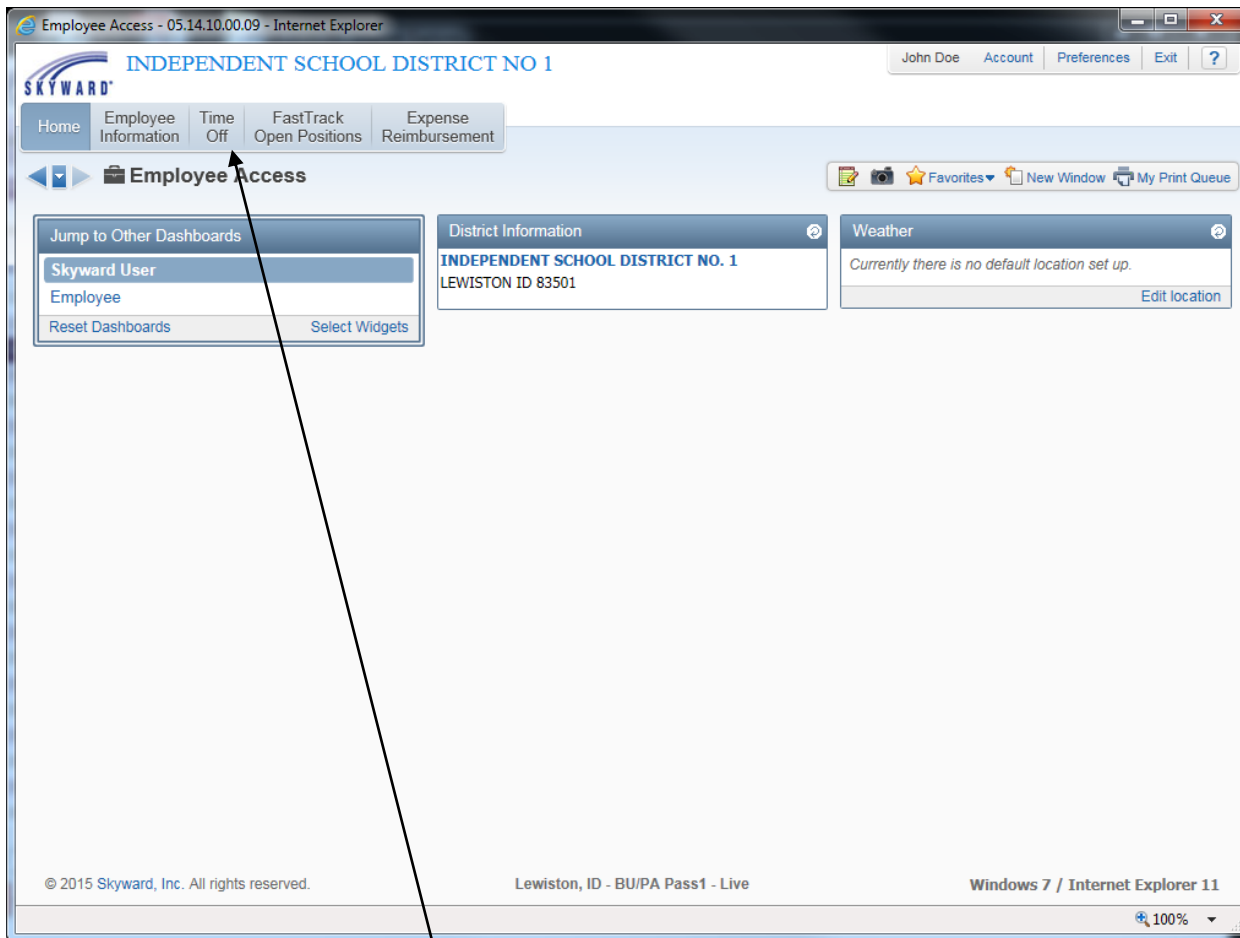


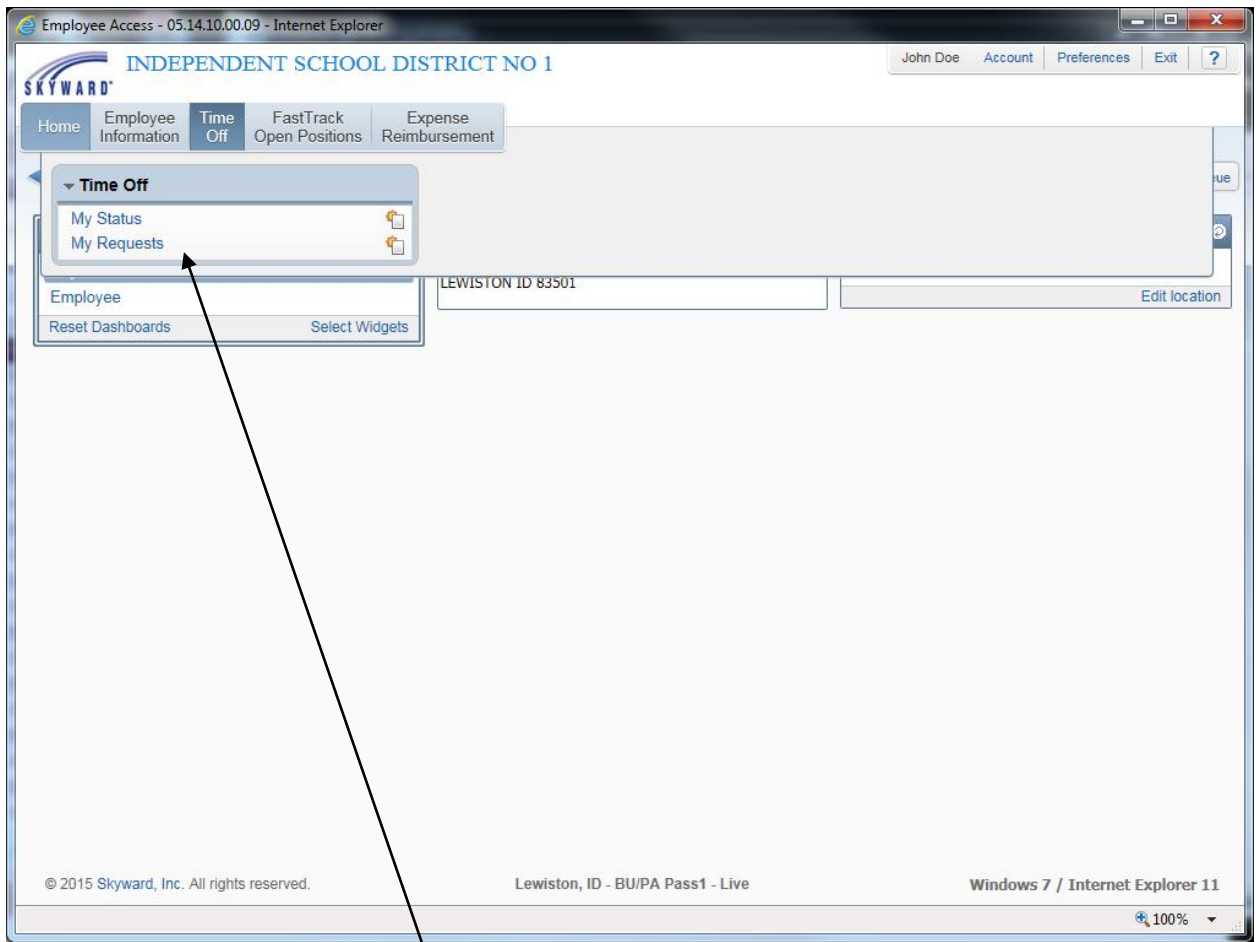
# ISD No. 1 – Time Off Reporting Instructions

The screenshot shows a web browser window displaying the Skyward login interface. The browser's address bar shows the URL: <https://skyward.lewistonschools.net/scripts/wsisa.dll/WService=wsFin/seplog01.w>. The page features the Skyward logo at the top, followed by the text "INDEPENDENT SCHOOL DISTRICT NO 1" and "Lewiston, ID - BU/PA Pass1 - Live". Below this is a login form with two input fields: "Login ID:" containing the text "jdoe" and "Password:" containing a series of dots. A "Sign In" button is positioned to the right of the password field. Below the button is a link that says "Forgot your Login/Password?". At the bottom right of the form area, the version number "05.14.10.00.09" is displayed. Below the form is a "Login Area:" dropdown menu currently set to "Employee Access". At the very bottom of the page, there is a copyright notice "© 2015 Skyward, Inc. All rights reserved." and the text "Windows 7 / Internet Explorer 11". The browser's status bar at the bottom right shows "100%" zoom level.

