

Skyward - How to Enter Time Off

After logging in to the local network, click on an internet browser (ie. Chrome) on your desktop and enter www.unit40.org to go to the Effingham Unit #40 home page. On the Unit 40 web page, click on the “Staff” link at the top of the page as shown below. On the dropdown box that appears below “Staff”, click on Skyward.



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On the Skyward Login screen, enter your Login ID and Password.

Your login ID is the first 6 letters of your last name, followed by the first three letters of your first name (ie. johnscla for Clark Johnson).

Your password is initially set to your birthdate in MMDDYYYY format (ie. 03271982 for March 27, 1982). Note that the first time you login to Skyward, this screen will ask you to change your password to something only you know. If you have forgotten your Skyward password, call the BOE office at 540-1506 and ask for a Skyward password reset.

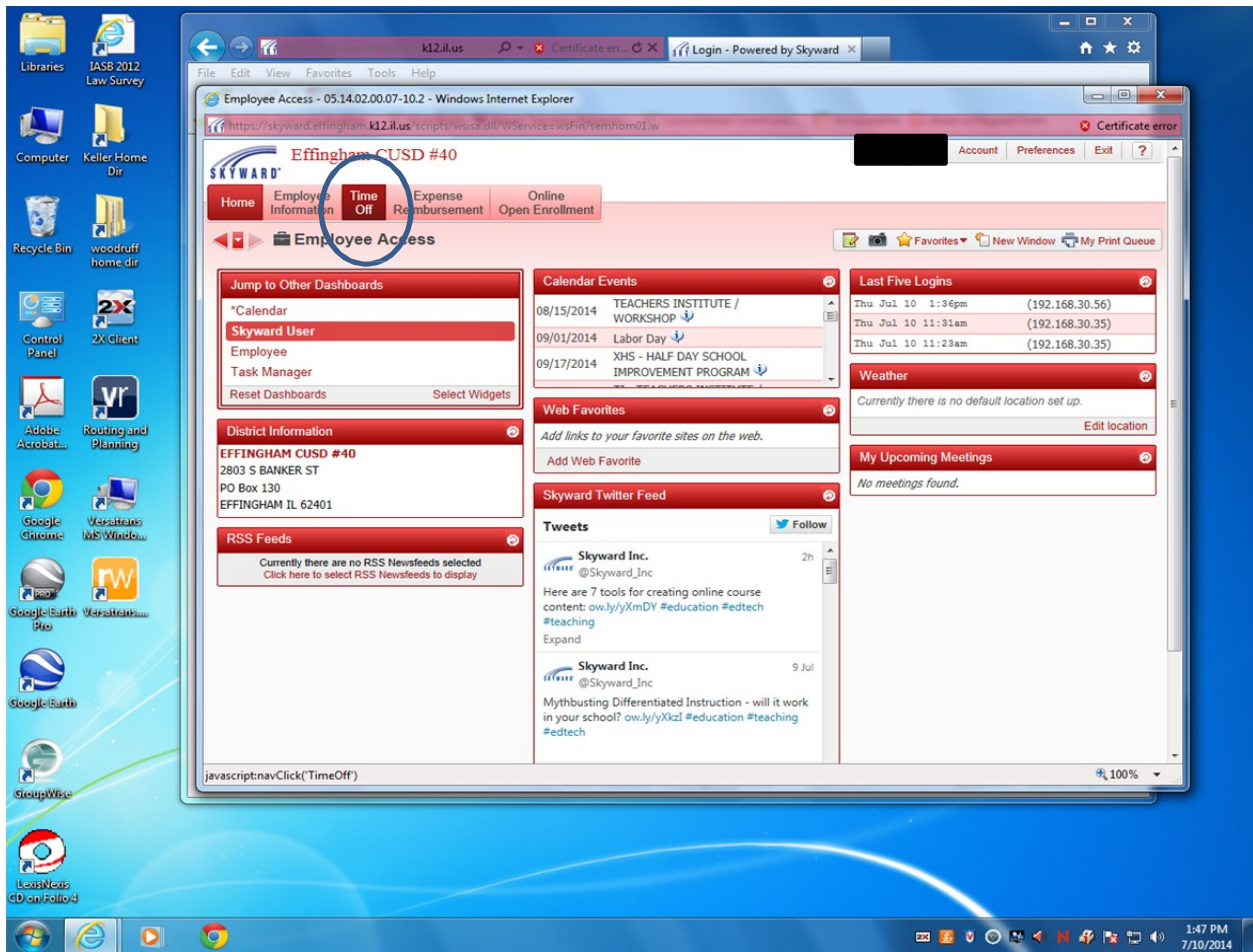
Once you have entered your Login ID and Password, press the Sign In Button.



