

How to Review Employee Time Off

Granbury ISD

Home Employee Information Time Off True Time

Employee Access

Jump to Other Dashboards

- Employee
- Reset Dashboards
- Select Widgets

Recent Programs

- Employee Access Home
- Unsubmitted
- My Approvals
- My Status
- Check History
- My Requests
- History
- Personal Information

Favorites

- Employee Access
- Quick Entry
- My Approvals
- Unsubmitted
- My Employees
- Calendar
- Edit Favorites

My Print Queue

Job

No items available.

Click My Employees

My Employees Time Off - 0 - 04.11.06.00.05 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburysid.org:444/scripts/cgip.exe/WService=wsFin/torqbrws008.w

Granbury ISD

Home Page | Time Off | My Employees Time Off

My Employees Time Off - Show All Employees Under Me

Last Name	First	M	Time Off Code	Remaining	Approved	Waiting	Available	Future Amount
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Filter Options

Number of Records: 50

Apply Filter

Browse Views: My Employees Time Off

Filters:

- *Only Show Employees That Report Directly to Me
- *Show All Employees Under Me

Filter Preferences

** filters provided by Skyward

Locked Columns: 4

Apply Filter as applicable

My Employees Time Off - 0 - 04.11.06.00.05 - Microsoft Internet Explorer provided by Granbury ISD
 https://skyweb.granburyisd.org:444/scripts/cgip.exe/WService=wsFin/tborqbrws008.w

Granbury ISD User Name: [redacted] Wednesday, August 10th, 2011

My Employees Time Off - Show All Employees Under Me

Last Name	First	M	Time Off Code	Remaining	Approved	Waiting	Available	Future Amount
[redacted]	[redacted]	J	LOCAL SICK LEAVE	13 Days			13 Days	

Current Year (07/01/2011 - 06/30/2012)

Pending Time Off
 There are no Pending Requests available.

Time Off Transactions (up to today's date) [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A
07/01/2011 Fri	ANNUAL ALLOCATION	5 Days		13 Days		
	Activity Prior to 06/30/2011	21.5 Days	13.5 Days	8 Days		

Future (After 06/30/2012)

Pending Requests
 There are no Pending Requests available.

Approved Time Off Transactions
 There are no Approved Time Off Transactions available.

SCHOOL BUSINESS	0 Days
STATE PERSONAL LEAVE	17.5 Days
STATE SICK LEAVE	0 Days
LOCAL SICK LEAVE	5 Days
SCHOOL BUSINESS	0 Days
STATE PERSONAL LEAVE	44 Days
STATE SICK LEAVE	0 Days
LOCAL SICK LEAVE	18 Days
SCHOOL BUSINESS	0 Days
STATE PERSONAL LEAVE	13 Days
STATE SICK LEAVE	0 Days
LOCAL SICK LEAVE	42 Days
LOCAL SICK LEAVE	42 Days

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Last Name: [input]

50 records displayed

Internet 100%

Employees that are assigned to you in the org chart will be displayed in alphabetical order and all of their leave type will be available for review.

You can drill down into the information to get details as you can in other areas of Skyward

Detail Transaction Report - 0 - 04.11.06.00.05 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/rtimedit007.w?hFromEmployeeAccess=true&

... | Time Off | My Employees Time Off | Detail Transaction Report

Report Format: Page Break

* Date Range: through:

Report Options

Note: All report options will print transactions that fall within the date range specified above. Beginning balance will be a summary of the transactions prior to the specified low date.

- Print all employee/code information - prints beginning balance
- Print only employee/codes that have transactions within the date range
 - Print beginning balance

Select Employee/Codes Exceeding Specified Units Used

- Do not select based on units
- Selection based only on hours used
- Selection based only on days used

Include only Employee/Time Off codes with a negative balance

Include Long-Term Disability Leave Type Time Off Transaction Entries

- Include Exclude Report Only LTD

Include FMLA Leave Type Time Off Transaction Entries

- Include Exclude Report Only FMLA
- Only print people with FMLA amounts over hours
- Convert FMLA days to hours

Report Sequence

- Regular Sequence Building Sequence Building Sequence

- Print "Grand Total Hours" and/or "Grand Total Days"
- Print time off code totals broken down by group at the end of the report

* Selection Parameters:

Asterisk (*) denotes a required field

Print
Save
Load
Reset
Back

My Print Queue

Internet 100%

Detail Leave Transaction Report for all employees assigned to you in the org chart will be printed according to what you put on this Report Option area.

Only thing you will need to change is the date range you want to use and the employees you want to see.

Employee Selection Parameters - 0 - 04.11.06.00.05 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburysid.org:444/scripts/cgip.exe/WService=wsFin/hparmbrows001.w?hHpapsmId=9481&isPopup=true

... | Time Off | My Employees Time Off | Detail Transaction Report | Employee Selection Parameters

Employee Selection Parameter Sets - Skyward

Default

Description ^	Last Updated	Update Time	Create Date
Default Parameters			08/10/2011

To limit it to individual employees – Select Add

Filter Options
 Select
 Add
 Edit
 Delete
 Clone
 Back

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Desc: |

1 records displayed

Internet 100%

Employee Selection Parameters - 0 - 04.11.06.00.05 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburysid.org:444/scripts/cgip.exe/WService=wsFin/hparmedit001.w?hHpapsmId=08&isPopup=true

... | Time Off | My Employees Time Off | Detail Transaction Report | Employee Selection Parameters

* Description:

Employee Selection By: Employee Ranges Individual Employees

Save
Back
Reset to Defaults

Employee Ranges

Low High
 Alphakey Range: zzzzzzzzzzzz

Inactive Profiles should be: Included Excluded Processed Alone

Name Format: Last Name First First Name First

Codes: Select Employee Building:
 Employee Building *All Employee Buildings
 Employee Check Location
 Employee Type

Additional Codes and Settings

Inactive Time Off Setup Records should be: Included Excluded Processed Alone

Codes: Select Time Off:
 Time Off *All Time Off Codes
 Reason

Asterisk (*) denotes a required field

Message from webpage

The 'Individual Employees' selection will override all current Employee Ranges settings. The Additional Codes and Settings will not be changed.

Choosing OK will reset these selections and they will not be accessible for this parameter set.

Continue with the 'Individual Employees' selection process?

OK Cancel

Internet 100%

Employee Selection Parameters - 0 - 04.11.06.00.05 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/hparmedit001.w?hHpasmId=0&isPopup=true

... | Time Off | My Employees Time Off | Detail Transaction Report | Employee Selection Parameters

* Description:

Employee Selection By: Employee Ranges Individual Employees

Save
Back
Reset to Defaults

Individual Employees

Individual Employees:

No employees are selected

Select Individual Employee by clicking here
You can change the codes you want to review or reasons by clicking below

Additional Codes and Settings

Inactive Time Off Setup Records should be: Included Excluded Processed Alone

Codes: Select Time Off:

Time Off	Reason
*All Time Off Codes	

Asterisk (*) denotes a required field

Internet 100%

Detail Transaction Report - 0 - 04.11.06.00.05 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburysisd.org:444/scripts/cgiip.exe/WService=wsFin/rtimeedit007.w?hFromEmployeeAccess=true&

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Print
Save
Load
Reset
Back

Once Parameters are set, you hit Print and it will print the Detail Transaction Report for the parameters established.

You should only have access to your employees.