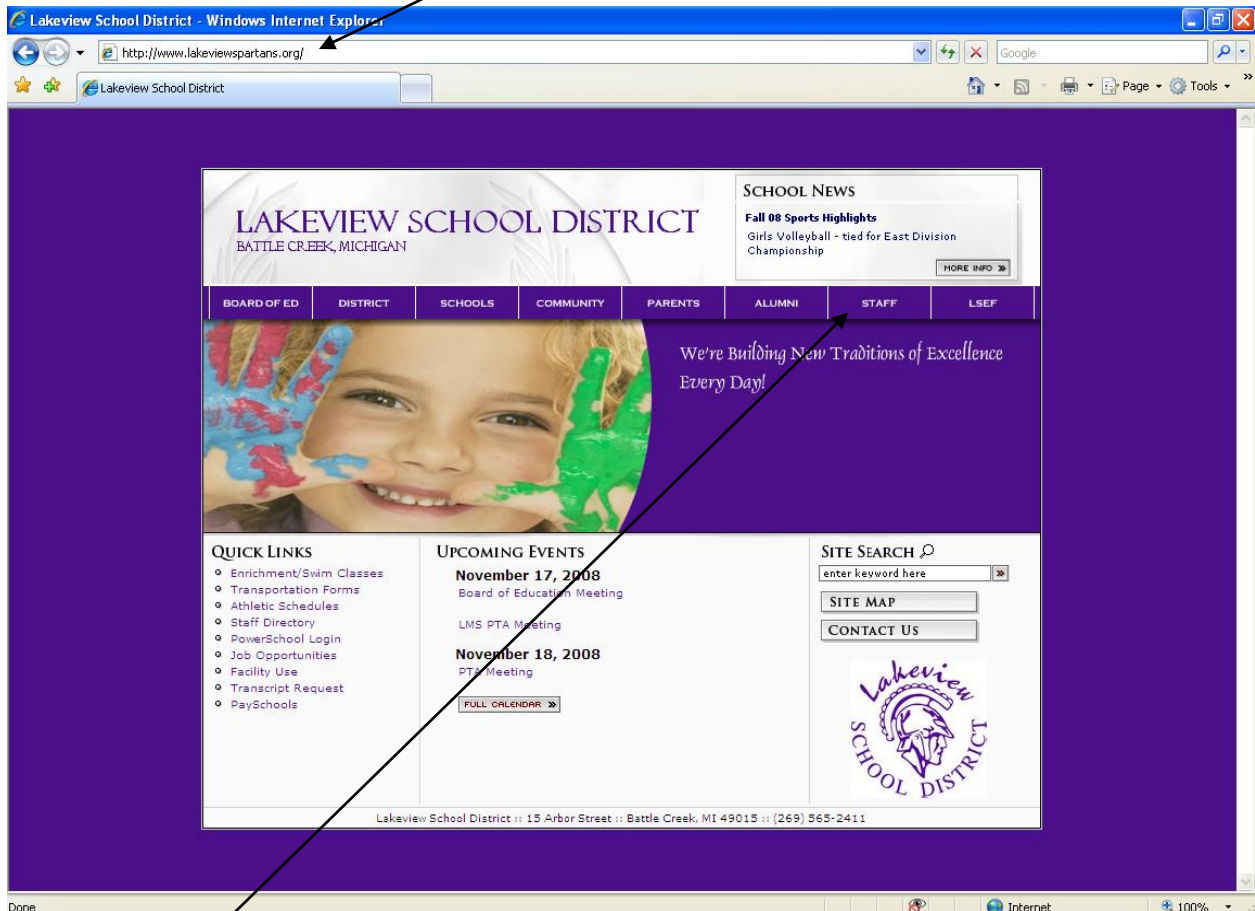


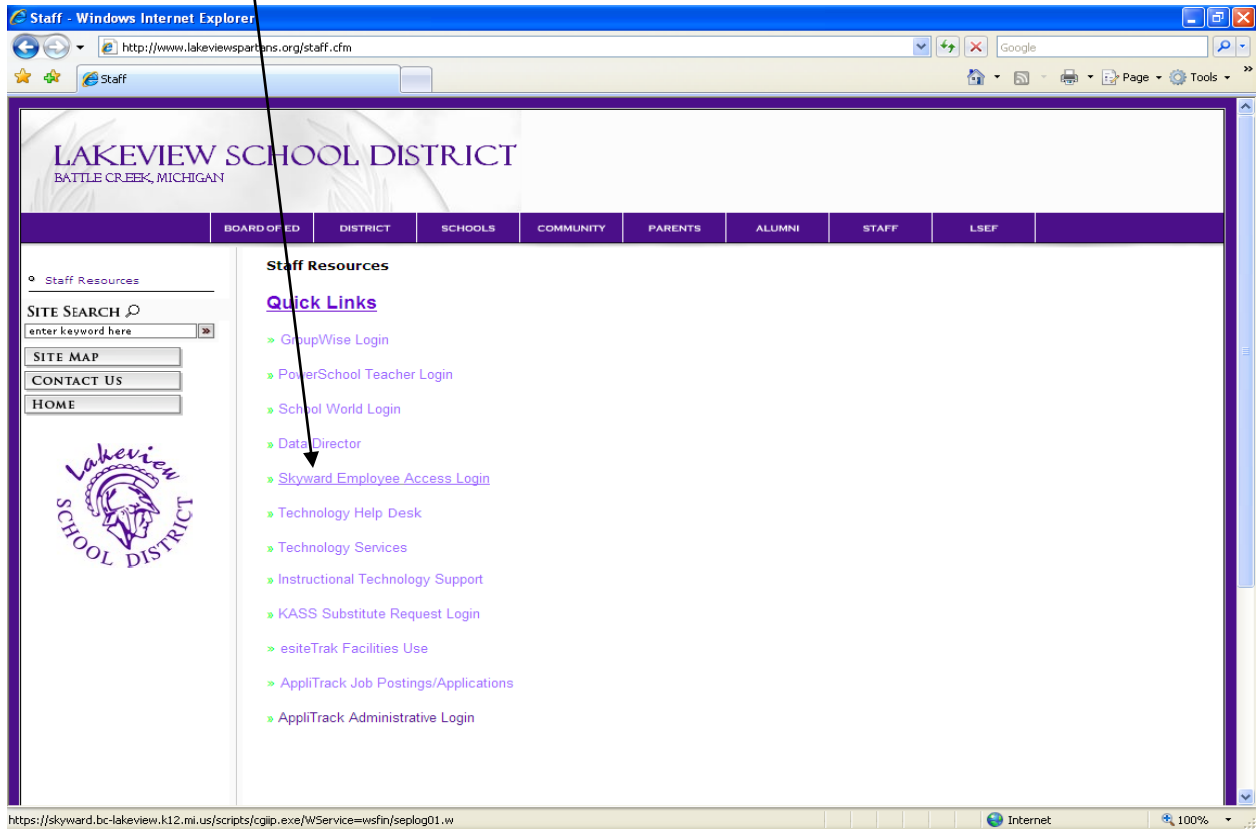
Instructions for submitting Time Off in to Employee Access:

Launch Lakeview School District web page: www.lakeviewspartans.org



Select the "Staff" tab from the bar at the top of the page.

Select "Skyward Employee Access Login" from the Quick Links menu.



Type in your Login and Password (both are case-sensitive). Select "Login."



Select Time Off,



Select the Add button,

The screenshot shows a web browser window titled "Employee Access - Windows Internet Explorer". The page has a left-hand navigation menu with the following items: **Time Off**, [SICK TIME](#), [PERS BUS](#), [VACATION](#), [OTHER](#), and [My Requests](#). The main content area is titled "Time Off Requests" and includes tabs for "My Requests" and "History". A "Current User:" field is at the top right, with "Print" and "Back" buttons. An arrow points to a "+ Add" button. Below this is a table titled "Remaining Time Off" with the following data:

Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Below the table are four status indicators: - New, - Waiting For Approval, - Request Approved, and - Request Denied. A "Sort Order:" section has radio buttons for "Status" (selected) and "Date". At the bottom is a table titled "Current Time Off Requests" with columns: Date, Time, Days/Hours, Time Off Code, Reason, and Edit Delete.