The screenshot shows the Skyward login interface. At the top, the Skyward logo is displayed above the text "Effingham CUSD #40" and "Effingham, IL BU/PA Pass 1IL". Below this, there are two input fields: "Login ID:" with the value "johnscla" and "Password:" with masked characters. A "Sign In" button is positioned below the password field. A link "Forgot your Login/Password?" is located below the "Sign In" button. The version number "05.19.06.00.02" is displayed in the bottom right corner.

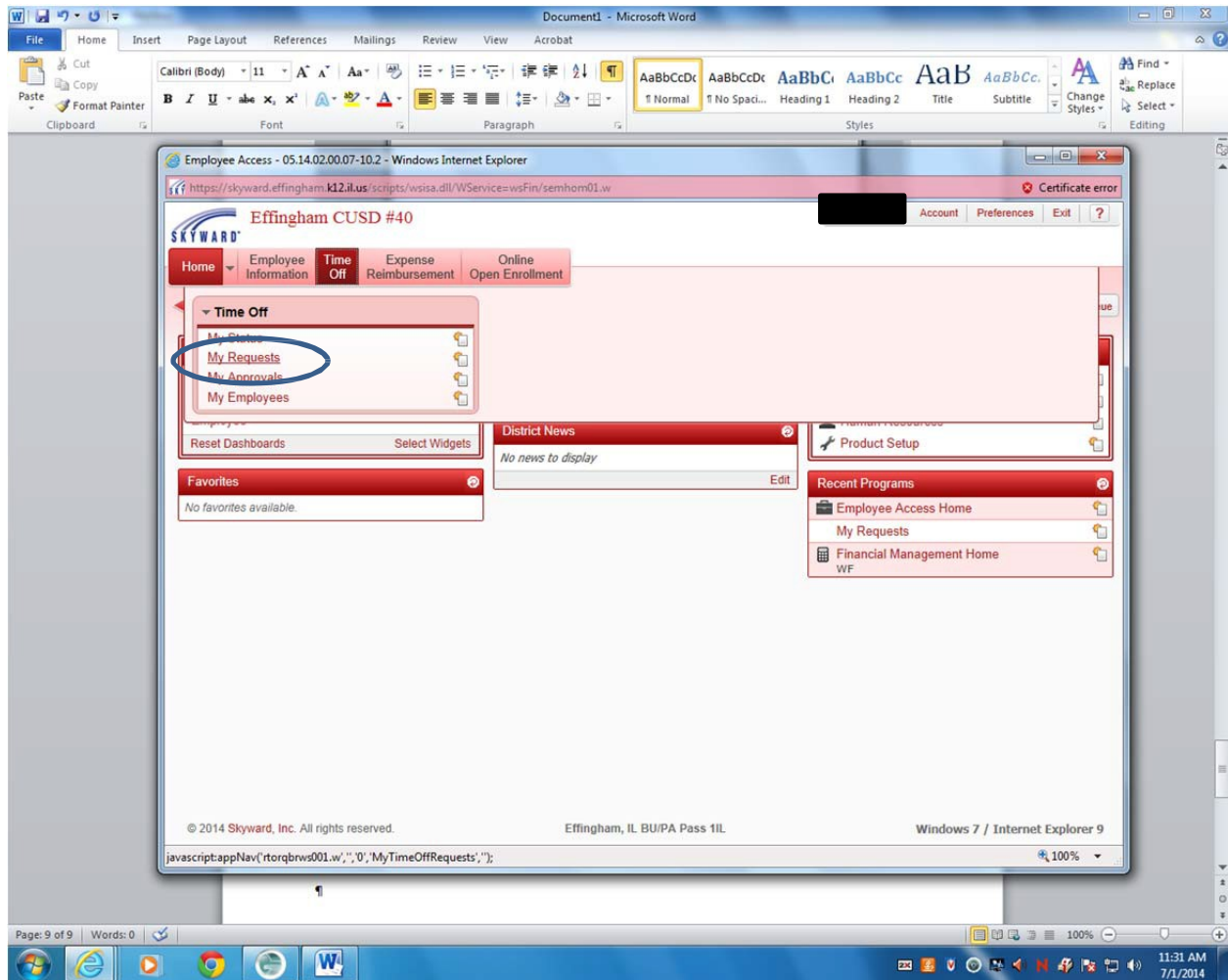
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In Skyward, click on the TIME OFF Button as shown below.



