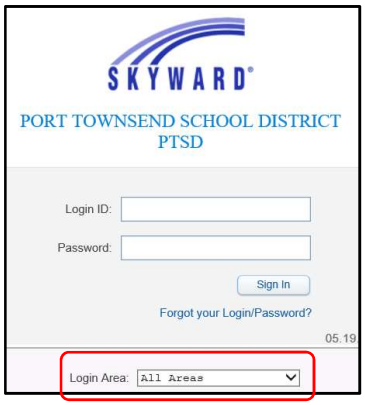
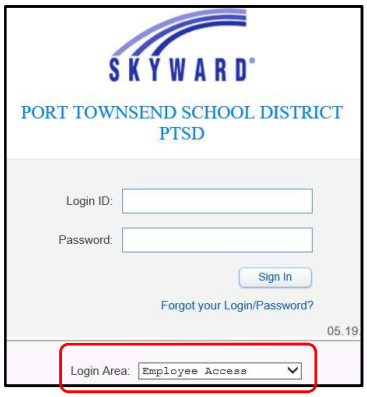
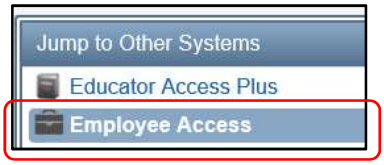
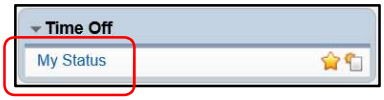
Instructions: How to View your Time Off / Leave Balances

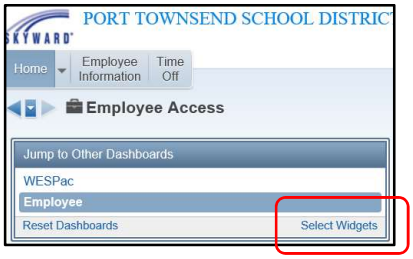
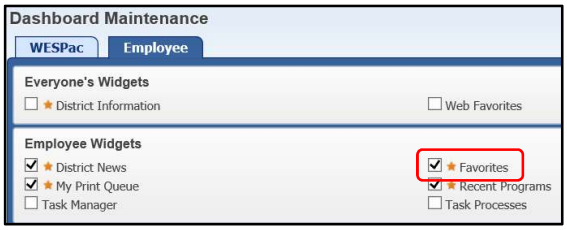
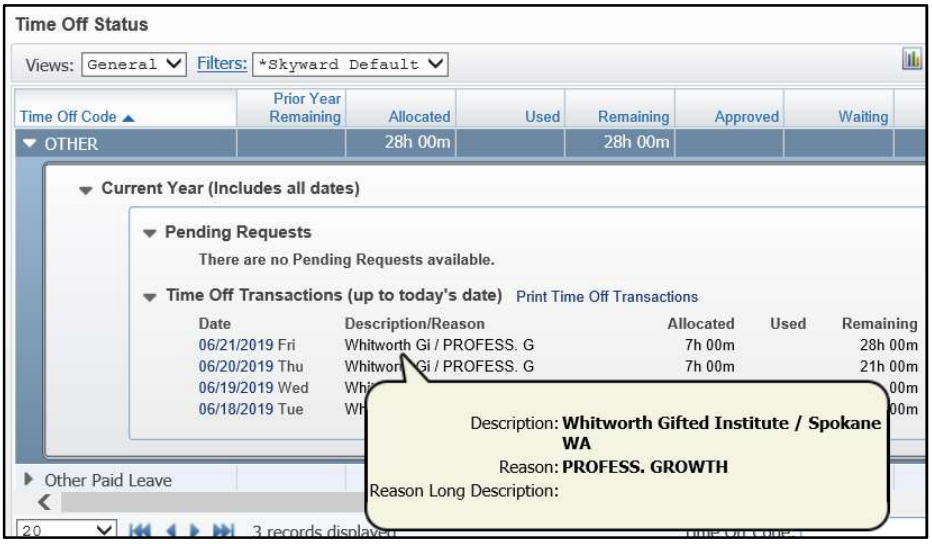
System: Skyward	Log in to your Skyward Account **Select**: All Areas <u>or</u> Employee Access  or 
Dashboard: Menu Selections	Select: Employee Access  Select: Time Off Select: My Status 
View: Leave Balances	Leave Balances – Summary Screen <u>Note</u>: 1) OTHER: This function has been activated and is now viewable to staff. This time is *<u>not taken from your leave balances</u>*. 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: 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: Click: ▶ - this will open the Time Off Code you want to see the details for Example: **Sick Leave**

Example: **OTHER** Leave

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

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: