CANYONS
School District

Employee Training on SKYWARD Time Off Requests

TIME OFF INSTRUCTIONS

To enter a Time Off request, go to www.canyonsdistrict.org

The following screen will be displayed.

Click on the **Skyward** button located in the upper right corner of the screen.

This screen is now displayed.

Click on the **EMPLOYEE ACCESS** button.

This screen will be displayed.

Enter your **Login** and **Password** information.

(If you do not remember it, call IT 826-5544)

Click the Sign In button.

SKYWARD®

Canyons School District Production Data
Production Business

Login ID: [   ]

Password: [   ]

Sign In

Forgot your Login/Password?

Canyons School District Production Data

SKYWARD®

Home | Employee Information | Time Off | Online Enrollment

Employee Access

Task Manager   Favorites ▾   New Window   My Print Queue

My Favorites	My Print Queue		Jump To Other Systems
Employee Access	**Job**	**Status**	Employee Access
My Time Off Requests	04/25/2012 Check Information	Completed	Product Setup
	Employee Data Mining - Jordan Valley Employees	Completed	
	01/25/2012 Check Information	Completed	**Recent Programs**
	2010 W2 Information Statement	Completed	Employee Access Home
	2010 Calendar YTD Information (converted)	Completed	Product Setup Home
			PS
District News			Human Resources Home
District web page			WH
www.canyonsdistrict.org			My Requests
District web page			My Status

This screen will be displayed.

Make sure you are on "Employee Access"

You will see tabs at the top, click on "Time Off"

SKYWARD®

Home ▾ | Employee Information | Time Off | Online Open Enrollment

🔍 [   ]

▾ **Time Off**

My Status

My Requests

Employee Da...
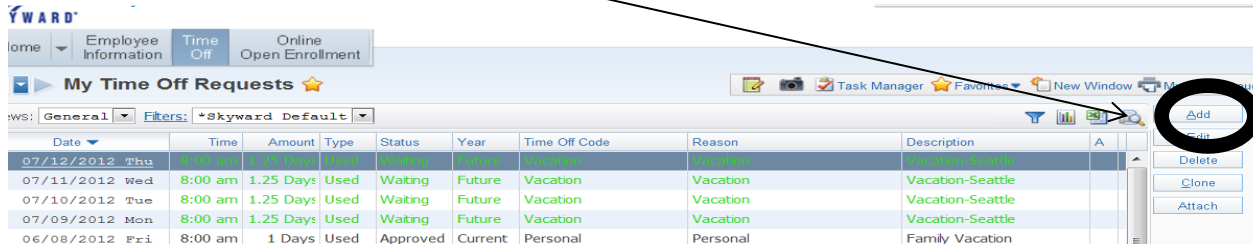
Now click the "My Request" button

If you do not have "My Requests".....
call the IT Help Desk (801-826-5544 or Shelly in HR (801-826-5427)

Click the "Add" button

"SAVE"

The top of the screen shows leave balances.

Enter type of leave used.

Use the drop down to record the reason. **The reasons are explained on the following page.**

Choose single or multiple days using "Date Range".

Notify additional supervisors with this button.

When complete, click "Save."

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future
Alt Leave	0 Days			0 Days	
Excused Absence	0 Days			0 Days	
Family Sick	7.5 Days			7.5 Days	
No Pay	0 Days			0 Days	
Other	-0.5 Days			-0.5 Days	
Personal	3.5 Days			3.5 Days	
Sick	13.25 Days			13.25 Days	
Vacation	0 Days			0 Days	-5 Days

Time Off Request

* Time Off Code: Alt Leave – Days

* Reason: Alternate Leave   Detail…

Description:

Maximum characters: 200; Remaining characters: 200

Type: ● Single Day
○ Date Range

* Start Date: 06/19/2012   Tuesday

Days: 0.0000

Start Time: 08 : 00 am

☐ Sub Needed

Select additional employees to notify when this request is submitt

Select Employee(s):

Note: If you choose "Single Day" or if you are only taking a partial day please enter…   1 = 1 day (8 hrs)
.75 = ¾ day (6 hrs)
.50 = ½ day (4 hrs)
.25 = ¼ day (2 hrs)

When requesting a partial day, give details of your time off (i.e., time leaving or time working.) in the **"Description"**.

Status shows "waiting."   It will be approved or denied and you will receive email notification.

