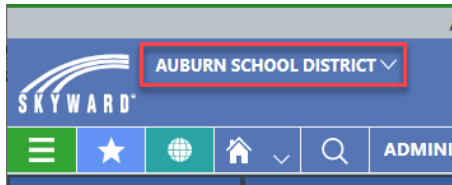
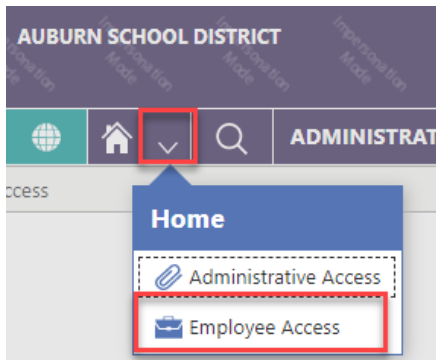


How to enter Time Off in Employee Access

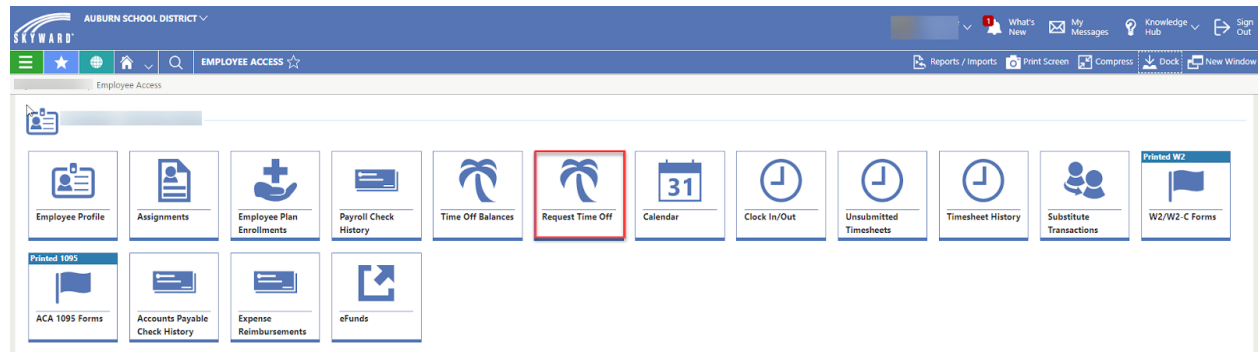


Select the Auburn School District entity at the top of the screen

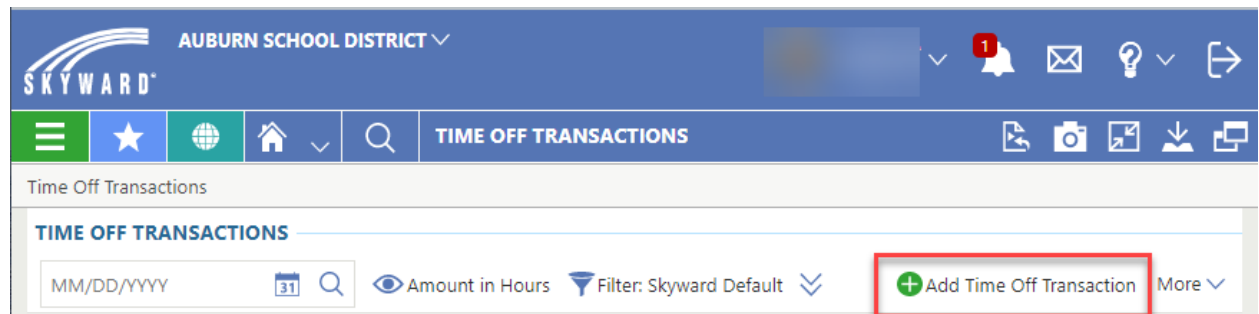


Navigate to Employee Access by selecting the dropdown menu next to the home button and selecting Employee Access

Select the Request Time Off Tile



Select Add Time Off Transaction from the right of the screen



Add Time Off Transaction
Enter Time Off Transaction Details

Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Transaction Type Single Day
 Date Range

*Start Date 02/28/2022 Monday

*Assignment

*Employee Time Off Type

*Time Off Reason

Transaction Type

*Employee Hours Per Day

*Hours Today Done

Note: Fields on this screen will not populate correctly unless you enter them in order. A date must be entered first, followed by an assignment selection.

Choose to enter by either a single day or date range.

Enter the date(s) of the request by typing in your entry or selecting the calendar icon.

If you have only one Assignment, it will auto-populate the Assignments field. If you have more than one assignment, select the Assignment for which you are requesting Time Off.

Add Time Off Transaction
Enter Time Off Transaction Details

Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Attachments Add Attachments

Transaction Type Single Day
 Date Range

*Start Date 02/28/2022 Monday

*Assignment

*Employee Time Off Type View: Skyward Default Filter: Skyward Default More

	↑1 Position Type Description	↑2 Assignment Type Codes	↑3 Building Codes	↑4 Start Date	End Date
Select	Professional Technical	PT-6	000	09/01/2021	08/31/2022
Select	Professional Technical	Stipend	000	09/11/2021	08/06/2022

*Time Off Reason

Transaction Type

*Employee Hours Per Day

*Hours

Add Time Off Transaction
Enter Time Off Transaction Details

Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Attachments Add Attachments

Transaction Type Single Day
 Date Range

*Start Date 02/28/2022 Monday

*Assignment Professional Technical

*Supervisors Prof-Tech Co

After selecting your assignment, the supervisor field appears with your approver prepopulated. This is the person responsible for approving your time off requests. You are not able to enter a different supervisor in this field. Attempting to enter a different supervisor will not allow the record to process. *If your supervisor/approver is not correct, please submit a [ticket](#) to Data Services.*

Select your Time Off Type from the drop down box.

