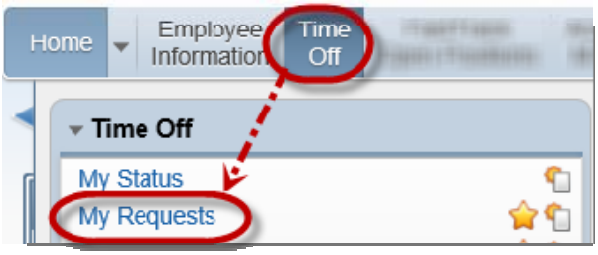
Lake County School District

Skyward Business
Time Off

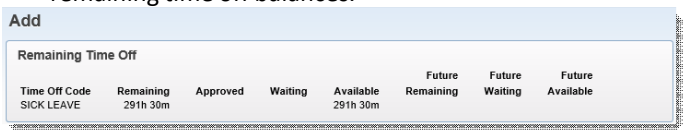
To request 'time off' from work follow the steps below:

1. Once logged into Skyward you will be on your Skyward dashboard.
   a. From the dashboard, verify you are in the **Employee Access** system.
   b. If you are not showing **Employee Access**, go to the top right of your dashboard, in the *Jump to Other Systems* widget, and select **Employee Access**.
2. Click on the **Time Off** tab and go down to **My Requests**

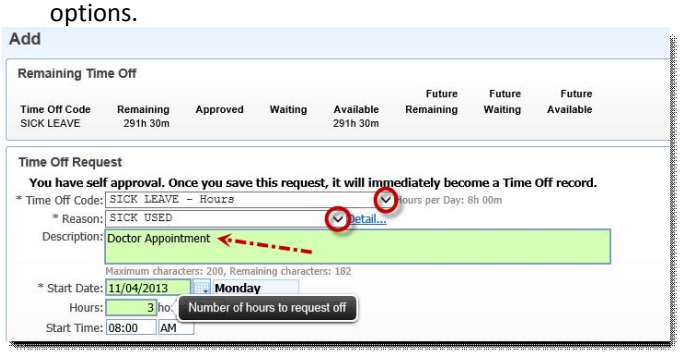


3. From the *My Time off Requests* screen, click the **Add** button

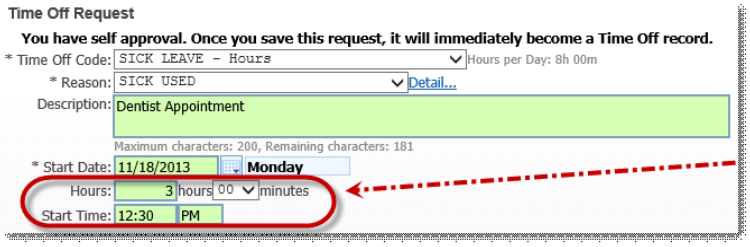
4. From the Add screen, you will see your remaining time off balances.



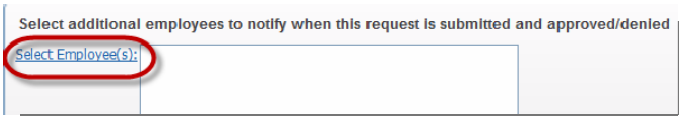
5. Work your way down the form and select the appropriate options.



   a. *Time Off Code* – use the dropdown menu to select the appropriate Time Off Code
   b. *Reason* – use the dropdown menu to select the appropriate Reason Code
   c. *Description* – this field is optional, you can type a simple description about your 'time off' request if you would like
   d. *Start Date* – type or select the start date for your time off request (When you enter a previous date, you will get a warning message. Click **OK**.)
   e. *Hours* – enter the number of hours you are requesting to take off
   f. *Start Time* – enter the time of the day when your 'time off' will begin
      i. In this screen shot below, 12:30 pm is the start time for the time off request. This means that I am requesting time off from 12:30 pm – 3:30 pm because I have 3 hours and 00 minutes entered in the hours field.



      ii. In some cases another employee may need to be notified when your time off request is approved/denied. Click the **Select Employee** link to choose the employee(s) to notify.

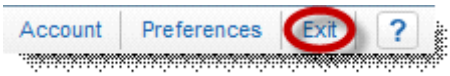


   g. Once you are satisfied with your time off request. Press the **Save** button near the upper right hand side of the screen. Your 'time off' request will be submitted to your supervisor/administrator for approval.

6. To view your time off requests, click on the **Time Off** tab and go down to **My Request**. Click the **triangle icon** along the left hand side of the screen to expand the details of your requests.

Logging Out of Skyward and MyPortal:

1. When you are ready to log out of Skyward it is important that you exit out of the program properly. Near the top right corner of your Skyward screen, click the **Exit** button and then close the browser window.



2. Then log out of MyPortal using the **Log out** button.

Need Additional Assistance?
Please speak with the Payroll contact at your school/department location.