hours per Day: 8h 00m

\* Reason: Vacation

Description:

Maximum characters: 200, Remaining characters: 200

Type:  Single Day  Date Range

\* Start Date: 08/14/2012 Tuesday

Hours: 0 hours 00 minutes

Start Time: 08 : 00 am

Select additional employees to notify when this request is approved.

[Select Employee\(s\):](#)

Select the information for the **Time Off Request**.

Select the **Time Off Code** and the **Reason**.  
A **description** may be entered but is not required.

Select a **Type**.

If **Single Day** is selected  
the **Start Date**, **Hours**, and **Start Time** need to be defined.

If **Date Range** is selected  
the **Start Date**, **End Date**, and **Start Time** need to be defined.

If notifications should be sent to additional employees  
click the **Select Employees** link to choose the employees.

Click **Save** to submit the request  
or click **Back** to close without saving.

Asterisk (\*) denotes a required field

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My Time Off Requests - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Rick Aceyscr Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Position FastTrack Work Account Budget Purchasing Inventory Requisitions Expense Reimbursement

The My Time Off Requests browse displays with the new request.

My Time Off Requests ☆ Favorites New Window My Print Queue

Views: General Filters: \*Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	Edit
08/16/2012 Thu	8:00 am	1 Days	Used	Waiting	Current	LOCAL SICK				
03/28/2012 Wed	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK				
03/27/2012 Tue	6:45 am	0.2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF			
03/23/2012 Fri	6:45 am	1 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK			
02/23/2012 Thu	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK			
02/06/2012 Mon	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother		
01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF			
01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor		
12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS			
12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF			

A request with a status of **Waiting** can be modified by clicking **Edit**.

10 10 records displayed Date:

100%

Slide 6 - Slide 6

The screenshot shows a web browser window titled "My Time Off Requests - 04.12.02.00.18 - Windows Internet Explorer". The page header includes the "Skyward School District" logo and a navigation menu with items like "Home", "Employee Information", "Time Off", "FastTrack Open Positions", "FastTrack Screener", "Work Requests", "Account Master", "Budget Management", "Purchasing", "Inventory Requisitions", and "Expense Reimbursement". The main content area is titled "My Time Off Requests (549)" and features a table of requests. Two callout boxes are present: one pointing to the first row with the text "You can expand a request to view its details." and another pointing to the first row with the text "Note that you can also Delete, Clone, and add Attachments to a request. This concludes the tutorial." The table has columns for Date, Time, Amount, Type, Status, Year, Time Off Code, Reason, and Description. The first row is expanded, showing details for a request on 08/16/2012. The status is "Waiting" and the reason is "DEATH".

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
08/16/2012 Thu	8:00 am	1 Days	Used	Waiting	Current	LOCAL SICK	DEATH	
03/28/2012 Wed	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK	
					Current	LOCAL SICK	SICK	
					Current	NON-WORK DAYS	FULL	
02/23/2012 Thu	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL	
02/06/2012 Mon	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother
01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor
12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS	
12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	