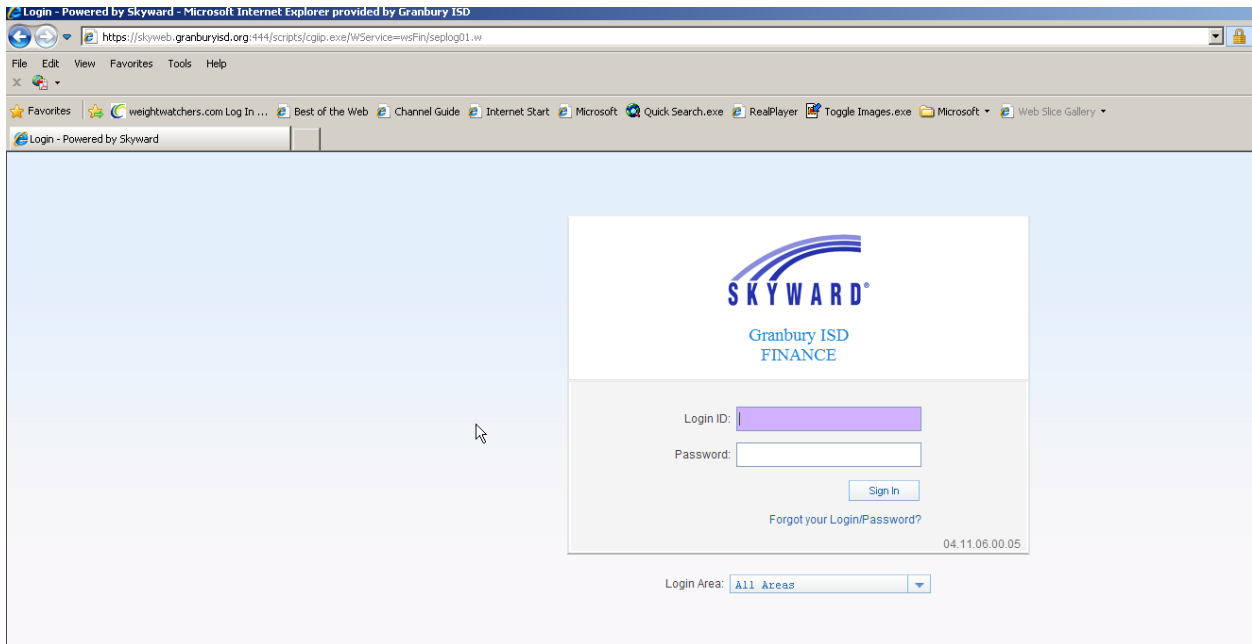
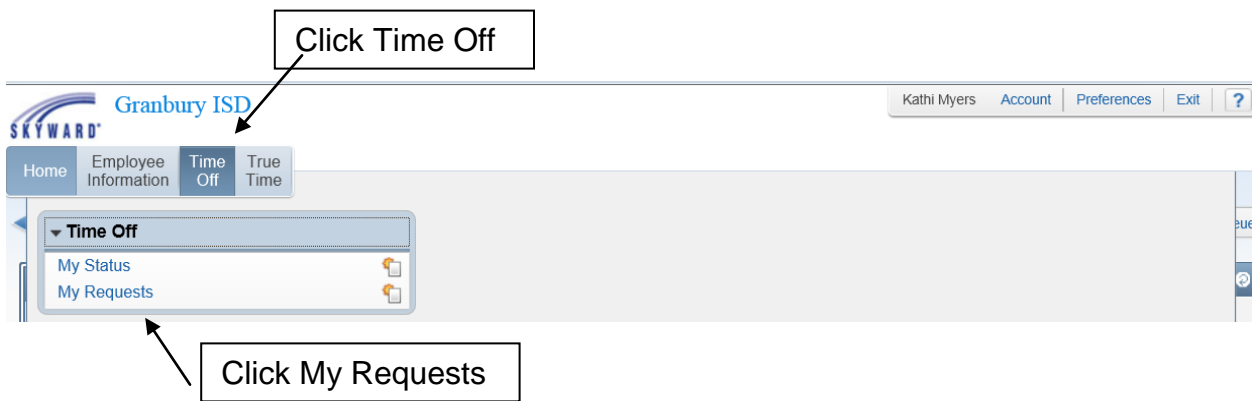


