

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 user is logged in as "Rick Aceyscr" with an "Account" link. A "Print this tutorial" button is visible. The navigation menu includes: Home, Employee Information, Time Off, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, and Expense Reimbursement. A search bar is present. A "Time Off" dropdown menu is open, showing "My Status" and "My Requests". A yellow callout box is overlaid on the page with the following text:

My Time Off Status

Click **Employee Access, Time Off, My Status**.

Who, What, When, Why?
This area displays an employee's time off information, both current and historical.

The employee can check the status of pending time off requests, as well as submit additional requests for time off.

On the right side, there is a "Recent Programs" sidebar with the following items: Employee Access Home, Financial Management Home WF, My Requests, Fiscal Year-to-Date, My Status, Applications By Position, and FastTrack Open Positions. The footer contains: © 2012 Skyward, Inc. All rights reserved., TX Scrambled Database, Desktop View (selected), Button Rows, Windows Vista / Internet Explorer 9, and a 100% zoom level.

Slide 2 - Slide 2

The My Time Off Status browse displays the time off codes assigned to the employee.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		
NON-WORK DAYS		66 Days	60.65 Days	5.35 Days			5.35 Days		
ST PERSONAL		83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
STATE SICK		19 Days		19 Days			19 Days		

Prior Year Remaining
Indicates any time off that has been carried forward.

Allocated
Indicates what has been allocated for the current year.

10 4 records displayed Time Off Code: ABC 100%

Slide 3 - Slide 3

My Time Off Status - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

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

My Time Off Status (896)

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
▶ LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		
▶ NON-WORK DAYS		66 Days	60.65 Days	5.35 Days			5.35 Days		
▶ ST PERSONAL		83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
▶ STATE SICK		19 Days		19 Days			19 Days		

Used is the time used in the current year.

The Remaining units are calculated by subtracting Used from Prior Year and Current Year Allocation.

10 4 records displayed Time Off Code: ABC 100%

Slide 4 - Slide 4

The screenshot shows the 'My Time Off Status' page in the Skyward system. The page title is 'My Time Off Status - 04.12.02.00.18 - Windows Internet Explorer'. The user is Rick Aceyscr. The page has a navigation menu with options like Home, Employee Information, Time Off, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, and Expense Reimbursement. The 'Time Off' menu is selected.

There are three callout boxes explaining the data in the table:

- Approved** is any time off approved but not yet used.
- Available** is calculated by subtracting Approved and Waiting from Remaining.
- Waiting** is any time off requests waiting for approval.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Amount
▶ LOCAL SICK		53.625 Days	34.2 Days	19.425 Days		1 Days	18.425 Days		
▶ NON-WORK DAYS		66 Days	60.65 Days	5.35 Days			5.35 Days		
▶ ST PERSONAL		83.75 Days	21.0625 Days	62.6875 Days			62.6875 Days		
▶ STATE SICK		19 Days		19 Days			19 Days		

At the bottom of the page, there is a scroll bar, a page number '10', navigation icons, and the text '4 records displayed'. There is also a 'Time Off Code:' field with an 'ABC' button and a '100%' zoom level indicator.