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Click on My Requests as shown below.



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Click on the ADD button as shown below.

The screenshot shows a Windows Internet Explorer browser window displaying the Skyward web application. The page title is "My Time Off Requests - 05.14.02.00.07-10.2". The URL is "https://skyward.ewingham.k12.il.us/scripts/wsisa.dll/WSservice=wsFin/rtorqbrws001.w". The page has a navigation bar with links: Home, Employee Information, Time Off, Expense Reimbursement, and Online Open Enrollment. The "Time Off" link is highlighted. Below the navigation bar, there is a section titled "My Time Off Requests" with a "Filters" dropdown set to "Skyward Default". A table lists time off requests with columns: Date, Time, Amount, Type, Status, Year, Time Off Code, Reason, and Description. The table shows four records for "VACATION LEAVE - DA VACATION". To the right of the table, there is a "Add a time off request" button and an "Add" button, which is circled in blue. Below the table, there is a "Date:" field and a "4 records displayed" indicator. The bottom of the browser window shows the Windows taskbar with the time 11:32 AM and date 7/1/2014.

| Date | Time | Amount | Type | Status | Year | Time Off Code | Reason | Description |
|----------------|---------|--------|------|---------|---------|---------------------|----------|-------------|
| 08/11/2014 Mon | 7:30 am | 1 Days | Used | Waiting | Current | VACATION LEAVE - DA | VACATION | VACATION |
| 08/08/2014 Fri | 7:30 am | 1 Days | Used | Waiting | Current | VACATION LEAVE - DA | VACATION | VACATION |
| 08/07/2014 Thu | 7:30 am | 1 Days | Used | Waiting | Current | VACATION LEAVE - DA | VACATION | VACATION |
| 08/06/2014 Wed | 7:30 am | 1 Days | Used | Waiting | Current | VACATION LEAVE - DA | VACATION | VACATION |

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On the Add Time Off screen, enter the following:

1. Time Off Code – Click the Arrow and select the type of time off you are requesting.
2. Time Off Reason – Click on the arrow and select the reason you are requesting time off.
3. Description – A Description will appear. You can add to what is already displayed.
4. Type – Click the Single Day or Date Range radio button.
5. Start Date – Click on the calendar icon to select the date you will be off, or enter the start date in MMDDYYYY format (ie. 08262019 for August 26, 2019)
6. Days/Hours: Enter the number of days (ie. 0.5 or 1.0) or number of hours you are requesting. Note that per the contract, time off must be requested in half days or full days.
7. Enter the Start Time you will be off.
8. Sub Needed – Click the Sub needed box to proceed to the Absence Management System where you can create an absence for the same date.

The screenshot shows the Skyward web application interface. The main window is titled 'Add' and 'Remaining Time Off'. It displays a table of time off codes and reasons, and a form for entering a new request. The 'Time Off Request' section is highlighted with a black circle.

| Time Off Code | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available |
|--|-----------|----------|---------|-----------|------------------|----------------|------------------|
| EXCUSED SCHOOL ACTIVITY | 0 Days | | | 0 Days | | | |
| JURY DUTY - DAYS | 0 Days | | | 0 Days | | | |
| *PERSONAL LEAVE - DAYS | 2 Days | | | 2 Days | | | |
| *SICK LEAVE - DAYS | 103 Days | | | 103 Days | | | |
| WORKSHOP DAYS | 0 Days | | | 0 Days | | | |
| *Totals calculated up to Start Date (09/04/2014) | | | | | | | |

Time Off Request

* Time Off Code: SICK LEAVE - DAYS - Days Hours per Day: 7h 30m

* Reason: SICK DAY Detail...