If unsure which time off type to select, contact your supervisor or the payroll department.

The screenshot shows the 'Add Time Off Transaction' form with the following details:

- Attachments:** Add Attachments
- Transaction Type:** Single Day (selected), Date Range
- *Start Date:** 02/28/2022 Monday
- *Assignment:** Professional Technical (dropdown), Prof-Tech Column 6 - ADMIN - 2021-09-01 - 2022-08-31
- *Supervisors:** (dropdown), Clear
- *Employee Time Off Type:** (dropdown menu is open)
- *Time Off Reason:** View: Skyward Default, Filter: Skyward Default

Transaction Type	Time Off Type Code	Time Off Type Description	Hours Per Day Override	Allocation Type Override Code
Select	B	BEREAVEMENT- *Relationship Req	8:00	
Select	ESL	EMERGENCY-SICK LEAVE	8:00	
Select	J	JURY DUTY	8:00	
Select	Oth	PERSONAL LEAVE	8:00	PLP-8.0
Select	PFML	PFML NO DISTRICT PAY	8:00	
Select	Sick	SICK LEAVE1	8:00	Sic-0007
Select	Vac	VACATION1	8:00	Vac-0014

Select your Time Off Reason from the dropdown box.

If unsure about which time off reason to select, contact your supervisor or the payroll department.

The screenshot shows the 'Add Time Off Transaction' form with the following details:

- Attachments:** Add Attachments
- Transaction Type:** (dropdown)
- *Start Date:** (dropdown)
- *Assignment:** (dropdown)
- *Supervisors:** (dropdown)
- *Employee Time Off Type:** (dropdown)
- *Time Off Reason:** (dropdown menu is open)

Time Off Reason Code	Time Off Reason Description
50	SICK-FMLA
51	UNPAID FMLA
53	SICK-MATERNITY LEAVE
55	SICK-L&I
56	UNPAID L&I
S	SICK

Employee Hours Per Day pre-populates based on your assignment(s). This area is grayed out and cannot be adjusted. Employees with multiple hours-based assignments will see the total of

*Employee Hours Per Day 8:00:00

*Hours 4:00

*Days 0.50000

all their assignment hours in this field.

The Hours field populates with the number of hours in your assignment work day for the specific assignment you selected. If taking a full

day off, the number of hours must be edited to capture the combined total hours for all assignments. If taking leave for less than a full work day, make modifications by entering the correct number in the Hours field. The Days field will adjust to reflect the percentage of a work day being requested.

Description SICK

The description field populates with a standard Time Off description. This may be edited to include any desired additional information.

Start Time 12:00 PM

End Time 04:00 PM

Enter the start and end times for your time off request. **Time Off requests without a start and end time will be denied.**

Click Save or Save & Add Another if you want to enter another transaction.

Your Time Off Transaction now shows in your Time Off Transaction list with a status of Waiting for Approval. If you made an error and need to resubmit, you may delete the request by selecting the left drop-down carrot and selecting Delete Time Off Transaction if the transaction has not yet been approved..

TIME OFF TRANSACTIONS									
MM/DD/YYYY 31 View: Amount in Hours (Modified) Filter: Skyward Default Quick Filter Add Time Off Transaction More									
Transaction Date	Time Off Type Description	Time Off Reason Description	Transaction Type	Hours	Description	Status	Position Type Description	Attachments	
02/28/2022	SICK LEAVE1	SICK	Used	4:00	SICK	Waiting for Approval	Professional Technical	(0)	
Record Options									
		SICK	Used	-3:00		Approved		(0)	
		SICK	Used	-3:00		Approved		(0)	

Warnings

Some Time Off Requests may generate informational warnings. These warnings are intended to call your attention to elements of your entry that may need review. After reviewing your entry for accuracy, you may re-save the request. **The warning specifies that you can review and make changes if needed, or continue by clicking Save again.**

One circumstance that generates a warning is when entering a Time Off request for a future Fiscal Year. Qmlativ notes that your start date is not an active workday when you enter a Time Off Request for a future Fiscal Year. You may still save the Time Off Request. Later, when HR performs their year end processes, your future year time off request will be automatically matched to your new assignment. No further action will be necessary.

Add Time Off Transaction

Enter Time Off Transaction Details

Save & Add Another Save Cancel

1 warning was encountered. You can review and make changes if needed or continue by clicking Save again.

TIME OFF TRANSACTION DETAILS

Attachments Add Attachments

Transaction Type Single Day Date Range

***Start Date** 31
 9/30/2022 is not an active workday.

***Assignment** Professional Technical Prof-Tech

***Supervisors** Clear

***Employee Time Off Type** 40:00

***Time Off Reason**

Transaction Type

***Employee Hours Per Day**

***Hours**





***Days**





Checking the Status of your Time Off Transaction

To verify that your timesheets have arrived at payroll and will be paid on the next pay cycle:

- Select the “Open” arrow to the right of your waiting time off transaction
- Select the Approvals tab from the menu on the left
- The upper grid shows who the current level approvers are.
- The lower grid shows who has already approved and what level is awaiting approval.

APPROVAL HISTORY

MM/DD/YYYY    View: Skyward Default  Filter: Skyward Defa

 1 Date/Time	  2 Level Description	 Status
8/14/2022 2:05:08 PM	4 : Payroll	W - Waiting
8/14/2022 2:05:08 PM	2 : Direct Supervisor	A - Approved
8/11/2022 4:14:21 PM	2 : Direct Supervisor	A - Approved
8/11/2022 8:11:05 AM	Submitted for approval	S - Submitted

- Time Off transactions will remain in “Waiting” status in payroll until the end of the month.