Chapter 1 | Getting Started

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

Log into Skyward

Steps	Description				
Open Skyward	Online Leave Requests can be enter through Employee Access (EA). EA from the Leon County Schools home www.leonschools.net From the Leon County Schools hom Employees and click Skyward Log	red in Skyward can be accessed page. epage, Select LCS in. the select LCS			
Login	On the Skyward Login screen, Enter your Leon County Schools network credentials.	er S K Y W A R D* Leon County Schools			
	THE MAIN EMPLOYEE ACCESS WINDOW OPENS	Login ID: Network Username Password: O5.17.10.00.10 Login Area: All Areas			
Time Off	Select "Time Off" from the Main Menu and then Select "My Requests" from the "Time Off" sub-menu. THE "MY TIME OFF REQUESTS" WINDOW OPENS	Account Preferences Exit ?			
Add a Request	Click the "Add" button.	Leon County Schools			

Chapter 2 | Requesting Leave

General Overview of the Add Screen

The Add screen is divided into 2 sections; Remaining Time Off and Time Off Request.

emaining Tim	e Off									
ime Off Code		Remaining 607h 00m 0h 00m	Approved	Waiting	Available 607h 00m	Future Remaining	Future Waiting	Future Available		
URY DUTY/OTHE CK LEAVE CK LEAVE CK LEAVE PODUTY INPAID LEAVE	ER WITNESS	-8h 00m 96h 00m 684h 00m -24h 00m 0h 00m			-8h 00m 96h 00m 684h 00m -24h 00m 0h 00m		1			
ime Off Reque	est								Save	e
Time Off Code:	ANNUAL - H	ours		~	Hours per Day:	8h 00m			Back	ĸ
* Reason:	ANNUAL LEA	VE		✓ Detail						
Description:										
* Start Date:	O Date Range	e	ıy					2		
Hours:	0 hou	rs 00 🗸 minu	ıtes							
Start Time:	08:00 AM									
Select additio	onal employe	es to notify v	when this re	equest is su	bmitted and	approved/dei	nied			
Sele	ct Employee(s)	<u>:</u>								

Option	Description									
Remaining Time Off	The Remaining T available balance	ime Off sec es, including	tion d	isplays all	the leav	e types th	at you are	eligible	for and your	
	Remaining Time Off									
	Time Off Code	Rema 607	aining h 00m	Approved	Waiting	Available 607h 00m	Future Remaining	Future Waiting	Future Available	
	BEREAVEMENT	0	h 00m			0h 00m				
	JURY DUTY/OTHER W	ITNESS -8	h 00m			-8h 00m				
	SICK LEAVE	96	h 00m			96h 00m				
	SICK LEAVE POOLS	684	h 00m			684h 00m				
	TEMP DUTY	-24	h 00m			-24h 00m				
	UNPAID LEAVE	0	h 00m			0h 00m				
	Remaining Approved	Leave bal and subm Number o	ance hitted f f hour	before the for approv s of appro	e deducti al reque oved leav	on of any sts. /e that has	approved s not yet be	not yet ta een take	aken leave n	
	Waiting	Submitted	l requ	ests waitii	ng for ap	proval				
	Available	Leave Bal	lance /al.	minus ap	proved n	ot yet tak	en leave ai	nd leave	submitted	

Time Off Request

Time Off Code

Select the Time Off code for the type of leave you are requesting. These are the only types of leave that can be requested online. For other leave such as Military, Workers Comp, FMLA etc. contact your site's Leave Administrator for assistance.

The max number of hours per day you can request is displayed next to the Time Off Code selection.

Reason Code

le Select the reason. Each time off code has its own reason code(s)

TIME OFF CODES	REASON CODES
ANNUAL	ANNUAL
SICK LEAVE	SICK LEAVE
SICK LEAVE	EMERGENCY
SICK LEAVE	PERSONAL CHARGED TO SICK
COMPENSATORY TIME	COMPENSATORY TIME
JURY DUTY*	EMPLOYEE REQUEST
BEREAVEMENT*	EMPLOYEE REQUEST
TEMP DUTY	TEMP DUTY
OTHER	OTHER
UNPAID	UNPAID

*Requires supporting documentation. See Chapter 3 for instructions on how to attach required documents.

