

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 04.12.02.00.18 - Windows Internet Explorer". The page header includes the Skyward logo and the text "Skyward School District". A navigation menu contains links for Home, Employee Information, Time Off, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, and Expense Reimbursement. A user profile for Rick Aceyscr is visible in the top right corner, along with a "Print this tutorial" button. A yellow callout box is positioned over the "Time Off" menu item, containing the text: "My Time Off Requests", "Click Employee Access, Time Off.", "Who, What, When, Why?", and "This option allows the employee to submit Time Off Requests to their supervisor." The main content area is divided into several sections: "My Favorites" (no favorites available), "Status" (a table with one header row), "District News" (no news to display), "Jump To Other Systems" (links for Employee Access and Financial Management), and "Recent Programs" (links for Employee Access Home, My Requests, Fiscal Year-to-Date, My Status, Applications By Position, and FastTrack Open Positions). The footer contains copyright information for Skyward, Inc., the text "TX Scrambled Database", and view options for Desktop View and Button Rows. The browser status bar shows "Windows Vista / Internet Explorer 9" and a zoom level of 100%.

Slide 2 - Slide 2

Employee Access - 04.12.02.00.18 - Windows Internet Explorer

Rick Aceyscr Account Preferences Exit ?

**SKYWARD** Skyward School District

Home Employee Information **Time Off** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

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Time Off

- My Status
- My Requests

Click My Requests.

Recent Programs

- Employee Access Home
- My Requests
- Fiscal Year-to-Date
- My Status
- Applications By Position
- FastTrack Open Positions

District News

No news to display.

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Slide 3 - Slide 3

My Time Off Requests - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Home Employee Information Time Off FastTrack Open Positions FastTrack Services Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement

My Time Off Requests The My Time Off Requests browse displays.

Views: General Filters: \*Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
03/28/2012 Wed	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
03/27/2012 Tue	6:45 am	0.2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
03/23/2012					Current	NON-WORK DAYS	FULL DOCK	
02/23/2012 Thu	6:45 am	1.5 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCK	
02/06/2012 Mon	6:45 am	5 Days	Used	Approved	Current	LOCAL SICK	DEATH - IMMEDIATE FAMILY	Out of state funeral - Mother
01/20/2012 Fri	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
01/19/2012 Thu	6:45 am	1 Days	Used	Approved	Current	LOCAL SICK	SICK - IMMEDIATE FAMILY	Wife to doctor
12/19/2011 Mon	6:45 am	3 Days	Used	Approved	Current	NON-WORK DAYS	FULL DOCKS	
12/08/2011 Thu	6:45 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
12/07/2011 Wed	6:45 am	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	

10 records displayed Date: 100%