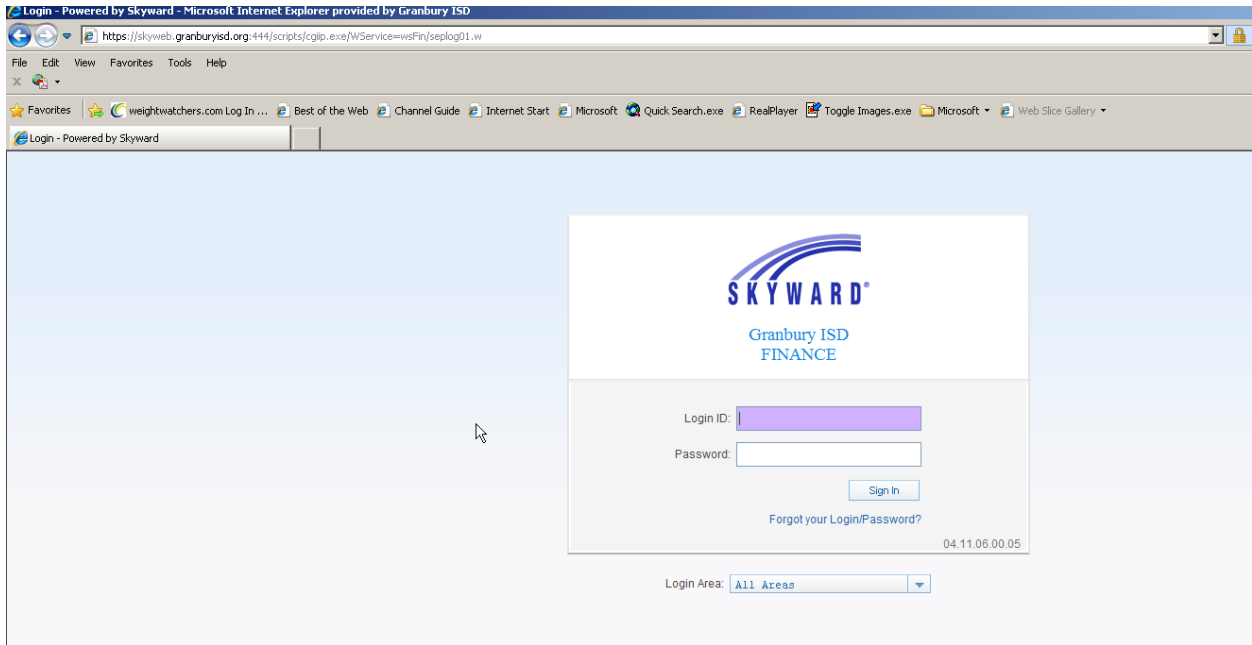
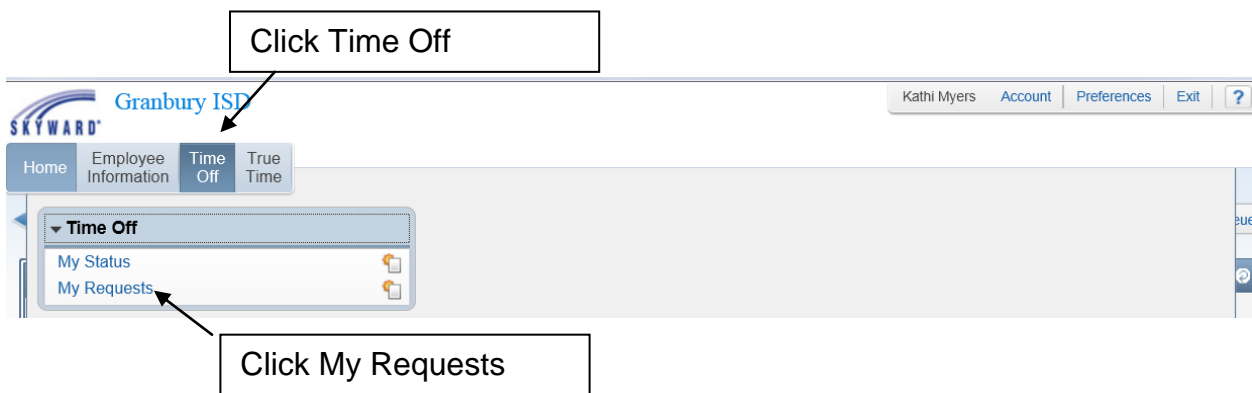


Changing/Deleting Future or Waiting for Approval Time Off Request – No Sub Needed Employee Access

If you are **changing** or **deleting** a future absence or one waiting for approval – you need to enter in Employee Access.



Your network sign on will allow you access to the Skyward Finance System.