Description: SICK DAY

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

Start Date: 09/04/2014 Thursday

Days: 0.0000

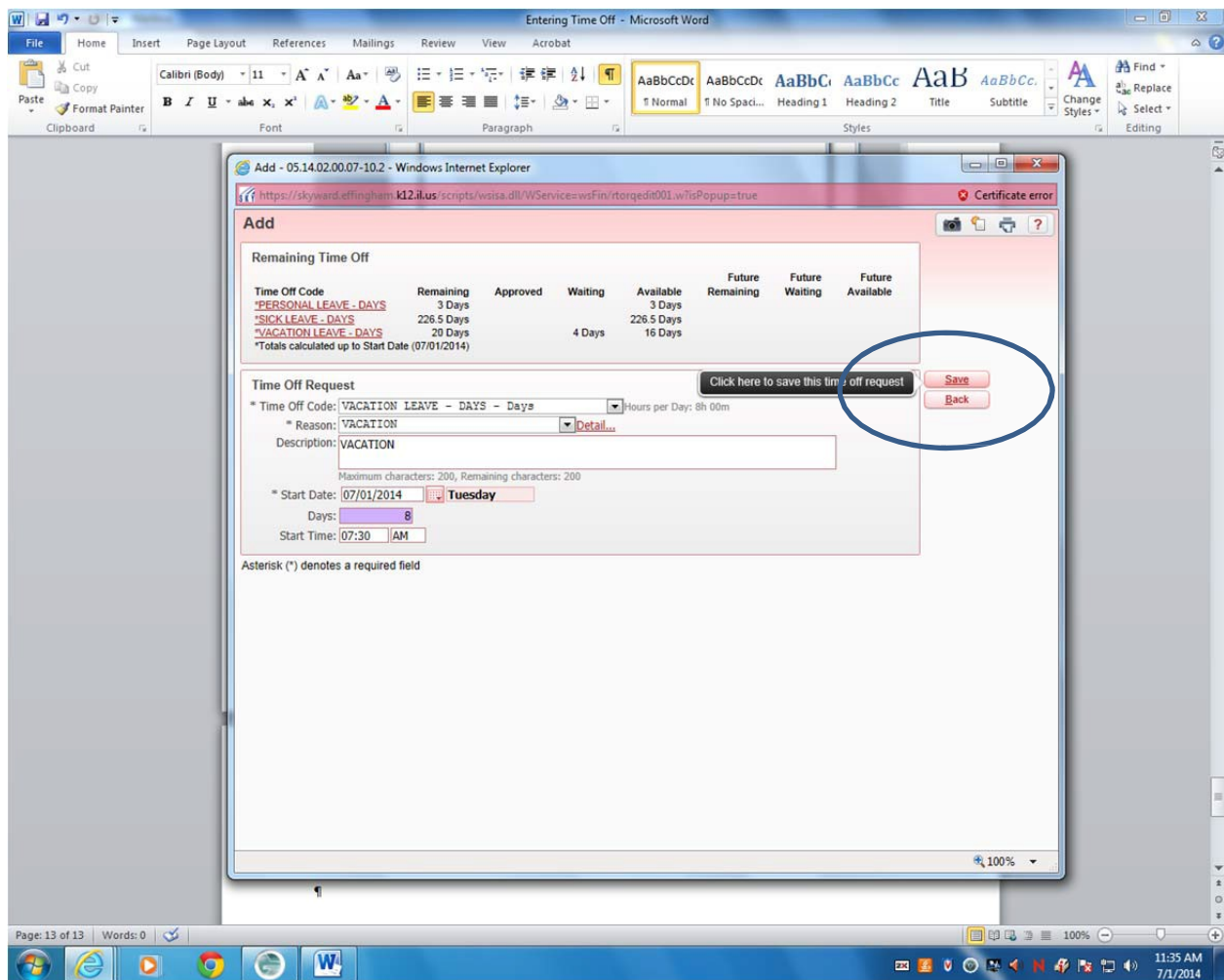
Start Time: 07:30 AM

☒ Sub Needed

Asterisk (*) denotes a required field

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Click the SAVE button as shown below to send this request to your time off approver.



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You may click the EDIT button to make changes to your time off request and you may click the DELETE button to remove your time off request. After your time off request is approved, changes are not allowed.

The screenshot shows the Skyward web application interface for Effingham CUSD #40. The main section is titled "My Time Off Requests" and displays a table of requests. The table has columns for Date, Time, Amount, Type, Status, Year, Time Off Code, Reason, Description, A, and SN. Two requests are visible: one for 10/03/2014 (Personal Leave) and one for 09/10/2014 (Sick Leave). To the right of the table, there are buttons for "Add", "Edit", "Delete", and "Attach". A red circle highlights the "Edit" and "Delete" buttons. The interface also includes a navigation menu at the top and a status bar at the bottom.

| Date | Time | Amount | Type | Status | Year | Time Off Code | Reason | Description | A | SN |
|----------------|---------|--------|------|---------|---------|---------------------|-------------------------|------------------------|---|----|
| 10/03/2014 Fri | 7:30 am | 1 Days | Used | Waiting | Current | PERSONAL LEAVE - DA | PERSONAL DAY | PERSONAL DAY-out of to | Y | |
| 09/10/2014 Wed | 7:30 am | 1 Days | Used | Waiting | Current | SICK LEAVE - DAYS | SICK - PERSONAL ILLNESS | SICK - PERSONAL ILLNES | Y | |