


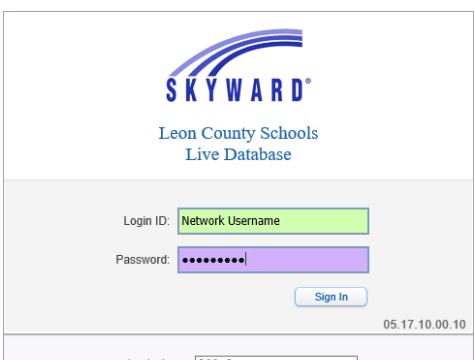
## Overview

Each employee is assigned to district calendar, based on the type of employee they are, i.e. teacher, custodian, maintenance, school admin, district admin etc. The calendar defines work days, non-work days, paid and unpaid holidays. Using this calendar and other controls the Time Off enforces district policy in the following ways

- Users can only request leave for days that are defined as work days on their calendar. (You cannot request time off on holidays, weekends or days you are not scheduled to work)
- Users can only request leave if they have enough available balance at the time the leave is requested.
- The system enforces limits, per district policy, on the amount of sick leave that can be charged to Emergency or Personal.

Review the information and frequently asked questions regarding the specific type of leave you are requesting found on the Leon County Schools website, <https://www.leonschools.net/Page/31126>.

## Log into Skyward

Steps	Description	
<p><b>Open Skyward</b></p>	<p>Online Leave Requests can be entered in Skyward through Employee Access (EA). EA can be accessed from the Leon County Schools homepage. <a href="http://www.leonschools.net">www.leonschools.net</a></p> <p>From the Leon County Schools homepage, Select <b>LCS Employees</b> and click <b>Skyward Login</b>.</p>	
<p><b>Login</b></p>	<p>On the <b>Skyward Login</b> screen, Enter your Leon County Schools network credentials.</p> <p><b>THE MAIN EMPLOYEE ACCESS WINDOW OPENS</b></p>	

## Employee Access

Leon County Schools - Prelim as of 05/01/2018 Feb 2018 Release

Home Employee Information Time Off True Time

Employee Access

Time Off Awaiting My Approval

EMPLOYEE_1, DISTRICT	04/16/2018	7h 00m	SICK LEAVE
EMPLOYEE_2, DISTRICT	04/16/2018	7h 00m	SICK LEAVE
EMPLOYEE_3, DISTRICT	04/16/2018	7h 00m	SICK LEAVE

My Employee's Time Off Per Week

Date	# Requests
4/22	0
4/23	4
4/24	2
4/25	1
4/26	2
4/27	3
4/28	0

Windows 10 / Internet Explorer 11

As an approver Skyward notifies you in a variety of ways when there is a leave request submitted to you or approval.

- Notification Icon
- Dashboard Widget
- Email

### Notification Icon

 Click the icon to open the **Items Waiting for My Approval / Attention** window. Clicking the *Time Off Requests* link will take you to the **My Approvals** screen described later in this document.

Items Waiting for My Approval/Attention

Item	# WFM
TIME OFF REQUESTS	3

1 records displayed

### Dashboard Widget

 Time Off Awaiting My Approval

Click the link in the header of the Time Off Awaiting My Approval Dashboard Widget, to open the **My Approvals** screen described later in this document.

### Email

The system has been configured to send an email when a request that requires your approval has been submitted. The body of the email contains a link that will take directly to the **My Approvals** screen.

**From:** EMPLOYEE@leonschools.net <EMPLOYEE@leonschools.net>  
**Sent:** Tuesday, April 24, 2018 11:12:54 AM  
**To:** Supervisor  
**Subject:** New Time Off Request for Your Approval

Time Off Request Details

=====  
Name: DISTRICT EMPLOYEE  
Employee Type: LES02 - SPECIALIST-PT2  
Start Date: 04/27/18  
Start Time: 10:00 AM  
Days/Hours: 8 h, 0 min  
Description:  
Group: ANNUAL  
Time Off Code: ANNUAL  
Reason: ANNUAL LEAVE

Time Off Request Approval History

=====  
Date | Time | Event  
-----  
04/24/18 | | Time Off Request Created.  
-----  
04/24/18 | 11:11 AM | Waiting for approval from DISTRICT SUPERVISOR  
Notes:  
-----

Employee Access URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/seplog01.w>

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District: Leon County Schools  
District Web Site: <http://www.leon.k12.fl.us/>  
State: FL  
District Code: 37

Live Database

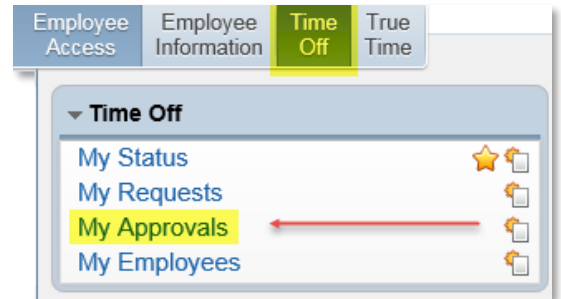
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\*SUNSHINE LAW AND PUBLIC RECORDS CAUTION: Florida has a very broad Public Records Law. Virtually all written communications to or from School Board of Leon County, Florida Personnel are public records available to the public and media upon request. E-mail sent or received on the LCSB system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law. Individual student records are deemed confidential.

