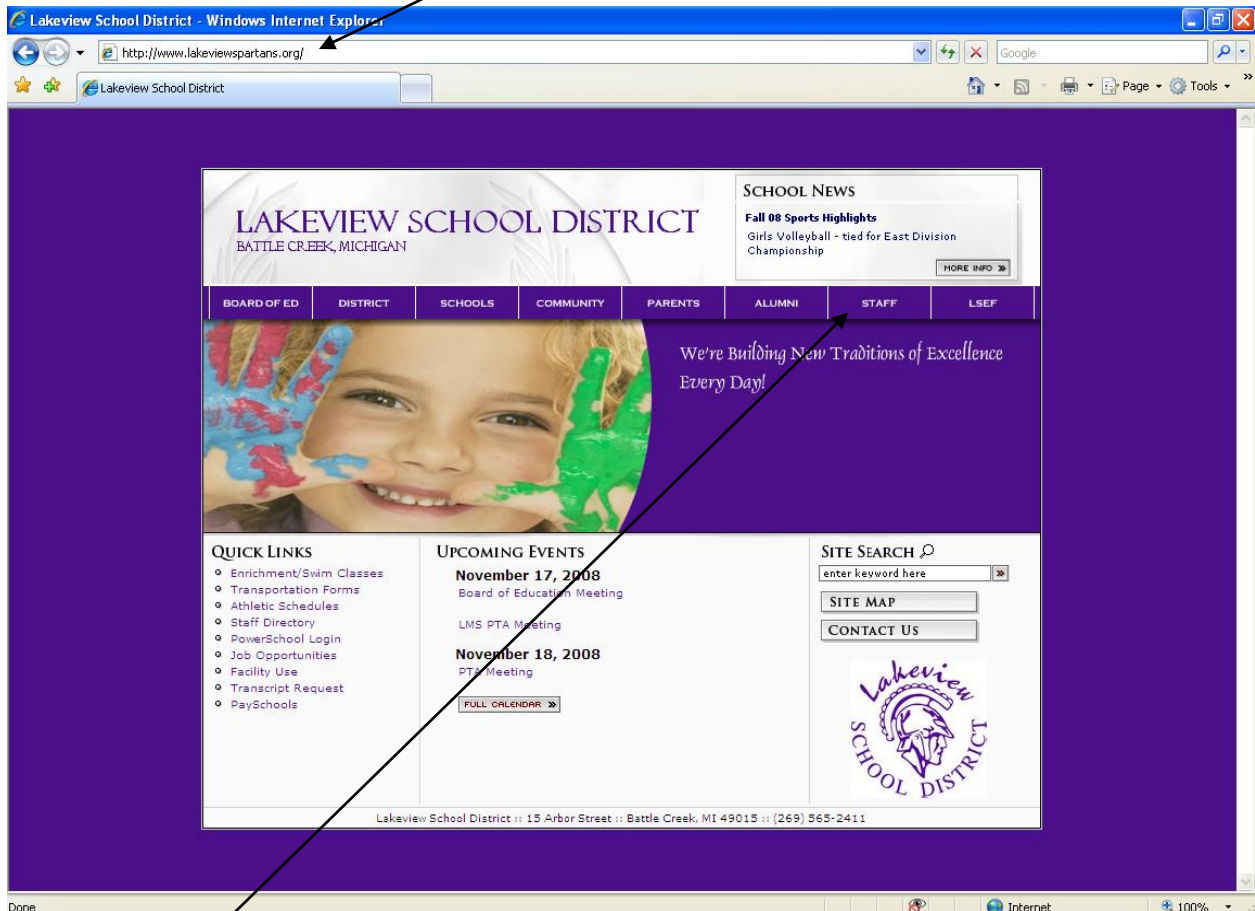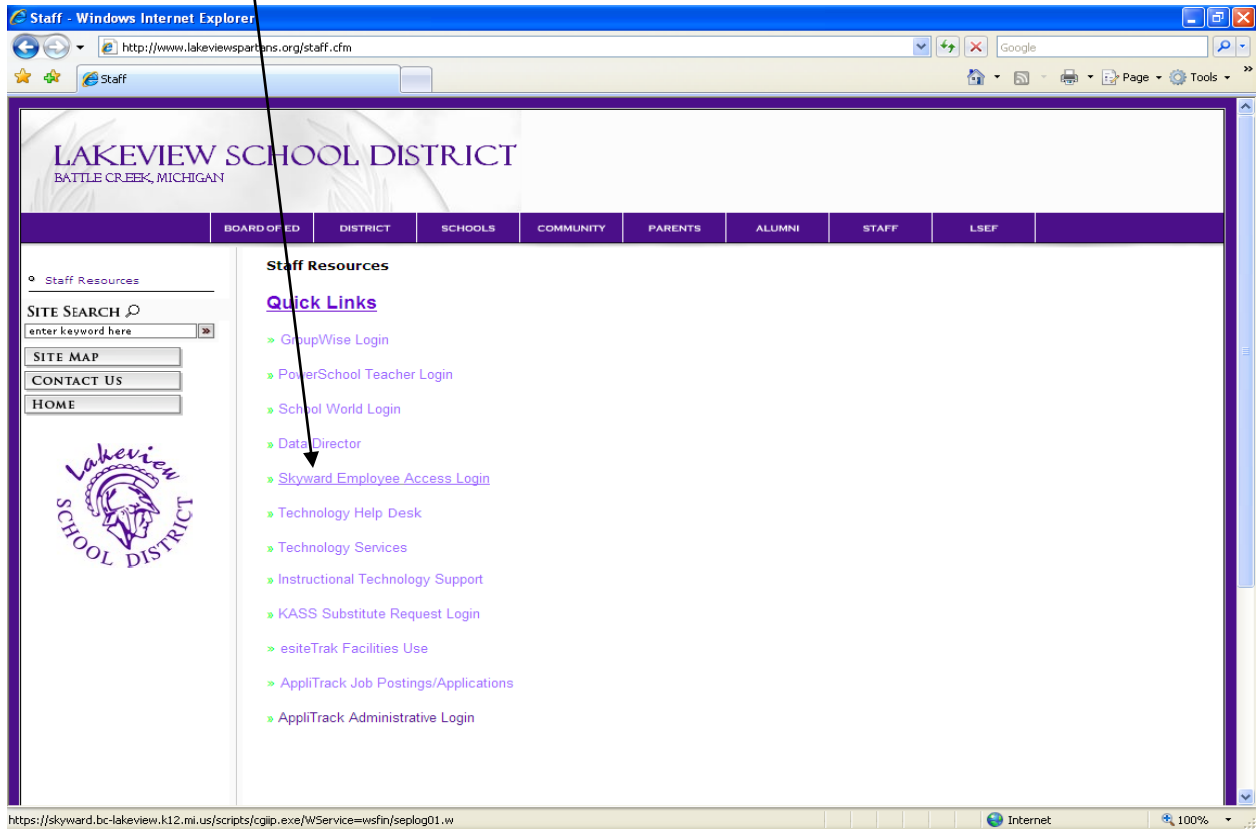**Instructions for submitting Time Off in to Employee Access:**

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,

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

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

Description is optional,

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:

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

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

Enter start time for absence,

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: [   ]
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

Time Off
SICK TIME
PERS BUS
VACATION
OTHER
My Requests

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.

Email confirmation will be sent once approved by immediate supervisor