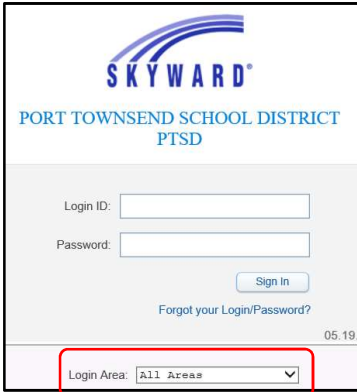
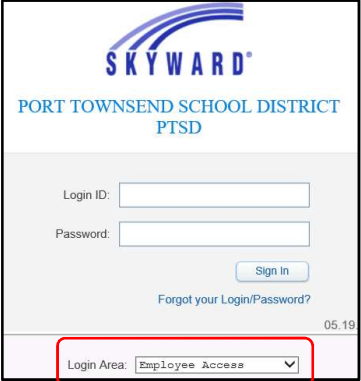
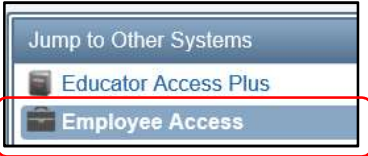


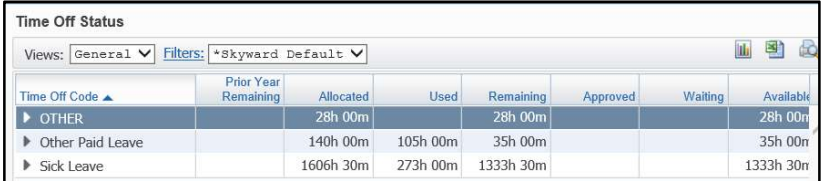


Instructions: How to View your Time Off / Leave Balances

<p>System: Skyward</p>	<p>Log in to your Skyward Account</p> <p>Select: All Areas <u>or</u> Employee Access</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>OR</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> </div>
<p>Dashboard: Menu Selections</p>	<p>Select: Employee Access</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>Select: Time Off</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div> <p>Select: My Status</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">  </div>
<p>View: Leave Balances</p>	<p>Leave Balances – Summary Screen</p> <div style="border: 1px solid black; padding: 5px;">  </div> <p>Note:</p> <ol style="list-style-type: none"> OTHER: This function has been activated and is now viewable to staff. This time is <i>not taken from your leave balances</i>. Time such as Training, In-Service, Professional Development, Meetings, Jury Duty, Bereavement Leave, etc. that is entered for a record of your time away from your normal duty station.

Reading the Summary:

To see Time Off details:

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ OTHER		28h 00m		28h 00m			28h 00m
▶ Other Paid Leave		140h 00m	105h 00m	35h 00m			35h 00m
▶ Sick Leave		1606h 30m	273h 00m	1333h 30m			1333h 30m

Summary View:

- **Allocated:** Shows total time allocated since you started with the district.
- **Used:** Shows total time used since you started with the district.
- **Remaining:** Shows total time balances **Remaining** (*Remaining & Available time is the same balance)

Note:

- 1) Time is shown in Hours & Minutes – however, the time you record on your leave report is in a decimal format – the Skyward system *requires a decimal format for data entry*.
- 2) **OTHER** Status: **This is for recording & tracking purposes only** – does not affect your Sick Leave or Personal/Vacation time balances. This is time that is shown as *Allocated* when the time is taken, then it is cleared to 0.0 hours at the end of the school year. When time is taken during the summer (ie: Professional Development Training) the time ‘allocated’ will be zero hours.

View the Details:

To view your individual leave details:

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ OTHER		28h 00m		28h 00m			28h 00m
▶ Other Paid Leave		140h 00m	105h 00m	35h 00m			35h 00m
▶ Sick Leave		1606h 30m	273h 00m	1333h 30m			1333h 30m

Click: ▶ - this will open the Time Off Code you want to see the details for

Example: Sick Leave

Sick Leave		1606h 30m	273h 00m	1333h 30m	1333h 30m
▼ Current Year (Includes all dates)					
▼ Pending Requests					
There are no Pending Requests available.					
▼ Time Off Transactions (up to today's date) Print Time Off Transactions					
Date	Description/Reason	Allocated	Used	Remaining	
05/03/2019 Fri	Eye Doctor A / SICK LEAVE		3h 30m	1333h 30m	
03/11/2019 Mon	Dr. Appt. / SICK LEAVE		7h 00m	1337h 00m	
02/28/2019 Thu	Medical Appt / SICK LEAVE		7h 00m	1344h 00m	
11/01/2018 Thu	SICK LEAVE / SICK LEAVE		7h 00m	1351h 00m	
10/23/2018 Tue	SICK LEAVE / SICK LEAVE		7h 00m	1358h 00m	

Example: **OTHER** Leave

Time Off Status

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting
OTHER		28h 00m		28h 00m		

Current Year (Includes all dates)

Pending Requests

There are no Pending Requests available.