Choose from the drop down (example: Sick Time),

Employee Access - Windows Internet Explorer

Current User: Print Back

Time Off Requests My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Time Off Request Save Cancel

Time Off Code: SICK TIME - Days

Reason: SICK TIME - Days

Description: PERSONAL BUSINESS - Days
FUNERAL LEAVE - Days
JURY DUTY - Days

Start Date: Feb 17 2009 Tue, Feb 17 2009

Days: 0.0000 days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Select from the drop down (example: Family Illness),

Employee Access - Windows Internet Explorer

Current User: Print Back

Time Off

- SICK TIME
- PERS BUS
- VACATION
- OTHER
- My Requests

Time Off Requests My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Time Off Request Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail...](#)

Description: FAMILY ILLNESS
PAID SICK TIME

Start Date: Feb 17 2009 Tue, Feb 17 2009

Days: 1 days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Description is optional,

Employee Access - Windows Internet Explorer

Current User: Print Back

Time Off Requests My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Time Off Request Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail...](#)

Description:

Start Date: Feb 17 2009 Tue, Feb 17 2009

Days: days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Select date of absence (select date from drop down or manually enter),

The screenshot shows a web application window titled "Employee Access - Windows Internet Explorer". On the left is a navigation menu with "Time Off" selected, containing links for "SICK TIME", "PERS BUS", "VACATION", "OTHER", and "My Requests". The main content area is titled "Time Off Requests" and has tabs for "My Requests" and "History".

At the top right, there are "Print" and "Back" buttons. Below the tabs is a "Remaining Time Off" table:

Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Below this is the "Time Off Request" form. It includes:

- Time Off Code:** SICK TIME - Days (dropdown)
- Reason:** FAMILY ILLNESS (dropdown) with a [Detail...](#) link
- Description:** A text input field with an arrow pointing to it from the instruction above.
- Start Date:** A date picker showing Feb 17, 2009 (Tue, Feb 17 2009).
- Days:** A calendar for February 2009. The 17th is highlighted in red. The calendar shows days 1 through 28.
- Start Time:** A dropdown menu.

At the bottom right of the form are "Save" and "Cancel" buttons. A note at the bottom of the form reads: "Please notify when this request is submitted and approved/denied."

Enter number of days (example: 1.0 for one day; 0.50 for half day),

Employee Access - Windows Internet Explorer

Current User: Print Back

Time Off Requests My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Time Off Request Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail...](#)

Description:

Start Date: Feb 17 2009 Tue, Feb 17 2009

Days: days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Enter start time for absence,

Employee Access - Windows Internet Explorer

Current User: Print Back

Time Off Requests My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Time Off Request Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail...](#)

Description:

Start Date: Feb 17 2009 Tue, Feb 17 2009

Days: 1 days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Click Save,

Employee Access - Windows Internet Explorer

Current User: Print Back

Time Off Requests My Requests History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	10 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Time Off Request Save Cancel

Time Off Code: SICK TIME - Days

Reason: FAMILY ILLNESS [Detail..](#)

Description:

Start Date: Feb 17 2009 Tue, Feb 17 2009

Days: 1 days

Start Time: 8 :00 AM

Select additional employees to notify when this request is submitted and approved/denied.

Absence will be submitted to immediate supervisor for approval.

The screenshot displays a web application interface for managing time off requests. On the left is a sidebar with a 'Time Off' menu containing links for 'SICK TIME', 'PERS BUS', 'VACATION', 'OTHER', and 'My Requests'. The main content area is titled 'Current User' and includes 'Print' and 'Back' buttons. Below this is a 'Time Off Requests' section with 'My Requests' and 'History' tabs, and an '+ Add' button. The 'Remaining Time Off' table shows the following data:

Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
SICK TIME	SICK TIME	03/26/09	10 Days	9 Days
PERS BUS	PERSONAL BUSINESS	03/26/09	2 Days	2 Days

Below the table are status filters: - New, - Waiting For Approval, - Request Approved, and - Request Denied. A 'Sort Order' section has 'Status' selected. The 'Current Time Off Requests' table shows one request:

Date	Time	Days/Hours	Time Off Code	Reason	Edit	Delete
02/17/09	8:00 AM	1 Days	SICK TIME	FAMILY ILLNESS		

Below the table, the 'Description:' field is empty, and the 'Status:' is 'Waiting for' with '(1/1 Levels)'.

****Email confirmation will be sent once approved by immediate supervisor****