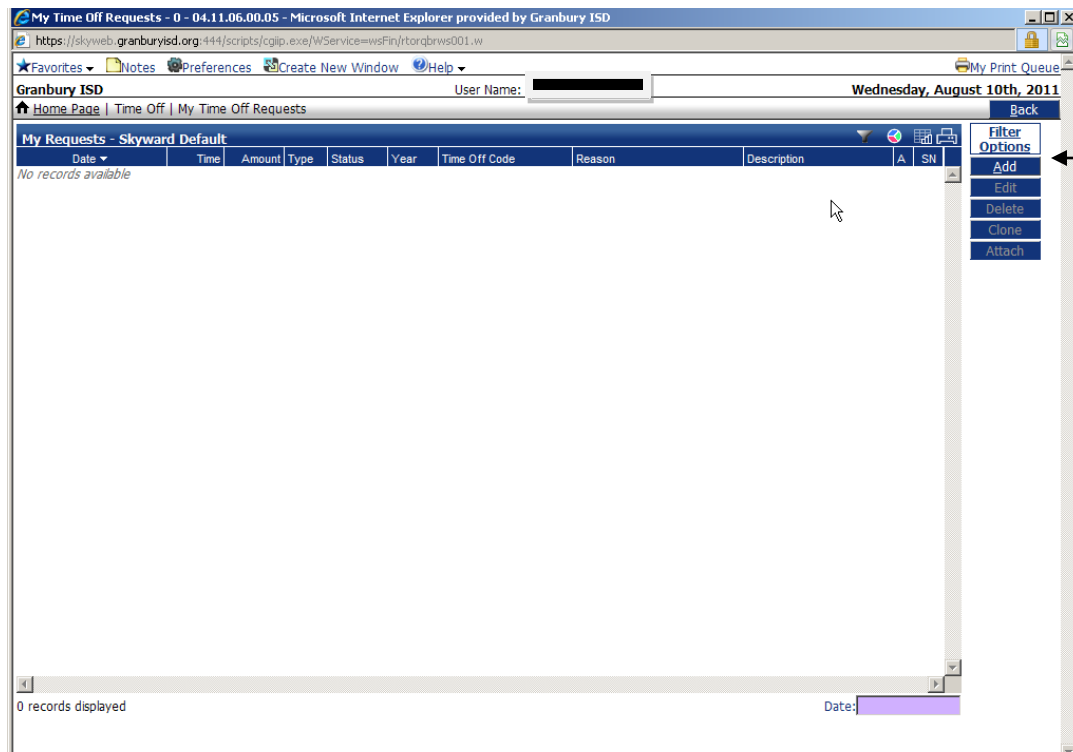
Entering Time Off Request – No Sub Needed Employee Access

Sign on to Employee Access

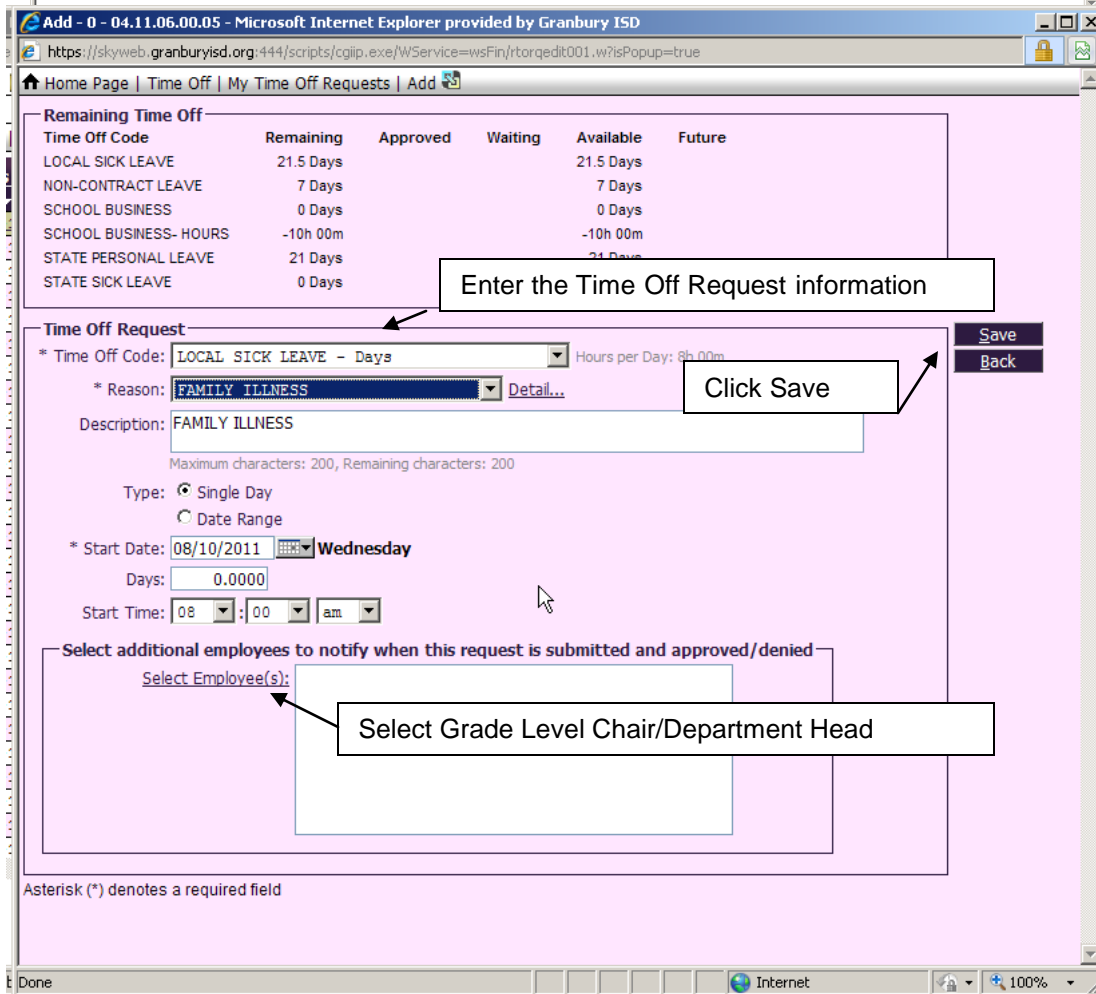


Your network sign on will allow you access to the Skyward Finance System.





Click Add



Enter the Time Off Request information

Click Save

Select Grade Level Chair/Department Head

