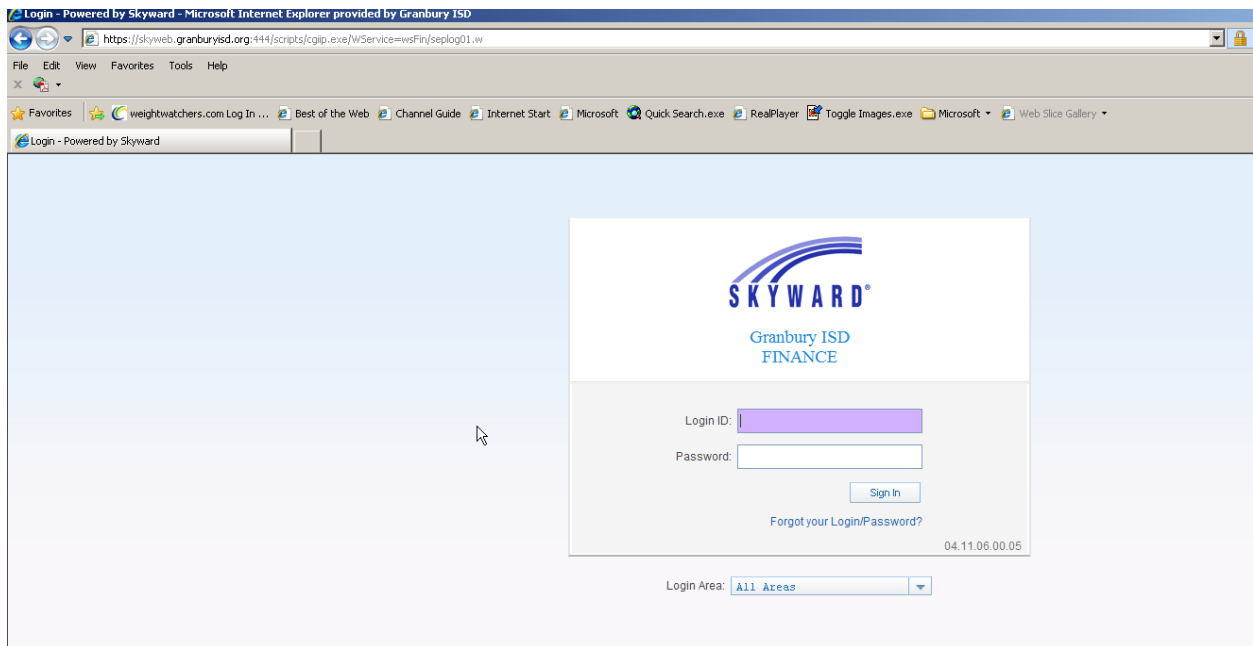


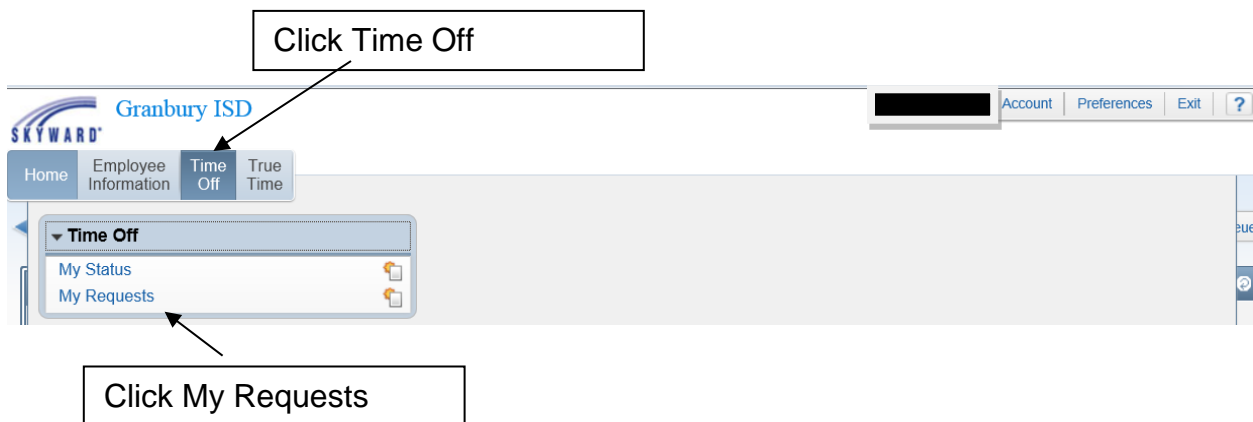
Changing/Deleting Future Or Waiting for Approval Time Off Request - Sub Needed Employee Access

