



# CANYONS

## School District

Employee Training on  
SKYWARD Time Off Requests

# TIME OFF INSTRUCTIONS

To enter a Time Off request, go to [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

The following screen will be displayed.



This screen is now displayed.

Click on the **EMPLOYEE ACCESS** button.

Click on the **Skyward** button

located in the upper right corner of the screen.



This screen will be displayed.

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

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

Click the  button.



Canyons School District Production Data  
Production Business

Login ID:

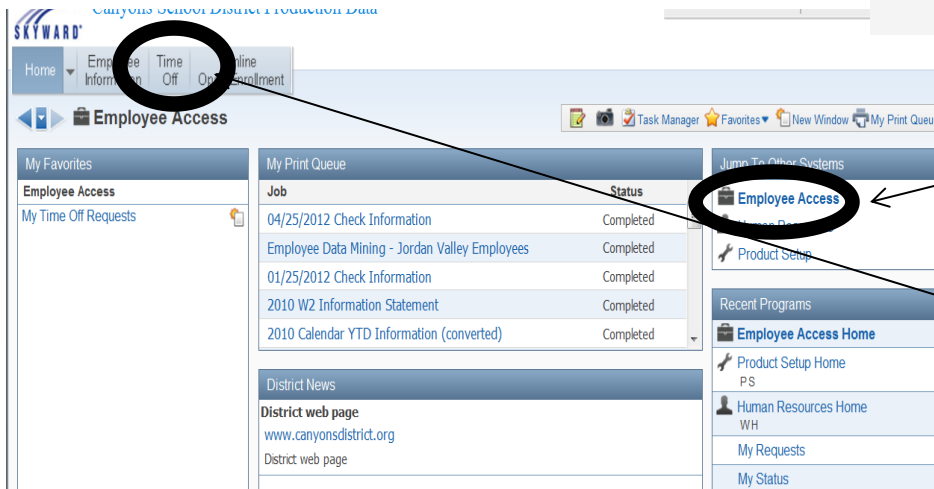
Password:

[Forgot your Login/Password?](#)

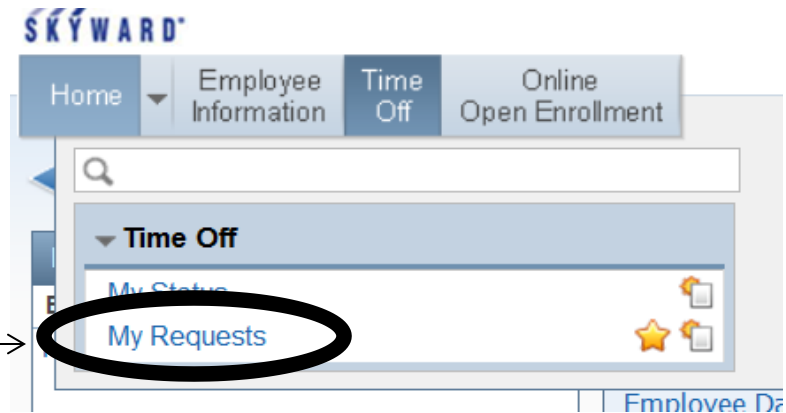
This screen will be displayed.

Make sure you are on "Employee Access"

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



Job	Status
04/25/2012 Check Information	Completed
Employee Data Mining - Jordan Valley Employees	Completed
01/25/2012 Check Information	Completed
2010 W2 Information Statement	Completed
2010 Calendar YTD Information (converted)	Completed



Home Employee Information **Time Off** Online Open Enrollment

Time Off

My Status

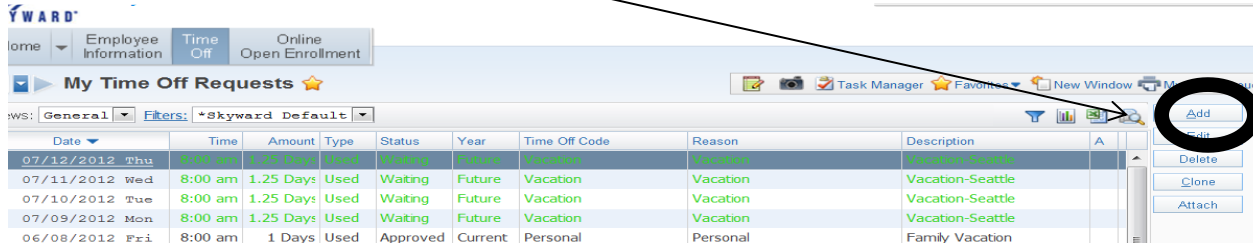
**My Requests**

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:  Hour

\* Reason:  [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type:  Single Day  Date Range

\* Start Date:

Days:

Start Time:  :

Sub Needed

Select additional employees to notify when this request is submitted

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.



