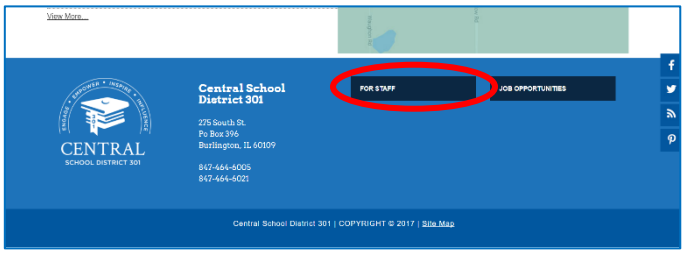
Skyward Employee Access – Time Off Requests

Go to **www.central301.net**.

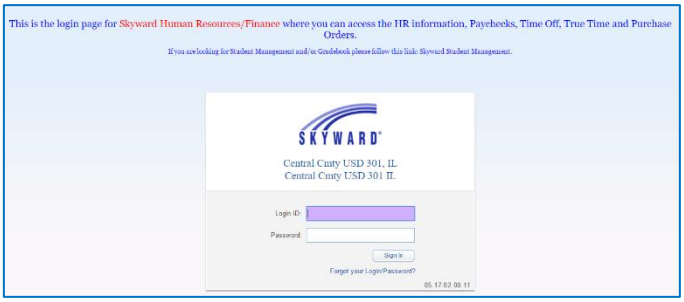
Scroll down to the bottom of the page. Click on **For Staff**.



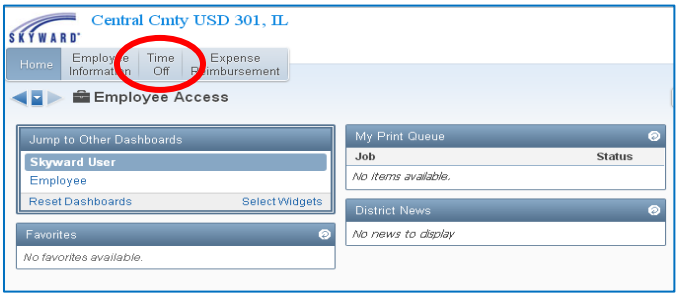
Under the HR heading, click on **Skyward HR/Finance**.

The Skyward HR login screen will open. Enter your Login ID and Password.

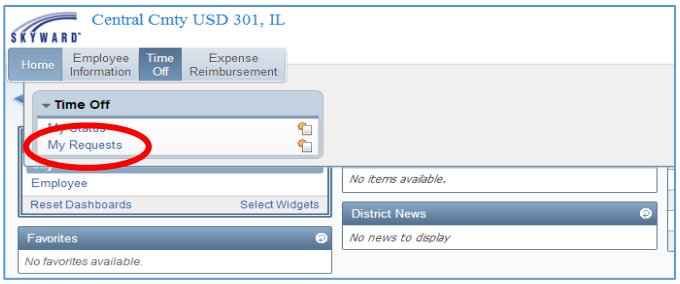
Note: You may get a pop up blocker warning. If you do, select to “allow pop ups from skyward.iscorp.com”.



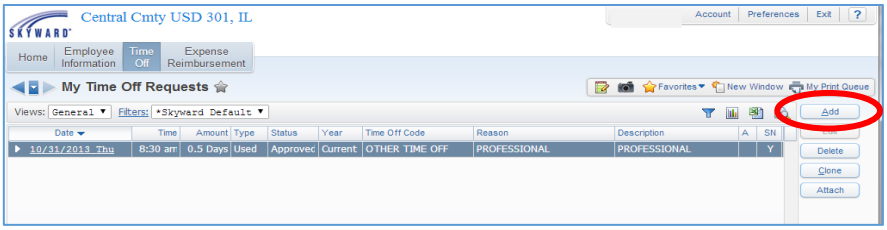
To enter a time off request, click on **Time Off**.