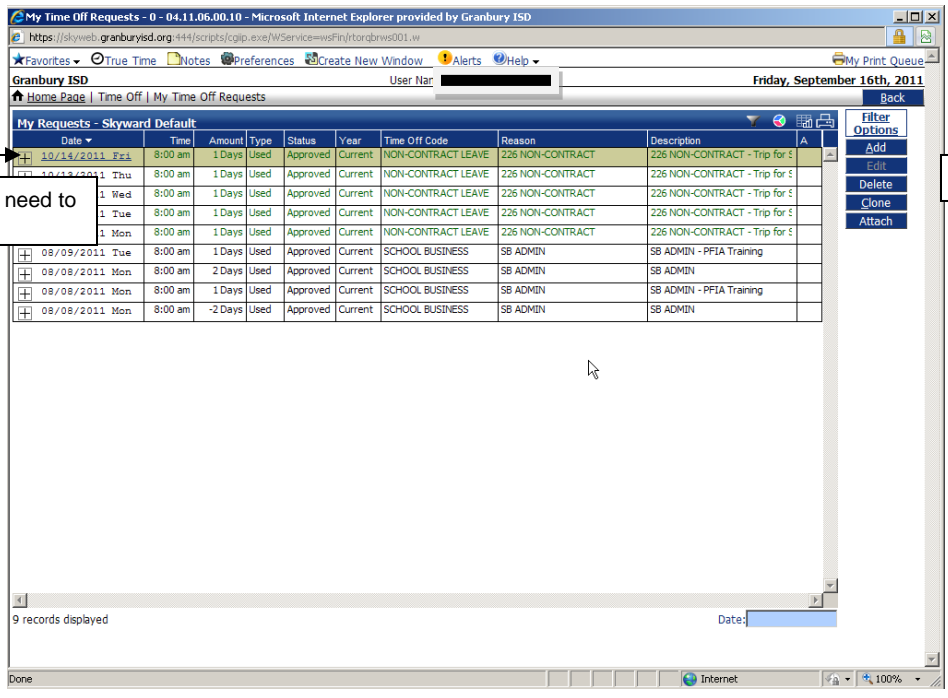
Contact Campus Aesop Support or make changes yourself in Aesop.

If you are **changing** a future absence or if you are **deleting** a future absence – you need to enter in Employee Access.

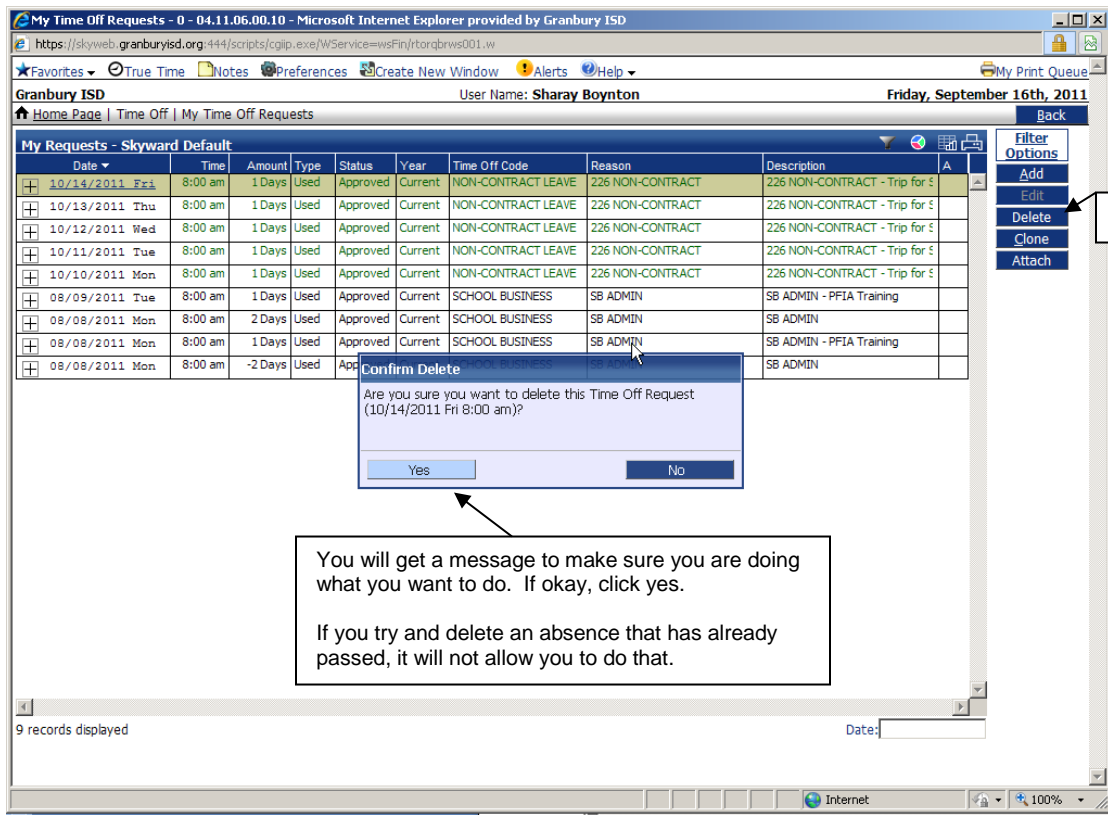


Your network sign on will allow you access to the Skyward Finance System





If deleting:



If changing:

The screenshot shows a web browser window with the URL <https://skyweb.granburyisd.org:444/scripts/cgip.exe/WService=wsFin/rtorqedit001.w?isPopup=true>. The page title is "Add - 0 - 04.11.06.00.05 - Microsoft Internet Explorer provided by Granbury ISD".

Remaining Time Off

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

Annotations:

- When completely entered – Click Save
- Enter Changes that need to be made (pointing to Reason and Description)
- Enter Changes that need to be made (pointing to Start Date)
- DO NOT Check SUB needed – Changes will have to be made in Aesop (pointing to Sub Needed checkbox)
- Select Grade Level Chair/Department Head (pointing to Select Employee(s))
- If changing day – Add correct information – but **DON'T** click Sub needed button - Enter changes in Aesop