

Skyward Time Entry Tutorial

(Licensed Professionals)

1. Log in to your <u>Skyward Employee Access</u>.

(If you do not know your login and/or password, contact the Information Systems Help Desk at 801-567-8737, between the hours of 7am and 5pm).

2. Select "Employee" under the "Jump to Other Dashboards" widget.

| Home Employee Time FastTrack Information Off Open Positions | | |
|--|---|-----------------------|
| 📲 🕨 🚔 Employee Access | 📴 📷 🚖 Favorites 🕶 愉 New Window 🖏 My Print Queue | |
| Jump to Other Dashboards | Task Processes 🥹 | Jump to Other Systems |
| *Training Database* | Lassified Change Form | 🖻 Employee Access |
| | Classified New Hire Form | |
| *Calendar | Critical Family Leave Request | 💄 Human Resources |
| Skyward User | Extra Period Authorization | 🖌 Product Setup |
| Employee | FFCRA Leave Application | |
| Task Manager | FMLA Leave Notice | My Print Queue 💿 |
| Reset Dashboards Select Widgets | HR Entered Resignation | Job Status |
| | Intent to Return From Leave of Absence (1 Year) | No items available. |

3. Select "Time Off" on the top tabs, then select "My Requests".

| Home | Employee Information | FastTrack Open Positions | | | | |
|--------------|---|-----------------------------|---|--|---------------|----------|
| - T | ime Off | | | | | ue |
| My My | Status Requests Approvals | <u>ና</u> ና | J | | | |
| Skyw Empl | ard User | | | Critical Family Leave Request Extra Period Authorization FFCRA Leave Application | Product Setup | ^ |

4. To create a new time off request, click the "Add" button on the far right side.

| <u>A</u> dd |
|---------------|
| Edit |
| Delete |
| <u>C</u> lone |
| Attach |

5. Click the down arrow on "Time Off Code" and select the appropriate leave code.

| Time Off Reque | est | | Save |
|---------------------------|--|-----------------------|------|
| | | Hours per Day: 8h 00m | Back |
| * Reason: Description: | Vacation - Days Annual - Days Comp Time - Days | | |
| | Other - Days Personal - Days Sick - Days O Date Range | | |



6. Click the down arrow on "Reason" and make the appropriate selection.

| Time Off Reque | est | Save |
|------------------|-------------------------------------|------|
| * Time Off Code: | Sick - Days V Hours per Day: 8h 00m | Back |
| * Reason: | | |
| Description: | Sick | |
| | Critical Family Leave | |
| Type | Maternity/Paternity and FMLA | |
| 1700 | Workers' Compensation | |
| * | Workers' Compensation and FMLA | |
| * Start Date: | 107/09/2021 IIIIII Friday | |

7. Enter a "Description" in the space provide. Please refer to policy for any required information based on the leave type and reason code selected.

| Time Off Request | Save |
|---|------|
| * Time Off Code: Sick - Days VHours per Day: 8h 00m | Back |
| * Reason: Sick V Detail | |
| Description: Doctor's Appointment | |
| Maximum characters: 200, Remaining characters: 180 | |

8. Select date, number of days (should be 1.0 or less), and Start Time. For assistance in calculating the "Days" click <u>here.</u>

| * Start Date: 07/08/2020 Wednesday | |
|------------------------------------|--|
| Days: 0.0000 | |
| Start Time: 08:00 AM | |

9. Click "Sub Needed" if you need to complete a substitute request in Frontline. (For assistance in completing a request in Frontline click here.)

| * Start Date: 07/09/2020 III Thursday | |
|--|------|
| Days: 0.0000 Start Time: 08:00 AM | |
| Start Hing, 08:00 jaw | |
| | |
| 10. Click "Save" to submit for approval. | Save |

Questions regarding leave or time entry should be directed to the Administrative Assistant at your location, the HR Generalist by email leaves@jordandistrict.org or phone 801-567-8249, or the appropriate Payroll Representative at 801-567-8154.

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