## Chapter 3 | Approving a Leave Request

Leave can be approved from the **My Approvals** screen in Time Off. In addition to direct access granted via the various notification methods detailed above, you can also access the **My Approvals** screen from the Time Off menu.

Select **Time Off** from the Employee Access Main Menu and then

Select **My Approvals** from the “Time Off” sub-menu.


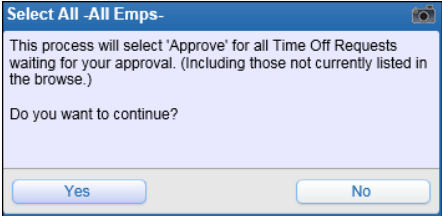

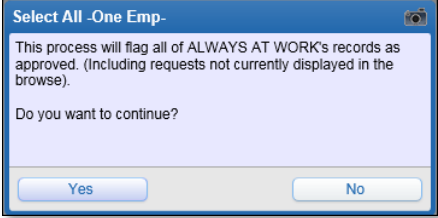




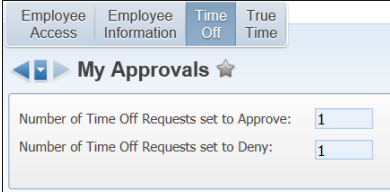



### My Approvals


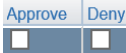


The screenshot shows the 'My Approvals' screen. At the top, there are two input fields for 'Number of Time Off Requests set to Approve' and 'Number of Time Off Requests set to Deny', both set to 0. To the right is a 'Submit Approvals and Denials' button. Below these are 'Views' and 'Filters' dropdown menus, both set to 'Waiting for Approval (sorted by date)'. The main area contains a table with columns: Date, Name, Approve, Deny, Notes, Requested, Type, Fut, Before Approved, After Approved, Time Off Code, and Reason. The table lists three requests from 'DISTRICT EMPLOYEE' on dates 10/02/2017, 10/06/2017, and 10/20/2017. To the right of the table are several buttons: Attach, Select All -All Emps-, Select All -One Emp-, Quick Select, Unselect All, Requests Awaiting Lower Level Approval, and Calendar.

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
10/02/2017 Mon	DISTRICT EMPLOYEE	<input type="checkbox"/>	<input type="checkbox"/>	No	8h 00m	Used		113h 20m	105h 20m	SICK LEAVE	SICK LEAVE
10/06/2017 Fri	DISTRICT EMPLOYEE	<input type="checkbox"/>	<input type="checkbox"/>	No	8h 00m	Used		101h 00m	93h 00m	ANNUAL	ANNUAL LEAVE
10/06/2017 Fri	DISTRICT EMPLOYEE	<input type="checkbox"/>	<input type="checkbox"/>	No	8h 00m	Used		336h 00m	328h 00m	ANNUAL	ANNUAL LEAVE
10/20/2017 Fri	DISTRICT EMPLOYEE	<input type="checkbox"/>	<input type="checkbox"/>	No	8h 00m	Used		760h 00m	752h 00m	SICK LEAVE	SICK LEAVE

Option	Description
Views	This browse view selection defaults to Waiting for Approval (sorted by date). Use the drop-down to change your view as needed.  <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Views: <b>Waiting for Approval (sorted by date)</b>  Waiting for Approval (sorted by name)  Approved Requests after Today (sorted by date)  Denied Requests after Today (sorted by date)  All Waiting plus Approved and Denied after Today (sorted by date)  All Waiting plus Approved and Denied after Today (sorted by name)  All Requests (sorted by date)  All Requests (sorted by name) </div>
Filters	This filter view defaults to Request Waiting for Approval (sorted by date)  <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Filters: *Requests Waiting for Approval (sorted by date) </div>
Attach	Use to add\view\maintain attachments for the leave request.  <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="button" value="Attach"/> </div>

<p>Select All -All Emps-</p> 	<p>Use this option to mass approve all Leave Requests waiting for your approval including those not currently listed.</p>	
<p>Select All -One Emp-</p> 	<p>Use this option to flag all of the selected employees records as approved including requests not currently displayed in the browse.</p>	
<p>Quick Select</p> 	<p>Use this option to select the Approve checkbox for all waiting requests displayed on the browse.</p>	
<p>Unselect All</p> 	<p>Use this option to unselect the Approve box for all waiting requests including those not displayed in the browser.</p>	
<p>Requests Awaiting Lower Level Approval</p> 	<p>Select this option to display and approve requests that are awaiting approval by a supervisor that reports to you.</p>	
<p>Calendar</p> 	<p>Use this option to display your calendar</p>	
<p>Number of Time Off Requests</p>	<p>The summary displays the number of requests flagged for approval/denial ready for submission.</p>	
<p>Submit Approvals and Denials</p> 	<p>Use this option to process the requests and move to the next approval level.</p>	

## To Approve / Deny a Leave Request

1. Review the leave request by clicking the  chevron next the date of the leave request you want to approve.
2. Click either the approve or deny box. 
3. Click the  button to check the Approve box for all requests displayed.
4. Click the  button to submit the approvals and denials.

**Note:** After the submittal process has completed the employee will receive an email notifying them that the request has been approved or denied.