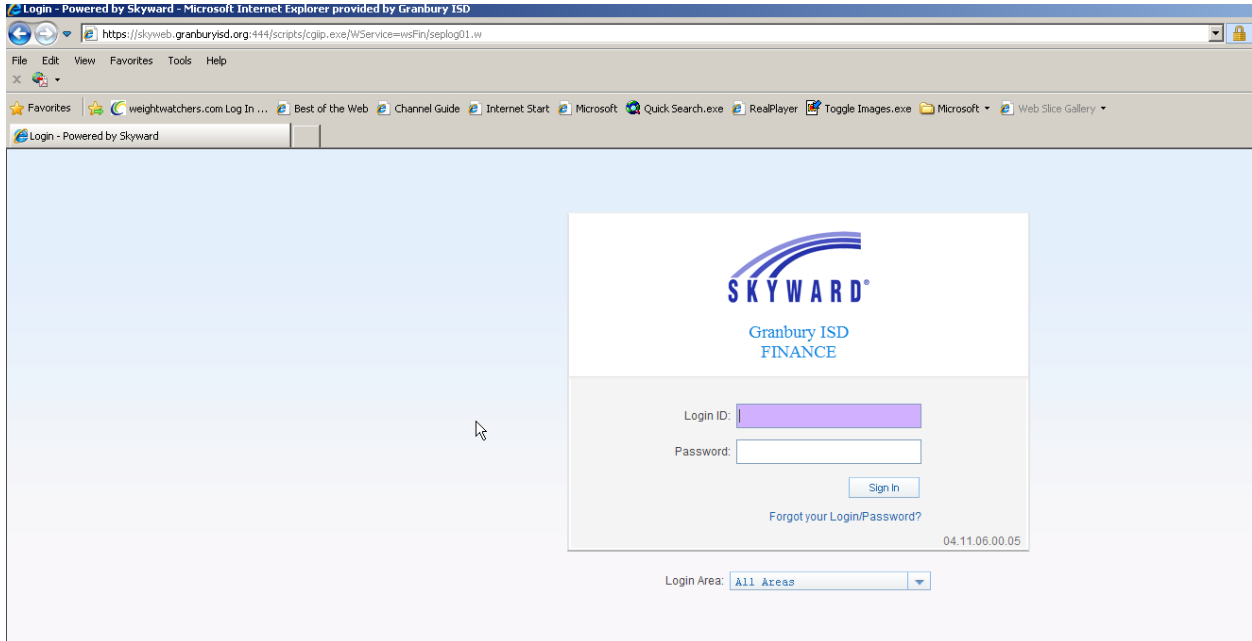
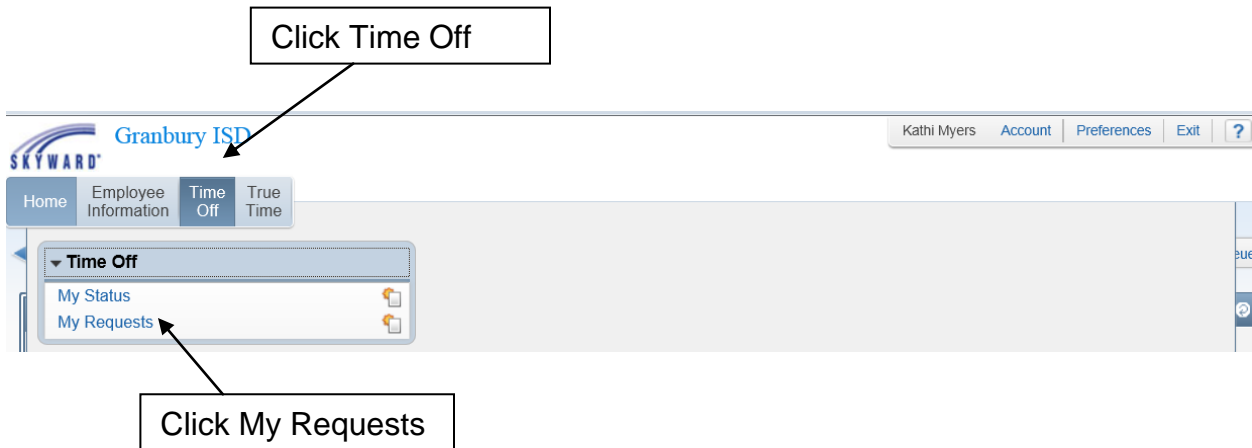


