### 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 <u>Start Date, Employee Time Off Type, Time Off Reason, Days</u> (enter 1 for full day or .50 for ½ day), <u>Save</u>

	<ul> <li>Single Day</li> <li>Date Range</li> </ul>
*Start Date	01/15/2020 Wednesday 31
*Assignment	Acosta, Kathy - Para Clerical 🔨 Payroll Specialist II - Administration Center - 2019-07-01 - 2020-06-15
Supervisor	Business Professional-1600 - Director of Business Se
*Employee Time Off Type	SICK V SICK
*Time Off Reason	SL V Sick Leave V
Transaction Type Code	U - Used •
*Employee Hours Per Day	8:00:00
*Hours	4:00
*Days	0.50000
Description	Sick Leave
Start Time	٩
End Time	٩

# 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 01/15/2020 Wednesday 31	
*End Date 01/17/2020 Friday 31	
*Assignment 🛛 Acosta, Kathy - Para Clerical 🗸 Payroll Specialist II - Administration Center	- 2019-07-01 - 2020-06-15
Supervisor Business Professional-1600 - Director of Business Se	
*Employee Time Off Type STATE PB V STATE PB	
*Time Off Reason PB V Personal Business V	
Transaction Type Code U - Used 🔻	
*Employee Hours Per Day 8:00:00	
*Hours 8:00	
*Days 1.00000	
Workdays 3	
Total Days Requested 3.00	
Description Personal Business	
Start Time 🕘	