Time Off Transactions (up to today's date) [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining
06/21/2019 Fri	Whitworth Gi / PROFESS. G	7h 00m		28h 00m
06/20/2019 Thu	Whitworth Gi / PROFESS. G	7h 00m		21h 00m
06/19/2019 Wed	Whitworth Gi / PROFESS. G	7h 00m		14h 00m
06/18/2019 Tue	Whitworth Gi / PROFESS. G	7h 00m		7h 00m

Example: **Other Paid Leave** (Personal Leave – Certificated) (VAC Leave – Classified)

Time Off Status

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting
OTHER		28h 00m		28h 00m		
Other Paid Leave		140h 00m	105h 00m	35h 00m		

Current Year (Includes all dates)

Pending Requests

There are no Pending Requests available.

Time Off Transactions (up to today's date) [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining
09/01/2018 Sat	Auto Accrual / Leave Roll	14h 00m		35h 00m
09/01/2017 Fri	Auto Accrual / Leave Roll	14h 00m		21h 00m
05/11/2017 Thu	PERSONAL LEA / PERSONAL L		7h 00m	7h 00m
02/21/2017 Tue	PERSONAL LEA / PERSONAL L		7h 00m	14h 00m
02/16/2017 Thu	PERSONAL LEA / PERSONAL L		7h 00m	21h 00m

To close the window – Click the ▼ and return to the Summary Screen

Tips & Tricks:

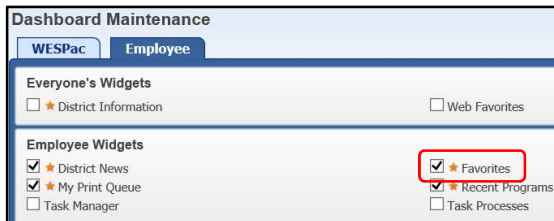
Add your Time Off Status to your Dashboard:

Click: Select Widgets



Favorites

This will post your Favorites Menu to your Skyward Dashboard



Click: Time Off



Click: My Status

Click: Grey Star . . . turns it to Yellow



Notes:

- 1) Your time off status will now appear in your favorites menu on your Skyward Dashboard.
- 2) *Any screen with a Grey Star* – if the star is clicked, the shortcut link will show up in your Dashboard Favorites Menu (ie: Check History)
- 3) You can rename your items in the Favorites Menu:
 - Click: Edit Favorites at the bottom of the Favorites Menu box
 - Key a new description in the 'description text box' – Click: Save

To see more detail on a Record Line

The view screen will truncate some of the data. If you hover over the line you are interested in, in the **Description/Reason** column, an information 'bubble' will appear with the details:

The screenshot shows the 'Time Off Status' interface. At the top, there are 'Views: General' and 'Filters: *Skyward Default'. Below this is a table with columns: Time Off Code, Prior Year Remaining, Allocated, Used, Remaining, Approved, and Waiting. The 'OTHER' code is expanded to show 'Current Year (Includes all dates)'. Under this, there are sections for 'Pending Requests' (none available) and 'Time Off Transactions (up to today's date)'. A table of transactions is shown with columns: Date, Description/Reason, Allocated, Used, and Remaining. A tooltip is displayed over the first transaction row, showing: Description: **Whitworth Gifted Institute / Spokane WA**, Reason: **PROFESS. GROWTH**, and Reason Long Description: (truncated).

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting
OTHER		28h 00m		28h 00m		
Current Year (Includes all dates)						
Pending Requests						
There are no Pending Requests available.						
Time Off Transactions (up to today's date) Print Time Off Transactions						
Date	Description/Reason	Allocated	Used	Remaining		
06/21/2019 Fri	Whitworth Gi / PROFESS. G	7h 00m		28h 00m		
06/20/2019 Thu	Whitworth Gi / PROFESS. G	7h 00m		21h 00m		
06/19/2019 Wed	Whitworth Gi / PROFESS. G			00m		
06/18/2019 Tue	Whitworth Gi / PROFESS. G			00m		