Description	Enter a description of the leave requ	uest - Optional		
Туре	Single Day	Start Date	The date you are re	equesting off
	Type: Single Day Date Range * Start Date: 08/23/2017 Wednesday	Hours	Enter the number of requesting off for the shift or route hours	of hours you are he day up to your s.
	Hours: 8 hours 00 minutes Start Time: 08:00 AM	Start Time	The time of that yo For a full day this i route start time	ur leave begins. s your shift or
	Date Range	Start Date	The date you are re	equesting off
	Type: O Single Day	End Date	The last work day your retuined	you are requesting urn to work.
	* Start Date: 08/23/2017 Wednesday End Date: 08/25/2017 Friday Start Time: 08:00 AM	Start Time	The time of that yo For a full day this i route start time	ur leave begins. s your shift or
Select Employees	Your Immediate Supervisor and Site Administrator are notified by default the absence.	Of Select additional employ	ovees to notify when this request is s	ubmitted and approved/denied
	To notify other employees click the "Select Employee(s)" link to select employees;			
	Α	ctive Employees		
	Click the "Save" button to return to the "Add" screen.	fiews: General Milters: *Skywar	d Default ✓ U L Type Buildnail Addres SUPPL LA	s Back
	The selected employees will receive an email notifying them of your days off after the request is approved by your supervisor.		ITCHR BON ESAST GILC ITCHR PH ASPR ADU ITCHS BUG SUBST SUF SUBST SUF	Employees
			SUPPL LAW	

Click the "Save" button to submit the request. You will be returned to the "My Time Off Requests" screen.

Chapter 3 | Attaching Supporting Documentation

Overview

Leave types such as Jury Duty and Bereavement that require documentation to support the claim can be entered online. The documentation much be submitted to Leave Accounting for approval. If the claim is not approved other paid leave must be substituted for the leave.

Jury Duty and Bereavement

When selecting Time Off Codes Jury Duty or Bereavement, the only Reason Code available is Employee Request.

The request must be saved before the supporting documentation can be attached.

Attaching Documents

From the My Time Off Requests Screen; select the transaction you want to attach documents to. The documents must be attached to every day of the requested leave.

■ My Time 0	Off Requ	ests ŵ					0 🕞 🖬 😭	Tavorites + 🕤 He	w Western 🗧	Wy Print Query
Vine: Deteral V	ters: Days	and Default	¥.					974	围战	644
Date! +	Tare	Amount Type	Status .	1947	Cenceding Gimus	Time Off Code	Personal I	Oreanglion	AL	64
 MARAILARIST_Bed 	\$ 00 am	It oon that	Tilding	Carrett		SCHEW/OHENT	DIRLONEE REQUEST	Uncle		Delete
▶ 30/10/2017 Tie	8:00 am	Bh 00m Used	Waiting	Current		DEREAVEMENT.	EMPLOYEE REQUEST	Unde		Done
▶ 10/08/2057 Mon	8:00 am	Mh 00m Used	Watting	Current		NOREAVEMENT .	EMPLOYEE REQUEST	uncle		(and
 10/03/2017 Tue 	8.00 am	15 30m Used	Approved	Current		COMPENSATORY TIM	COMP TIME			0
. 09/13/2017 Wed	8:00 am	76-45m Used	Approved	Current		ANNUAL	ANNUAL LEAVE			
+ 09/07/2017 Thu	8:00 am	It 00m Used	Approved	Carnet		COMPENSATORY TIM	COMP TIME			
. 08/01/2017 Pei	8:00 am	76 15m Used	Approved	Current		COMPENSATORY TIM	COMP TIME			
• 08/17/2017 The	8:30 am	Oh 15m Used	Approved	Current		COMPENSATORY TIM	COMP TIME			
. 08/15/2017 Tue	8:30 am	Jh 00m Used	Approved	Current		COMPENSATORY TIM	COMP TIME			
\$ 08/09/2017 Take	8:30 am	3h 00m Used	Approved	Current		COMPENSATORY TIM	COMP TIME			

Click the Attach button. The "Attachments" screen opens. Click the Add File button to attach a file.