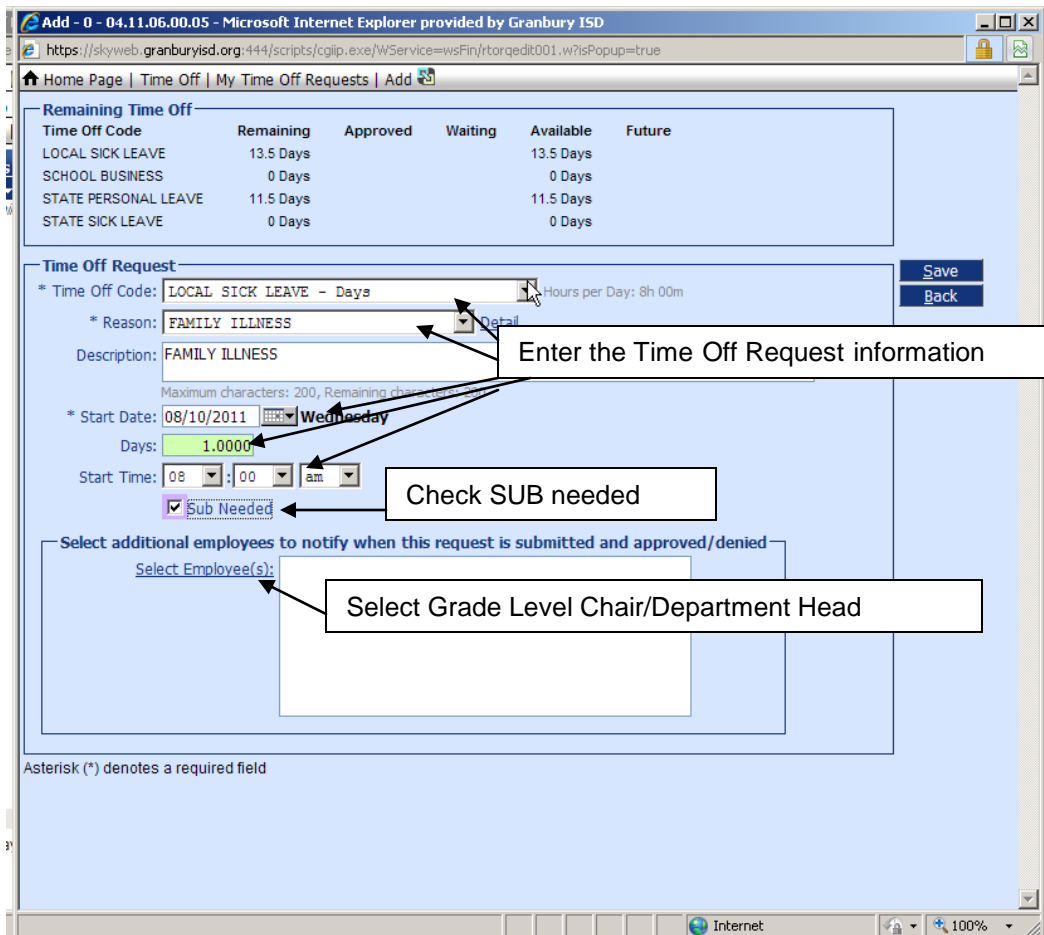
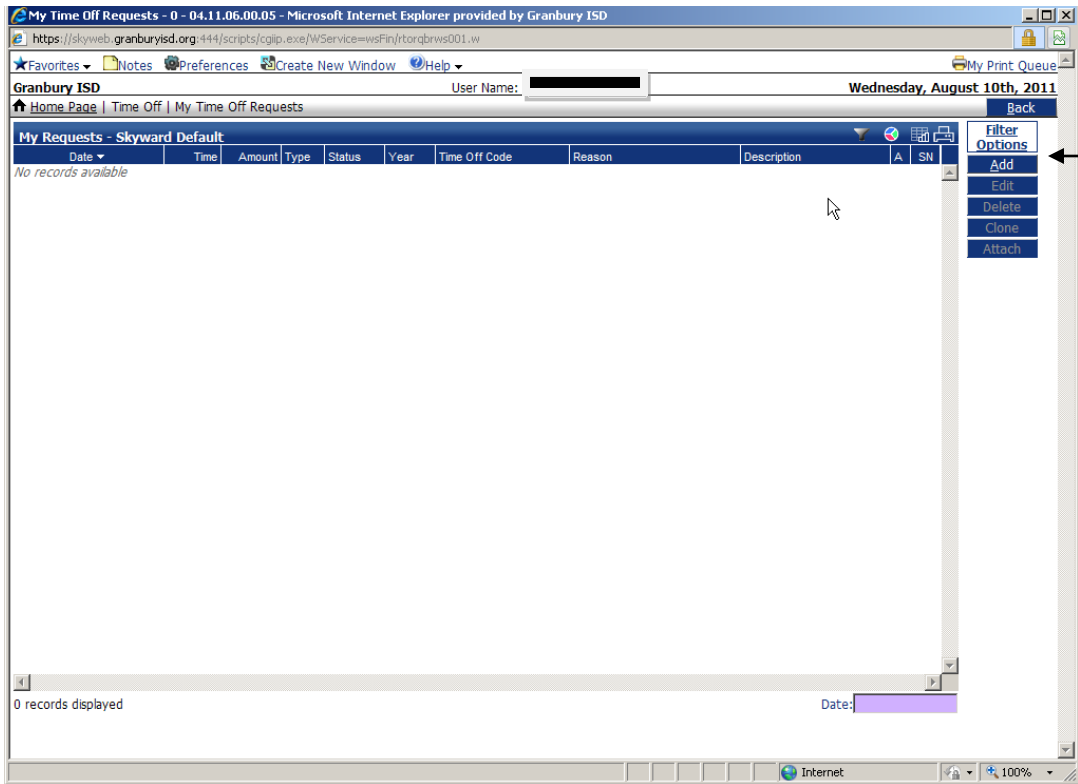
Entering Time Off Request – Sub Needed Employee Access