1. Go to ISD No. 1 homepage: <http://www.lewistonschools.net/>
2. Choose "Staff Resources"
3. Choose "Skyward Employee Access"
4. Log in to Skyward



1. Choose "Time Off" tab



1. Choose "My Requests"

My Time Off Requests - 05.14.10.00.09 - Internet Explorer

INDEPENDENT SCHOOL DISTRICT NO 1

John Doe Account Preferences Exit ?

Home Employee Information Time Off FastTrack Open Positions Expense Reimbursement

My Time Off Requests

Views: General Filters: \*Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
07/04/2015 Sat	8:00 am	1 Days	Used	Waiting	Current	VACATION	VACATION	VACATION	
12/25/2014 Thu	8:00 am	1 Days	Used	Waiting	Current	VACATION	VACATION	VACATION	
12/02/2014 Tue	8:00 am	1 Days	Used	Denied	Current	OTHER LEAVE-NO DEC	OTHER	NWIP CONFERENCE - BILL JA	
11/24/2014 Mon	8:00 am	1 Days	Used	Approved	Current	SICK LEAVE-12 DAYS/1	SICK LEAVE FAMILY	SICK LEAVE FAMILY	
11/12/2014 Wed	8:00 am	0.5 Days	Used	Waiting	Current	OTHER LEAVE-DEDUCT	DEDUCT PAY UNPAID	DEDUCT PAY UNPAID	

20 5 records displayed Date:

100%

All past time off requests are listed here.

- To add a new time off request, choose the "Add" button

Add - 05.14.10.00.09 - Internet Explorer

### Add

#### Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
BEREAVEMENT - OTHER	0 Days			0 Days			
BEREAVEMENT-IMMED FAM	-1 Days			-1 Days			
CIVIC DUTY	-0.5 Days			-0.5 Days			
OTHER LEAVE-DEDUCT PAY	0 Days		0.5 Days	-0.5 Days			
OTHER LEAVE-NO DEDUCT	0 Days			0 Days			
PERSONAL LEAVE	2 Days			2 Days			
PROFESSIONAL LEAVE	0 Days			0 Days			
SICK LEAVE-12 DAYS/YEAR	11 Days			11 Days			
VACATION	3 Days	1 Days	2 Days	0 Days			

#### Time Off Request

\* Time Off Code:  Hours per Day: 7h 30m

\* Reason:  [Detail...](#)

Description:   
Maximum characters: 200, Remaining characters: 200

Type:  Single Day  
 Date Range

\* Start Date:

Days:

Start Time:  AM

Sub Needed

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

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

Asterisk (\*) denotes a required field

100%

1. Choose appropriate "Time Off Code" from the drop down list.
2. Choose appropriate "Reason" from the drop down list.
3. In "Description" box enter any notation you would like to make about your time off. **(If using "Bereavement-Family" the date of death is required) "Professional Leave" and "Other Leave" need to have an explanation.**
4. Choose Type "Single Day" or "Date Range" (note: Date range can only be used for full days off)  
 If requesting a full day off, enter a **1** here. If requesting a half day enter **.5** here. Be sure to include the decimal for half day requests. If rescinding a day already requested and approved, enter the number as a **negative** number.
5. "Start Time" box: Enter your regular starting time here if you are taking a full day or are requesting a half A.M. day. If taking a half P.M. day off, enter the time that reflects the mid-point of your day.
6. If you need a sub., check the "Sub. Needed" box.
7. Additional Employees: If you would like to notify other employees of your scheduled absence, click the link labeled "Select Employee". On the next screen select the additional person(s) to receive an email and click the "Save" button. You will be taken back to the previous screen.
8. Click the "Save" button on the right side of the screen. You will be taken back to the previous screen.
9. Be sure to click the **"exit"** button at the top right of the screen to log off.
10. You will receive an email from Skyward regarding supervisor approval or denial of your time off request.