07/12/2012	Thu	8:00 am	1.25 Days	Used	Waiting	Future	Vacation	Vacation	Vacation-Seattle		
07/11/2012	Wed	8:00 am	1.25 Days	Used	Waiting	Future	Vacation	Vacation	Vacation-Seattle		
07/10/2012	Tue	8:00 am	1.25 Days	Used	Waiting	Future	Vacation	Vacation	Vacation-Seattle		
07/09/2012	Mon	8:00 am	1.25 Days	Used	Waiting	Future	Vacation	Vacation	Vacation-Seattle		
06/14/2012	Thu	12:30 pm	0.5 Days	Used	Waiting	Current	Sick	Sick-Self	I was here from 6:00-12:00		
06/08/2012	Fri	8:00 am	1 Days	Used	Approved	Current	Personal	Personal	Family Vacation		

---

---

---

## 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 CAN and MUST 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\(s\):](#)

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	

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

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."

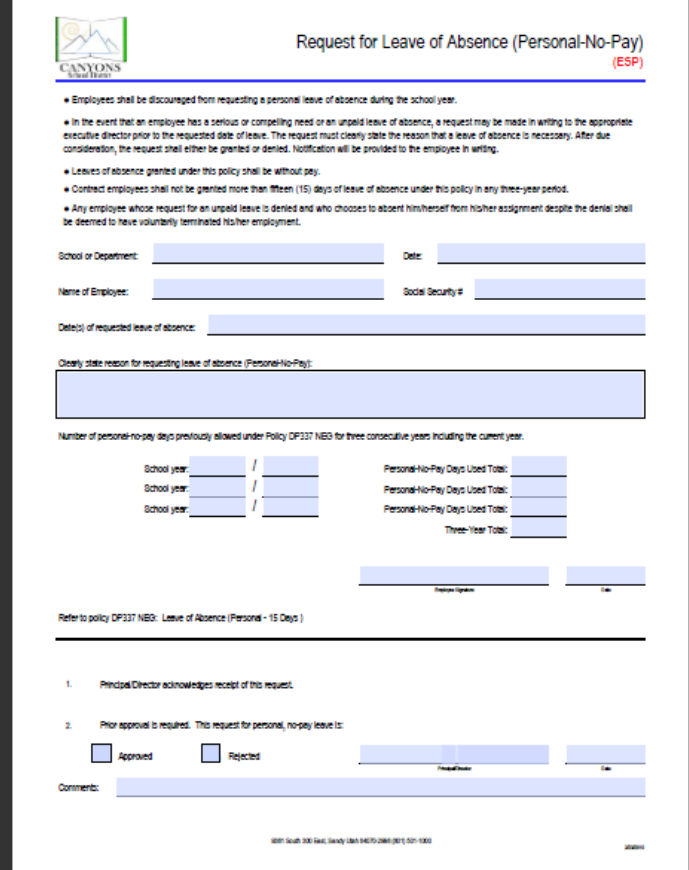


If an employee is out of leave days and needs a day off, they must submit a Request for Leave of Absence and have prior approval to use a NO PAY day. See DP337 or DP337B – Leave of Absence (Personal–15 Days).

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.



The form is titled "Request for Leave of Absence (Personal-No-Pay) (ESP)" and features the "CANYONS" logo. It contains several sections: a list of policy rules, a section for employee information (School or Department, Date, Name, Social Security #), a section for leave details (Dates, Reason), a section for tracking leave usage (School year, Personal-No-Pay Days Used Total, Three-Year Totals), a section for supervisor approval (Principal/Director acknowledges receipt, Prior approval is required), and a final comment section. The form includes various input fields, checkboxes, and signature lines.

**Request for Leave of Absence (Personal-No-Pay) (ESP)**

• Employees shall be discouraged from requesting a personal leave of absence during the school year.

• In the event that an employee has a serious or compelling need or an unpaid leave of absence, a request may be made in writing to the appropriate executive director prior to the requested date of leave. The request must clearly state the reason that a leave of absence is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.

• Leaves of absence granted under this policy shall be without pay.

• Contract employees shall not be granted more than fifteen (15) days of leave of absence under this policy in any three-year period.

• Any employee whose request for an unpaid leave is denied and who chooses to absent him/herself from his/her assignment despite the denial shall be deemed to have voluntarily terminated his/her employment.

School or Department: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Date(s) of requested leave of absence: \_\_\_\_\_

Clearly state reason for requesting leave of absence (Personal-No-Pay):  
\_\_\_\_\_

Number of personal-no-pay days previously allowed under Policy DP337 NED for three consecutive years including the current year:

School year: _____ / _____	Personal-No-Pay Days Used Total: _____
School year: _____ / _____	Personal-No-Pay Days Used Total: _____
School year: _____ / _____	Personal-No-Pay Days Used Total: _____
Three-Year Totals: _____	

\_\_\_\_\_  
Principal/Director Date

Refer to policy DP337 NED: Leave of Absence (Personal - 15 Days)

1. Principal/Director acknowledges receipt of this request.

2. Prior approval is required. This request for personal, no-pay leave is:  
 Approved  Rejected \_\_\_\_\_  
Principal/Director Date

Comment: \_\_\_\_\_

800 South 300 West, Sandy, Utah 84070-2880 (801) 521-1000

# Quick Reference for Entering Time Off

- Go to [www.canyonsdistrict.org](http://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**