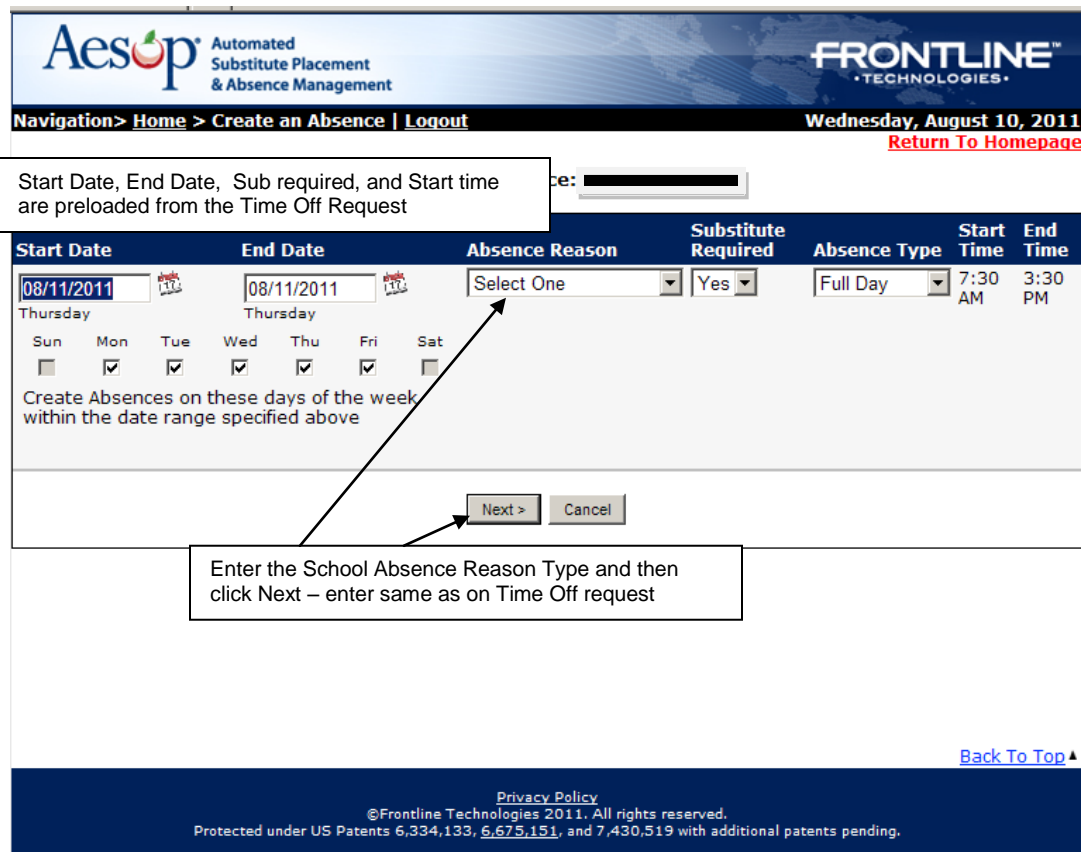
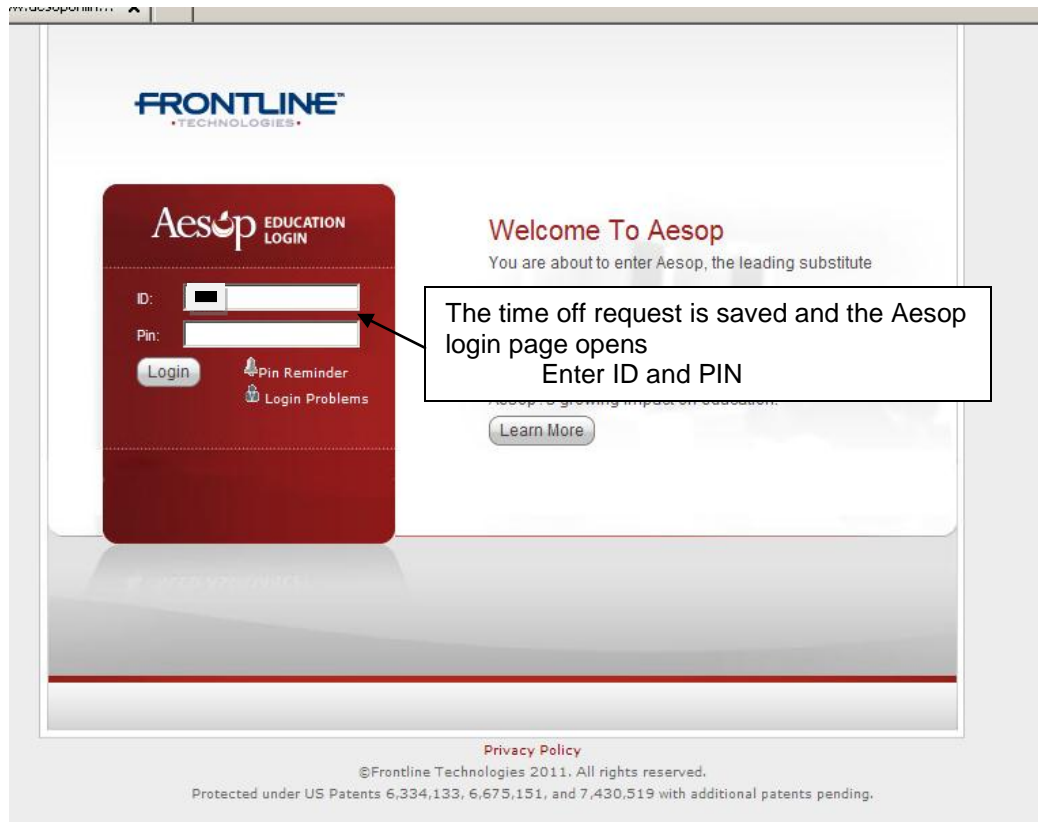
Sign on to Employee Access – Employee Center – Skyward Employee Access



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







Modify Absence

Creating an Absence:

Save Save & Assign Cancel

Date	Absence Reason	Absence Type	Start Time	End Time	
08/11/2011 Thursday	Family Illness	Full Day	7:30 AM	3:30 PM	

Notes To Substitute:

(Maximum length is 255 characters.)
255 characters left.

Notes to Administrator (not viewable by Substitute):

(Maximum length is 255 characters.)
255 characters left.

Add Notes if needed and click **Save** or **Save & Assign** as applicable and continue with Aesop process.

Save Save & Assign Cancel

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