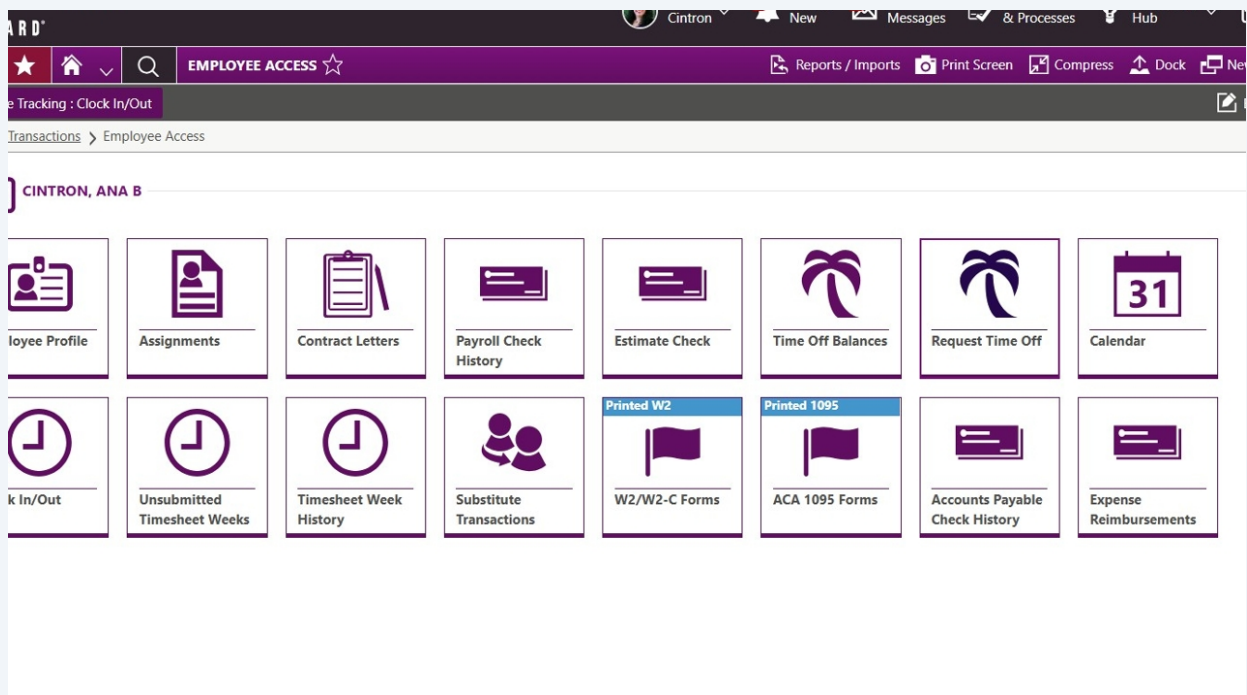


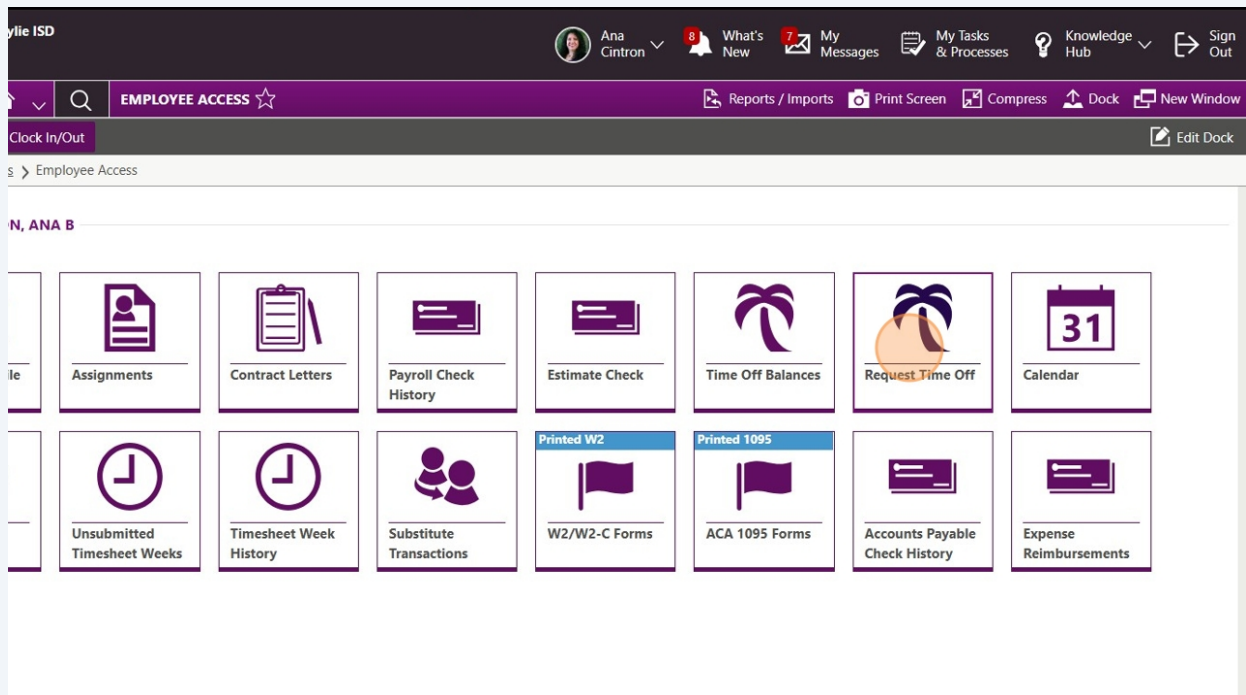
Requesting Time Off Transactions in Employee Access System