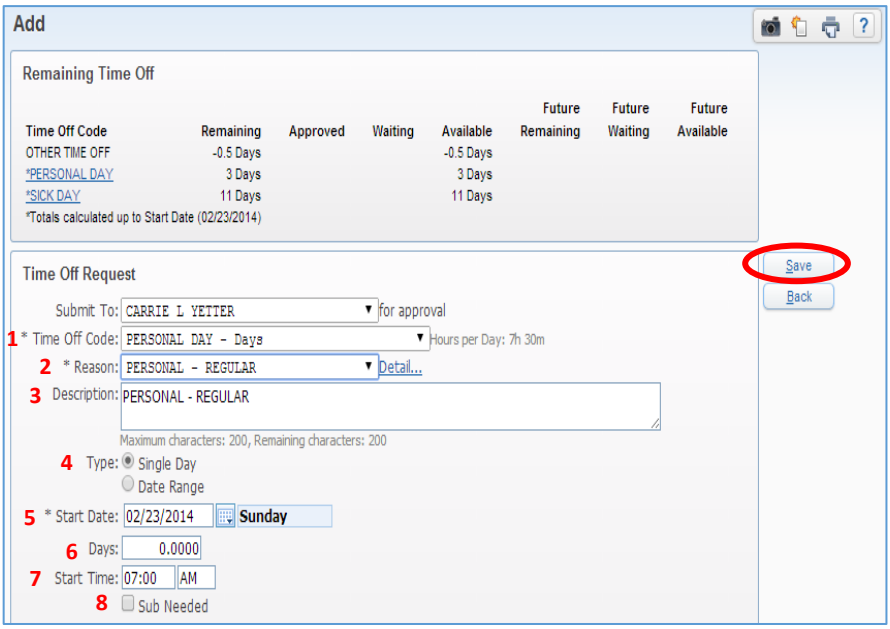
Click on **My Requests**.



A new page will open up. Any days you have already requested (whether past or upcoming) will be listed on this page. To add a new time off request, click **Add**.



Enter your time off request details:



1 Time Off Code – Type of day off you are requesting.

- Sick Day
- Personal Day
- Vacation Day
- Other Day

2 Reason – Subcategory for type of day you are requesting. It must correlate to the Time Off Code.

- Sick Day
  - Sick Day Regular (Illness)
  - Sick Day Medical Preapproval (Doctor's appointment, medical procedure, etc.)
  - Bereavement (Death of family member as described in contract)
- Personal Day
  - Personal Day Regular (Scheduled 3+ days in advance)
  - Personal Day Emergency (Less than 3 days' notice)
  - Personal Day Holiday Exception (First or last 5 days of student attendance, day before or after day off of school)
    - Must include reason for request in Description Field
- Vacation Day
  - Vacation Day
- Other Day
  - Professional Day
  - Field Trip
  - Coaching
  - Association Leave
  - Jury Duty
  - Pulaski Day Floater

3 Description – This will default to the Reason. You have the option of putting in more information. You are required to enter reason for the time off request if entering a Personal Day Holiday Exception.

4 Type – Always keep it on Single Day. You will enter each day as its own request.

5 Start Date – Enter the date of the absence.

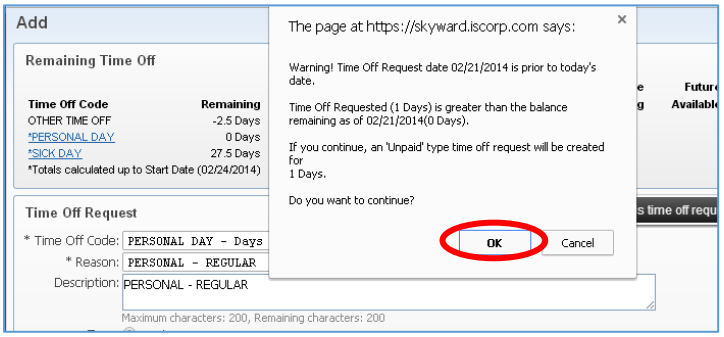
6 Days – Enter a 1 for a full day or a 0.5 for a half day. Watch your decimal position!

7 Start Time – We do not use this field.

8 Sub Needed – This is a shortcut that, if checked, will take you directly to Absence Management where you will submit a substitute request. You may also navigate to Absence Management (formerly Aesop) through a link on the Staff Resources page of the district website. If you do not need a sub for that absence, you do not need to go to Absence Management.

Click **Save** to submit the time off request to your supervisor for approval. Once it has been approved or denied, you will receive an email notification from Skyward to confirm the status.