If deleting:

My Time Off Requests - 0 - 04.11.06.00.10 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburysd.org:444/scripts/cgip.exe/WService=wsFin/rtorqbrws001.w

Granbury ISD User Name: [redacted] Friday, September 16th, 2011

Home Page | Time Off | My Time Off Requests

My Requests - Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
10/14/2011 Fri	8:00 am	1 Days	Used	Approved	Current	NON-CONTRACT LEAVE	226 NON-CONTRACT	226 NON-CONTRACT - Trip for	
10/13/2011 Thu	8:00 am	1 Days	Used	Approved	Current	NON-CONTRACT LEAVE	226 NON-CONTRACT	226 NON-CONTRACT - Trip for	
10/12/2011 Wed	8:00 am	1 Days	Used	Approved	Current	NON-CONTRACT LEAVE	226 NON-CONTRACT	226 NON-CONTRACT - Trip for	
10/11/2011 Tue	8:00 am	1 Days	Used	Approved	Current	NON-CONTRACT LEAVE	226 NON-CONTRACT	226 NON-CONTRACT - Trip for	
10/10/2011 Mon	8:00 am	1 Days	Used	Approved	Current	NON-CONTRACT LEAVE	226 NON-CONTRACT	226 NON-CONTRACT - Trip for	
08/09/2011 Tue	8:00 am	1 Days	Used	Approved	Current	SCHOOL BUSINESS	SB ADMIN	SB ADMIN - PFIA Training	
08/08/2011 Mon	8:00 am	2 Days	Used	Approved	Current	SCHOOL BUSINESS	SB ADMIN	SB ADMIN	
08/08/2011 Mon	8:00 am	1 Days	Used	Approved	Current	SCHOOL BUSINESS	SB ADMIN	SB ADMIN - PFIA Training	
08/08/2011 Mon	8:00 am	-2 Days	Used	Approved	Current	SCHOOL BUSINESS	SB ADMIN	SB ADMIN	

9 records displayed

Filter Options: Add, Edit, Delete, Clone, Attach

My Time Off Requests - 0 - 04.11.06.00.10 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburysd.org:444/scripts/cgip.exe/WService=wsFin/rtorqbrws001.w

Granbury ISD User Name: [redacted] Friday, September 16th, 2011

Home Page | Time Off | My Time Off Requests

My Requests - Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
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10/11/2011 Tue	8:00 am	1 Days	Used	Approved	Current	NON-CONTRACT LEAVE	226 NON-CONTRACT	226 NON-CONTRACT - Trip for	
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08/08/2011 Mon	8:00 am	2 Days	Used	Approved	Current	SCHOOL BUSINESS	SB ADMIN	SB ADMIN	
08/08/2011 Mon	8:00 am	1 Days	Used	Approved	Current	SCHOOL BUSINESS	SB ADMIN	SB ADMIN - PFIA Training	
08/08/2011 Mon	8:00 am	-2 Days	Used	Approved	Current	SCHOOL BUSINESS	SB ADMIN	SB ADMIN	

9 records displayed

Filter Options: Add, Edit, Delete, Clone, Attach

Confirm Delete

Are you sure you want to delete this Time Off Request (10/14/2011 Fri 8:00 am)?

Yes No

You will get a message to make sure you are doing what you want to do. If okay, click yes.

If you try and delete an absence that has already passed, it will not allow you to do that.

If changing:

The screenshot shows a web browser window displaying a 'My Time Off Requests' page. The page has a navigation bar with links for 'Home Page', 'Time Off', and 'My Time Off Requests'. Below the navigation is a table titled 'Remaining Time Off' with columns for 'Time Off Code', 'Remaining', 'Approved', 'Waiting', 'Available', and 'Future'. The table lists four types of leave: LOCAL SICK LEAVE (13.5 Days Remaining, 13.5 Days Available), SCHOOL BUSINESS (0 Days Remaining, 0 Days Available), STATE PERSONAL LEAVE (11.5 Days Remaining, 11.5 Days Available), and STATE SICK LEAVE (0 Days Remaining, 0 Days Available). Below the table is a 'Time Off Request' form. The form includes fields for 'Time Off Code' (LOCAL SICK LEAVE - Days), 'Reason' (FAMILY ILLNESS), 'Description' (FAMILY ILLNESS), 'Start Date' (08/10/2011, Wednesday), 'Days' (1.0000), and 'Start Time' (08:00 am). There is a checked checkbox for 'Sub Needed'. Below these fields is a section for 'Select additional employees to notify when this request is submitted and approved/denied' with a 'Select Employee(s):' dropdown menu. On the right side of the form are 'Save' and 'Back' buttons. Several callout boxes with arrows point to specific fields: 'When completely entered – Click Save' points to the Save button; 'Enter changes that need to be made' points to the Reason and Description fields; another 'Enter changes that need to be made' points to the Start Date field; '- don't check box' points to the Sub Needed checkbox; and 'Select Grade Level Chair/Department Head' points to the Select Employee(s) dropdown. At the bottom of the page, a note states 'Asterisk (*) denotes a required field'. The browser's address bar shows the URL 'https://skyweb.granburyisd.org:444/scripts/cgip.exe/WService=wsFin/rtorqedit001.w?isPopup=true'.

Time Off Code	Remaining	Approved	Waiting	Available	Future
LOCAL SICK LEAVE	13.5 Days			13.5 Days	
SCHOOL BUSINESS	0 Days			0 Days	
STATE PERSONAL LEAVE	11.5 Days			11.5 Days	
STATE SICK LEAVE	0 Days			0 Days	

Time Off Request

* Time Off Code: LOCAL SICK LEAVE - Days

* Reason: FAMILY ILLNESS

Description: FAMILY ILLNESS

Maximum characters: 200, Remaining characters: 200

* Start Date: 08/10/2011 Wednesday

Days: 1.0000

Start Time: 08:00 am

Sub Needed

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

Select Employee(s):

Asterisk (*) denotes a required field