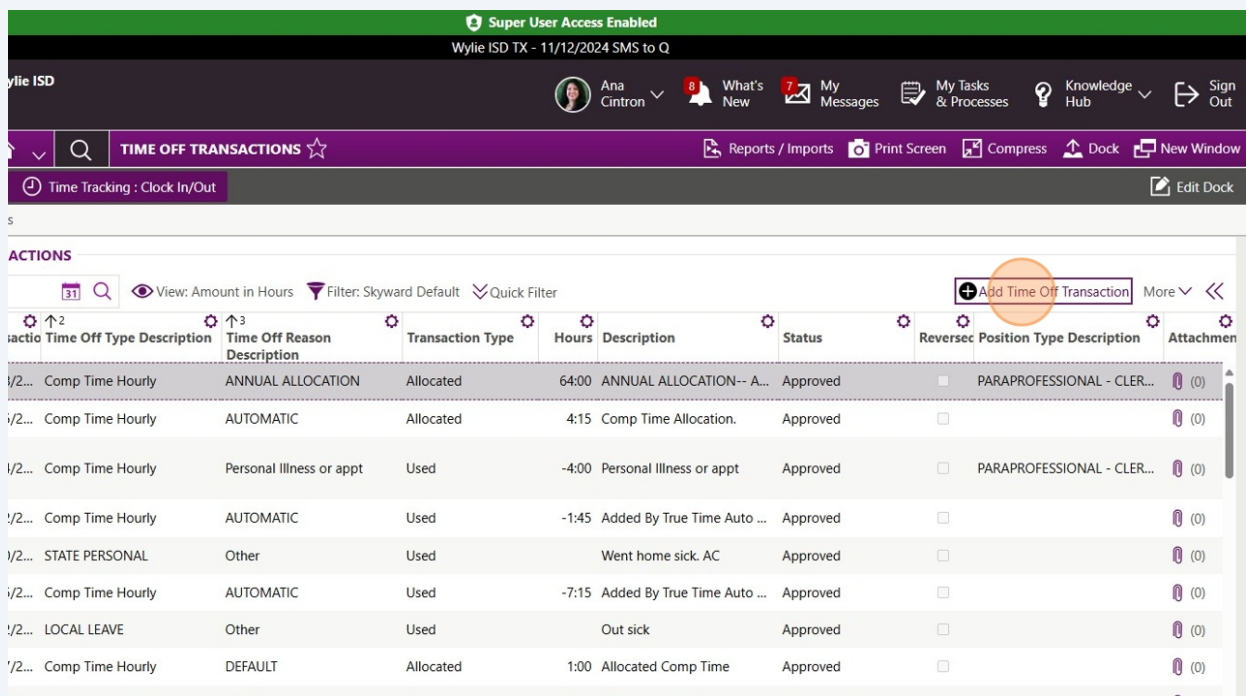
1 Navigate to [Employee Access](#)



2 Select Tile showing Request Time Off



3 Click "Add Time Off Transaction"



- 4 Click this icon to select the date you need to take off.