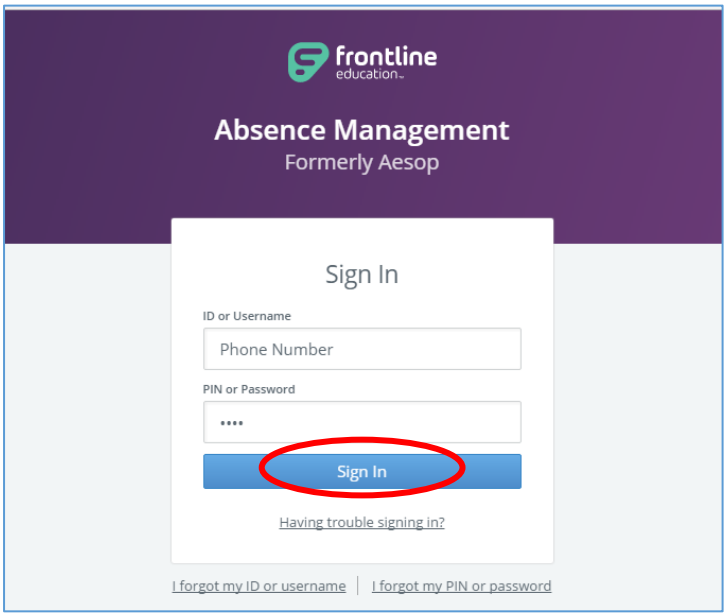
If you are requesting more days than you have available, you will enter your request as if you do have the time available. After clicking Save, you will receive a message indicating that you do not have the day available and that it will be unpaid. Click **OK**.



If you checked the Sub Needed box, you should be directed to Absence Management. You may also navigate to the site via the link on the For Staff page of the district website.

Your ID will be your 10-digit phone number (no dashes or spaces). Your PIN will be a 4-digit number that is populated at the time you are entered by HR into the system. An email will be sent to you with your login information once you have been entered into Absence Management.

Click **Sign In**.

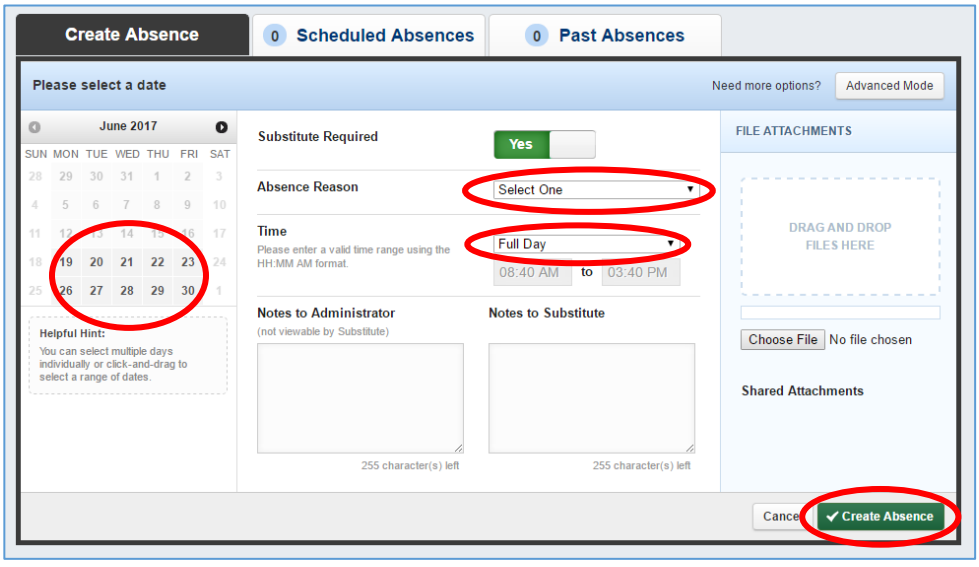


Select the date(s) of the absence on the calendar.

Select the Absence Reason from the drop-down box.

Select Full Day, Half Day AM, or Half Day PM from the drop-down box.

Click **Create Absence**.



Absence Management Tips:

- You may add Notes to Substitute that the sub can see before accepting the position.
- You may upload files subs may view by clicking Choose File. Also leave a copy of any necessary documents on your desk.
- If you need to delete or make a change to your absence request, you may do so by clicking on the Scheduled Absences tab.
- You may select up to five subs to list as your preferred subs by going into your Account tab.