Reasons for Time Off

"Family Sick" – "Sick" – "Personal" – "Vacation" all of these reasons are self explanatory

"Excused Absence" means that someone is going to pay for the sub. An example would be Evidence Based Learning will pay for the sub while you attend a math class.

"Alternative Leave" Use this as a last resort before you use a "No Pay Day". It can NEVER be used next to a "Personal Day". You will not get your full pay on this day. You will be charged a portion of your daily rate.

"Other" is used for bereavement, military leave or jury duty.

"No Pay" is used when you have nothing left. (You <u>CAN</u> and <u>MUST</u> request a sub if you need one in your class, even if you have selected this option.) Please put in the "Description" why you are absent.

If you clicked on the button to let an additional supervisor know you are using a leave day, (i.e. a head custodian will be approved by the head secretary, but the custodial department needs to be informed so that they can get coverage), follow this procedure.

Click here Select Employee(s):

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future
Alt Leave	1 Days			1 Days	
Excused Absence	0 Days			0 Days	
Family Sick	7 Days			7 Days	
Other	0 Days			0 Days	
Personal	4 Days			4 Days	
Sick	10 Days			10 Days	
Vacation	12.5 Days			12.5 Days	

Time Off Request

Save
Back

* Time Off Code: Sick - Days   Hours per Day: 8h 00m
* Reason: Sick-Self   Detail...
Description: pneumonia
Maximum characters: 200, Remaining characters: 191
Type: ⦿ Single Day
○ Date Range
* Start Date: 07/15/2010 Thursday
Days: 1.0000
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

Select	Employee Name ▲	Type	Building	Check Location	Email Address
☐	DIMOND, AMBER	Sub Teacher	SUBSTITUTES	SUBSTITUTES	AMBER.DIMOND@canyonsdistri
☐	DIMOND, JERRY R	Classified Hrly	PURCHASING	PURCHASING	jerry.dimond@canyonsdistrict.
☐	DIMOND, STEPHEN D	Adminstrator	HUMAN RESOURCES	HUMAN RESOURCES	steve.dimond@canyonsdistrict
☐	DINEHART, MARGARET	Terminated Emp	MOUNT JORDAN MD	MOUNT JORDAN	MARGARET.DINEHART@canyo
☐	DIPIETRO, VICTORIA M	Certified Cont	GRANITE ELEM	GRANITE ELEM	victoria.dipietro@canyonsdistr
☐	DIQUATTRO, PAULA S	Certified Cont	ALBION MID	ALBION MIDDLE	paula.smith@canyonsdistrict.o
☐	DITTMAN, ERIC S	Certified Cont	ALTA HIGH	ALTA HIGH	eric.dittman@canyonsdistrict.c
☐	DIXON, ASHLEY	Certified Cont	SANDY ELEM	SANDY ELEM	ASHLEY.DIXON@canyonsdistri
☐	DIXON, BONNIE H	Certified Cont	CRESCENT ELEM	CRESCENT ELEM	bonnie.dixon@canyonsdistrict.
☐	DIXON, CODY NICHOLAS	Terminated Emp	LONE PEAK ELEM	LONE PEAK ELEM	CODY.DIXON@canyonsdistrict.

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Last Name:

This screen will be displayed.

Go to the bottom and look up additional supervisor's name. Enter the first 4 letters of their LAST name.
When you find your supervisor, check the box and click "Save."

If an employee is out of leave days and needs a day off, they must submit a Request for Leave of Absence and have prior approval to use a NO PAY day. See DP337 or DP337B – Leave of Absence (Personal-15 Days).

In an emergency, or if you have been approved for a No Pay day, the process is:
- Enter **NO PAY** in the "Time Off Code" and as the "Reason.".
- Click on the sub button if needed.
- In the "Description" box enter the reason.
- There are consequences for violating the policy.

Licensed and ESP employees acquire this form from your supervisor or K-16 Director.

Quick Reference for Entering Time Off

- Go to www.canyonsdistrict.org
- Click the **Skyward** button in the upper right corner
- Click the **Employee Access** button
- Enter **your** Login and Password information
- Make sure you are in **Employee Access** on the right side of the screen
- Click the **Time Off** button that is located on the top left side of the screen
- Click **My Requests**
- Click the **+Add** Button
- Select the **Time Off Code**
- Select the **Reason**
- Enter a **Description**
- Select the **Type**
- Select the **Start Date**
- Enter the **Number of Days**
- Enter the **Start Time**
- *If applicable*, check the box to **Select additional employees** to notify when the request is submitted and approved/denied.
- Click **Save**