DO NOT USE THE "ADD LINK" BUTTON AS IT ADDS A SHORTCUT TO A URL THAT MAY ONE DAY NO LONGER BE VALID. ALWAYS USE THE ADD FILE BUTTON TO UPLOAD A FILE TO THE SERVER.

d Time Off Tra	insaction Attachment		200
* Taper	Attachments	Time Off Transaction	
Entered Date:			
Entered Time:	12:41 PM		
Entored By:		- 4	
* Description:	JURY DUTY CERTIFICATE OF	ATTENDANCE	
Atlached File:	CIUTIME OFF DOCUMENTS()A	rs Browse	2

The <u>"Time Off Transactions Attachments"</u> screen opens.

- Type: Select "Attachments"
- Entered Date: Prefilled Current Date
- Entered Time: Prefilled Current Time
- Entered By: Prefilled Current User

• <u>Description:</u> Enter the name of document you are attaching in support of the claim

Click the Browse button to select a file to upload. The <u>"Choose File to Upload"</u> window opens.

Choose File to Upload 🤅			×
	TIME OFF DOCUMENTS 🔹 🛃	Search TIME OFF DOCUMEN	JTS 🙋
Organize 🔻 New folder		:= -	
★ Favorites	Name ^	Date modified	Туре
💻 Desktop	Bereavement - Notice of Death	10/3/2017 4:35 PM	PDF File
Downloads	Jury Duty-Certificate of Attendance	10/3/2017 4:35 PM	PDF File
Concept Places			
California a			
Documents			
J Music			
Pictures			
Mideos			
🖳 Computer			
Sefault (C:)			
HD I 19000 PCI 6 Drive			
Intel			
Dorfloor I			•
File name:	Jury Duty-Certificate of Attendance 💌	All Files (*.*)	•
	(Open 🗸 Ca	ncel

- Navigate to directory where you saved the scanned documents.
- Select the file and click the "**Open**" button to attach the selected file.

You will be returned to the <u>"My Time Off Requests"</u> screen.

Note the "Attach" button is now displayed as "*Attach" which indicates that there is an attachment.

◀ 🖬 🕨 My Time Off Requests 😭		🙆 📴 📷 😭 Favorites 🗸 🕤 New Window 🖶 My Print Queue
Views: General V Filters: *Skyward Default V]	T 🔟 🖄 🕰 🗛
Date Time Amount Type S	Status Year Cascading Group Time Off Code	Reason Description A Edit
▶ <u>09/20/2017 weat</u> 8:00 am 5h 45m Used V	Waiting Current JURY DUTY	MISCELLANOUS Y Delete
▶ 09/19/2017 Tue 8:00 am 5h 45m Used V	Waiting Current JURY DUTY	MISCELLANOUS
▶ 09/18/2017 Mon 8:00 am 5h 45m Used V	Waiting Current JURY DUTY	MISCELLANOUS * Attach
▶ 08/23/2017 Wed 8:00 am 8h 00m Used V	Waiting Current SICK LEAVE	SICK LEAVE

THE DOCUMENTATION MUST BE ATTACHED TO EACH DAY OF THE REQUEST. Repeat the steps to open and attach the documentation to each day of the requested leave.

Leave Accounting will not review the request without Attachments.

If you have any trouble attaching documents or do not have access to a scanner please contact your Site Administrator. One the request has been approved by your supervisor the local leave administrator can scan and attach documents for you.

Approval

If the request is approved the reason code will be changed to either Jury Duty or Bereavement based on the type of leave requested. If the request is denied then the request will be deleted and you must use other paid leave to make up for the time. If you do not have any paid leave to substitute then absence will be treated as unpaid leave.