

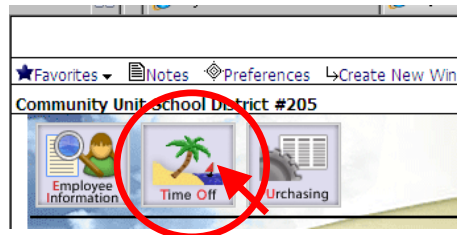
Directions to Request Time Off in Skyward EMPLOYEE Access

1. Make sure to go to **EMPLOYEE** not educator access:

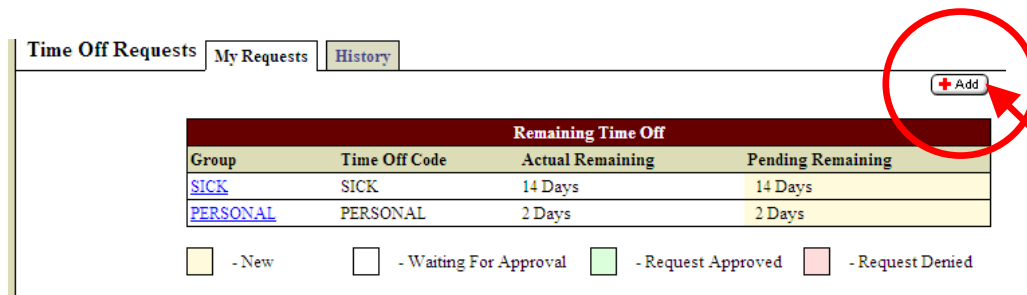
Go to www.galesburg205.org and go to internal links and select "Skyward Employee Access" (See below)



2. Login to Skyward EMPLOYEE Access. If you have forgotten that password, you will have to contact Mike Doney or your building administrator. After logging on, look for the button circled below:



3. Click on the "Time Off" button (with the palm tree). The screen below appears. Click on the box that says "add", in the top right corner...



Over → →

4. A screen appears that requires you to give details about your absence.

Time Off Request

a. Select "Sick" or "Personal"

Time Off Code: SICK - Days

b. Select a Reason here – NOTE! Time Off Code & Reason must match!

Reason: SICK DAY USED

Description:

c. Type name of sub requested, if any, or other info here, such as multiple building assignments, extra duty, etc.

Type: Single Day Date Range

d. Select "Single Day" for one day's absence, or select "Date Range" if you'll be gone for several days in a row. The "Date Range" option CANNOT be used for requesting half-days or a combination of full-and-half days – use single day option for these.

Start Date: Dec 09 2008

e. Click the calendar icon or down-arrows to select the date(s) of your absence.

Days: 0.0000 days

f. IMPORTANT!!!! In this box, ONLY USE NUMBERS "1.0" OR "0.5"

Start Time: 8 :00 AM

g. Click the down-arrows to select the time your day officially starts, especially if you're requesting a sub.

Time Off Request

Save
Cancel

Time Off Code: SICK - Days

Reason: SICK DAY USED

Description:

Type: Single Day Date Range

Start Date: Dec 09 2008

Days: 0.0000 days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

CLICK SAVE TO FINISH!

PLEASE NOTE: *If you have requested a Date Range for your absence, after you click Save you'll see a screen that says your time off request has a zero amount. That is not a problem for this type of request - simply click "OK" and your request will be submitted.*