

Select Date Range. Enter start date and end date.

Home Page | Time Off | My Time Off Requests | Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future
DAYS	0 Days			0 Days	
SICK LEAVE - HOURS	40h 00m			40h 00m	
Vac and Cumulative Vac Cascade	40 Days			40 Days	

Time Off Request

* Time Off Code: **Vac and Cumulative Vac Cascade - Days** Hours per Day: 8h 00m

* Reason: **PERSONAL LEAVE USED** [Detail...](#)

Description: **PERSONAL LEAVE USED**
Maximum characters: 200, Remaining characters: 200

Type: Single Day **Date Range** ←

* Start Date: **08/17/2011** **Wednesday**

End Date: **08/19/2011** **Friday**

Start Time: 08 : 00 am

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

Select Employee(s):

Asterisk (*) denotes a required field

100%

Requests show under My Time Off Requests individually.

My Time Off Requests - 0 - 04.11.06.00.07 - Windows Internet Explorer

https://pbroker1.skyward.com:484/scripts10//wsisa.dll/WService=11301web/rtorqbws001.w

Skyward School District 123 User Name: **BOB ACERSCR** Friday, August 19th, 2011

Home Page | Time Off | My Time Off Requests

My Requests - Skyward Default

Date	Time	Amount	Type	Status	Year	Cascading Group	Time Off Code	Reason	Description
08/19/2011 Fri	8:00 am	1 Days	Used	Waiting	Current	Vac and Cumulative		PERSONAL LEAVE USEE	PERSONAL LEAVE USEE
08/18/2011 Thu	8:00 am	1 Days	Used	Waiting	Current	Vac and Cumulative		PERSONAL LEAVE USEE	PERSONAL LEAVE USEE
08/17/2011 Wed	8:00 am	1 Days	Used	Waiting	Current	Vac and Cumulative		PERSONAL LEAVE USEE	PERSONAL LEAVE USEE

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

The requests show individually under the Requests Waiting for Approval.

My Approvals - 0 - 04.11.06.00.07 - Windows Internet Explorer
 https://pbroker1.skyward.com:484/scripts10//wsisa.dll/WService=11301web/rtorqbrws002.w

Skyward School District 123 User Name: RON CANONSCR Friday, August 19th, 2011

Number of Time Off Requests set to Approve: 3
 Number of Time Off Requests set to Deny: 0

Submit Approvals and Denials

Time Off Approvals - Requests Waiting for Approval (sorted by date)

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
08/17/2011 Wed	BOB ACERSCR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	1 Days	Used		40 Days	39 Days	Vac and Cumulative V	PERSONAL LEAVE USE
08/18/2011 Thu	BOB ACERSCR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	1 Days	Used		39 Days	38 Days	Vac and Cumulative V	PERSONAL LEAVE USE
08/19/2011 Fri	BOB ACERSCR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	1 Days	Used		38 Days	37 Days	Vac and Cumulative V	PERSONAL LEAVE USE

Filter Options: Attach, Select All, All Emps, Select All, One Emp, Unselect All, Requests Awaiting Lower Level Approval, Calendar

The requests show individually under Web Profile Time Off.

Time Off Transactions - WH\EP\TB\TI - 9959 - 04.11.06.00.07 - Windows Internet Explorer
 https://pbroker1.skyward.com:484/scripts10//wsisa.dll/WService=11301web/hembrbrws125.w

Transaction Details for ACERSCR, BOB

Grp	Code	Date	Comment	Allocated	Used	Left	Unpaid	LTD
3	VAC	08/19/2011	PERSONAL LEAVE USED		1.0000			
3	VAC	08/18/2011	PERSONAL LEAVE USED		1.0000			
3	VAC	08/17/2011	PERSONAL LEAVE USED		1.0000			
3	VAC	-----	VACATION		3.0000	-3.0000		
3	-----	-----	VACATION1		3.0000	-3.0000		

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

The requests show individually under PaC Profile Time Off.

Employee Profile Master

ACERSBOB000 BOB ACERSCR (ADMINISTRATOR) panel testing

Search | Address | Prsnl | General | Ded/Bei | Pay | Con/Flx | Checks | YTD | Retirmt | Timeoff | Sub Trk | Ins Trk

Groups: 1: SICK/Hours 2: PERSONAL/Hours 3: VACATION1/Days 9: Not on stub/Days

Time Off Setup Information

Time Off Code	Time Off Description	Type	Active	On LTD Leave	FMLA	Display Chks/EA	Hours/Day	Roll Disposition	Reason at Roll	Group	Use
CUM	CUMULATIVE VACATION	Days	No	No	No	Yes	8	ROLL	AUTO	3	Yes
SICKH	SICK LEAVE - HOURS	Hours	Yes	No	No	Yes	8	ROLL	ALL	1	No
VAC	VACATION	Days	Yes	No	No	Yes	8	LOSE	YEROL	3	No

Transaction Display: Show: Groups Codes Detail Display most recent: Last First through 12/31/9999

Transaction Detail

Group Code	Date	Comment	Allocated	Used	Left	Unpaid	LTD
3	VAC	08/19/2011	PERSONAL LEAVE USED	1.0000			
3	VAC	08/18/2011	PERSONAL LEAVE USED	1.0000			
3	VAC	08/17/2011	PERSONAL LEAVE USED	1.0000			
3	VAC	-----	VACATION	3.0000	-3.0000		

Include "Prior to" amount FMLA: Include Exclude Show only Lookup: VAC