Super User Access Enabled
Wylie ISD TX - 11/12/2024 SMS to Q

Add Time Off Transaction
Enter Time Off Transaction Details

Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Attachments
Select Attachment(s) or Drag and Drop Attachment(s) here
Maximum size: 150MB

***Transaction Type**
☒ Single Day
☐ Date Range

***Start Date** MM/DD/YYYY 

Additional Employees to Notify 

- 5 Select the date that you need to take.

Attachments
Select Attachment(s) or Drag and Drop Attachment(s) here
Maximum size: 150MB

***Transaction Type**
☒ Single Day
☐ Date Range

***Start Date** MM/DD/YYYY 

Additional Employees to Notify 

← Mar 2025 →

S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today Done

6

Click drop down to select, state, local, jury duty, or comp time.

TIME OFF TRANSACTION DETAILS

Attachments [Select Attachment\(s\)](#) or [Drag and Drop Attachment\(s\) here](#)
Maximum size: 150MB

*Transaction Type ☒ Single Day ☐ Date Range

*Start Date

*Assignment

*Supervisors

*Employee Time Off Type

Additional Employees to Notify

7

In my example I'm choosing a local day. Press the select button.

Add Time Off Transaction
Enter Time Off Transaction Details

[Save & Add Another](#) [Save](#)

TIME OFF TRANSACTION DETAILS

Attachments [Select Attachment\(s\)](#) or [Drag and Drop Attachment\(s\) here](#)

*Transaction Type ☒ Single Day ☐ Date Range

*Start Date

*Assignment

*Supervisors

*Employee Time Off Type

Additional Employees to Notify

View: Skyward Default **Filter: Skyward Default** **More**

Time Off Type Code	Time Off Type Description	Hours Per Day Override	Allocation Type Override Code
DUCK	DUCK DAYS		
Select	FLEX	FLEX LEAVE DAY	
Select	JURY	JURY DUTY	
Select	LOCAL	LOCAL LEAVE	
Select	SCHB	SCHOOL BUSINESS	

Select

50 Total Records

8 Click this drop down to select a time off reason.

The screenshot shows the 'Add Time Off Transaction' form. The 'Time Off Reason' dropdown menu is highlighted with an orange circle. The form includes fields for Attachments, Transaction Type (Single Day selected), Start Date (03/18/2025 Tuesday), Assignment (Cintron, Ana B - PARAPROFESSIONAL - CLERICAL), Supervisors (Davis, Rebecca Raene), Employee Time Off Type (LOCAL), Employee Hours Per Day (8:00:00), Hours (0:00), Days (0.00000), Description, and Start Time. The bottom of the form shows a pagination bar with 50 records.

9 In this example I'm choosing Personal Illness.

The screenshot shows the 'Add Time Off Transaction' form with the 'Time Off Reason' dropdown menu open. The dropdown menu lists several options: *TOFF (TIME OFF REQUEST), ER (Emergency), ILL (Personal Illness or appt), ILLFA (Family Illness or appt), and JURY (Jury Duty). The 'ILL' option is highlighted with an orange circle. The form includes fields for Attachments, Transaction Type, Start Date, Assignment, Supervisors, Employee Time Off Type, Employee Hours Per Day, Hours, Days, Description, and Start Time. The bottom of the form shows a pagination bar with 50 records.

10 Click "Save" and your request will be sent to approver.

Super User Access Enabled
Wylie ISD TX - 11/12/2024 SMS to Q

Add Time Off Transaction

Enter Time Off Transaction Details

Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Attachments

Select Attachment(s) or Drag and Drop Attachment(s) here

Maximum size: 150MB

***Transaction Type** ☒ Single Day ☐ Date Range

***Start Date** 03/18/2025 Tuesday 31

***Assignment** Cintron, Ana B - PARAPROFESSIONAL - CLERICAL PAYROLL SPECIALIST - EDUCATIONAL SERVICE CENTER - 2024-07-08 -

***Supervisors** Davis, Rebecca Raene Clear

***Employee Time Off Type** LOCAL 7.50000

***Time Off Reason** ILL Personal Illness or appt

Transaction Type Used

***Employee Hours Per Day** 8:00:00

***Hours** 0:00

***Days** 0.00000