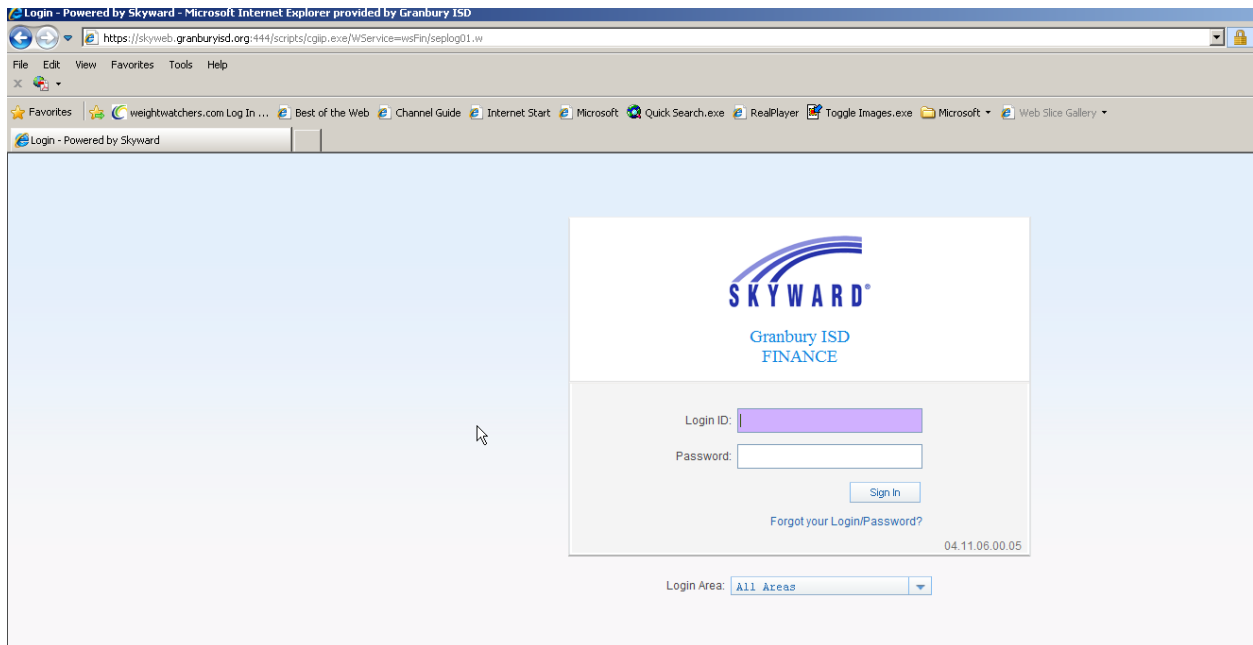
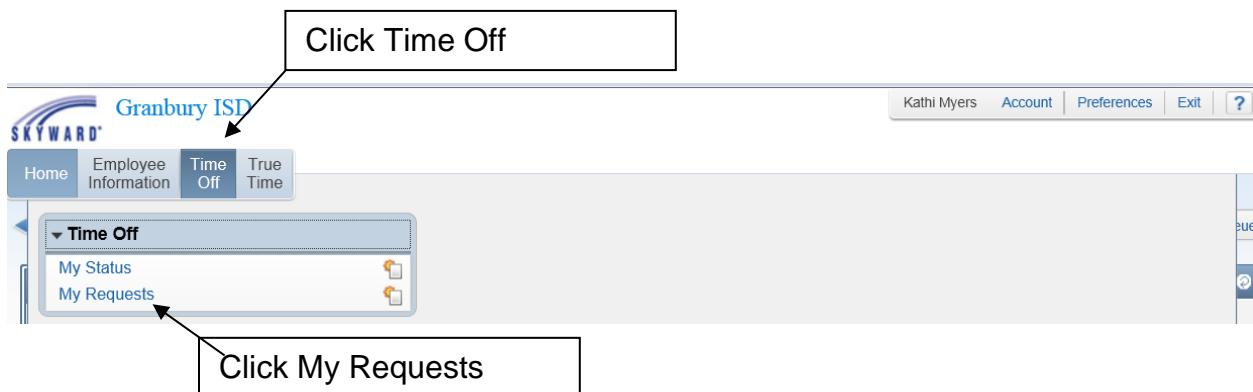


# Changing or Deleting Approved Time Off Request – Employee Access

If **changing** the day you are off or you are **deleting** an absence already approved and posted to your Time Off profile – you need to enter in Employee Access



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



My Time Off Requests - 0 - 04.11.06.00.05 - Microsoft Internet Explorer provided by Granbury ISD  
https://skyweb.granburysid.org:444/scripts/cgip.exe/W5Service=wsFin/rtorqbrws001.w

Granbury ISD User Name: [redacted] Wednesday, August 10th, 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	SN
<i>No records available</i>										

0 records displayed

Date: [input field]

Filter Options  
Add  
Edit  
Delete  
Clone  
Attach

Click Add

The original time off request must be reversed. Submit a negative time off request by entering a minus sign before the number in days (-1.0). Use same codes and date as the original time off request. If multiple days are being reversed, you must submit the request one day at a time. Date range is not an option for a reversing entry.

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

\* Start Date: 08/10/2011 Wednesday

Days: 1.0000

Start Time: 08:00 am

Sub Needed

Select additional employees to notify when: Select Employee(s):

**Callouts:**

- Re-enter all information exactly as the original time off request.
- Confirm date is the same as original absence. Enter negative day (e.g. -1.00) to offset original submission.
- Do Not check Sub Needed – Changes will have to be made in Aesop if sub was scheduled. Campus Aesop contact personnel can help with this or call Kathi Myers 817-408-4193.
- Select Grade Level Chair/Department Head
- When complete – Click Save.

Asterisk (\*) denotes a required field