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Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Print this tutorial

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

Time Off

- My Status
- My Requests
- My Approvals
- My Employees

My Employees Time Off

Who, What, When, Why?

This option allows the supervisor to review Time Off Requests by time off code for all of their employees.

District News

It's almost Jamie's Birthday
Happy Birthday!

Recent Programs

- Employee Access Home
- My Approvals
- My Employees
- Unsubmitted
- Unapproved
- Personal Information
- Check History
- My Requests

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Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information Time Off

My Employees Inventory Requisitions Expense Reimbursement

Views: My Employees Time Off Filters: *Only Show Employees That Report Directly to Me *Only Show Employees That Report Directly to Me *Show All Employees Under Me

Last Name	First	M		Waiting	Available	Future Approved
Juntunescr	Issac	E	LOCAL SICK	29 Days	-4 Days	33 Days
Juntunescr	Issac	E	NON-WORK DAYS	1 Days		1 Days
Juntunescr	Issac	E	ST PERSONAL	49.5 Days		49.5 Days
Lesesnescr	Kenyatta	W	COMP TIME	0h 00m		0h 00m
Lesesnescr	Kenyatta	W	DOCK PAY (50% OF HOURLY	0h 00m		0h 00m
Lesesnescr	Kenyatta	W	FULL DOCK(100% OF HOURI	0h 00m		0h 00m
Lesesnescr	Kenyatta	W	LOCAL SICK	37h 00m		37h 00m
Lesesnescr	Kenyatta	W	NON-WORK HOURS	0h 00m		0h 00m
Lesesnescr	Kenyatta	W	ST PERSONAL	24h 15m	8h 00m	16h 15m
Seidellscr	Shari	F	LOCAL SICK	5 Days	-5 Days	10 Days
Seidellscr						32.5 Days
Turmellescr						0 Days
Turmellescr						0 Days
Turmellescr				-5 Days		7 Days
Turmellescr						0 Days
Turmellescr	Carmela	D	ST PERSONAL	6 Days		6 Days
Udyscr	Angelita	M	LOCAL SICK	16.5 Days	-5 Days	21.5 Days
Udyscr	Angelita	M	ST PERSONAL	42.5 Days		42.5 Days

Time Off Status
Time Off Requests
Employee Information
Time Off Detail Transaction Report

All active employees who have transactions display.
Each time off code assigned to the employee will display, including remaining balance, number of units approved, number of units waiting for approval, and units available.

20 18 records displayed Last Name: ABC

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Skyward School District

Carroll Allgeierscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

My Employees Time Off (5240)

Views: My Employees Time Off Filters: *Only Show Employees That Report Directly to Me

Time Off Status
Time Off Requests
Employee Information

Time Off Status displays a summary of all time off codes for the selected employee.

Time Off Requests displays individual transactions for the selected employee as shown here.

Employee Information displays the selected employee's Employee Access information.


Time Off Requests - 05.12.06.00.12 - Windows Internet Explorer

Time Off Requests (158)

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
08/23/2012 Thu	8:00 am	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	Doctor appointment
08/22/2012 Wed	1:00 pm	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	Lab appointment
01/20/2012 Fri	8:00 am	1 Days	Used	Approved	Current	NON-WORK DAYS	NON-WORK DAY USED	I would like to use one of my
10/03/2011 Mon	8:00 am	0.5 Days	Used	Approved	Current	NON-WORK DAYS	NON-WORK DAY USED	
09/27/2011 Tue	8:00 am	0.5 Days	Used	Approved	Current	NON-WORK DAYS	NON-WORK DAY USED	
09/26/2011 Mon	8:00 am	1 Days	Used	Approved	Current	NON-WORK DAYS	NON-WORK DAY USED	
09/08/2011 Thu	8:00 am	2 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
08/24/2011 Wed	8:00 am	0.5 Days	Used	Approved	Current	LOCAL SICK	SICK - SELF	
06/27/2011 Mon	8:00 am	4 Days	Used	Approved	Current	NON-WORK DAYS	NON-WORK DAY USED	
06/13/2011 Mon	8:00 am	4 Days	Used	Approved	Current	NON-WORK DAYS	NON-WORK DAY USED	School trip to DC and NY

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Skyward School District

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[Account](#)
[Preferences](#)
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?

Home
Employee Information
Time Off
True Time
FastTrack Open Positions
FastTrack Screener
Work Requests
Account Master
Purchasing
Inventory Requisitions
Expense Reimbursement

My Employees Time Off ★ (5240)
[Favorites](#)
[New Window](#)
[My Print Queue](#)

Views: My Employees Time Off Filters: *Only Show Employees That Report Directly to Me

Last Name ▲	First	M	Time Off Code	Remaining	Approved	Waiting	Available	Future Approved
▶ Juntunenscr	Issac	E	LOCAL SICK					
▶ Juntunenscr	Issac	E	NON-WORK DAYS					
▶ Juntunenscr	Issac	E	ST PERSONAL	49.5 Days			49.5 Days	
▶ Lesesnescr	Kenyatta	W	COMP TIME	0h 00m			0h 00m	
▶ Lesesnescr	Kenyatta	W	DOCK PAY (50% OF HOURLY	0h 00m			0h 00m	
▶ Lesesnescr	Kenyatta	W	FULL DOCK(100% OF HOURI	0h 00m			0h 00m	
▶ Lesesnescr	Kenyatta	W	LOCAL SICK	37h 00m			37h 00m	
▶ Lesesnescr	Kenyatta	W	NON-WORK HOURS	0h 00m			0h 00m	
▶ Lesesnescr	Kenyatta	W	ST PERSONAL	24h 15m	8h 00m		16h 15m	
▶ Seidellscr	Shari	F	LOCAL SICK	5 Days	-5 Days		10 Days	
▶ Seidellscr	Shari	F	ST PERSONAL	32.5 Days			32.5 Days	
▶ Turmellescr	Carmela	D	DOCK PAY (50% OF DAILY R	0 Days			0 Days	
▶ Turmellescr	Carmela	D	FULL DOCK (100% OF DAILY	0 Days			0 Days	
▶ Turmellescr	Carmela	D	LOCAL SICK	2 Days	-5 Days		7 Days	
▶ Turmellescr	Carmela	D	NON-WORK DAYS	0 Days			0 Days	
▶ Turmellescr	Carmela	D	ST PERSONAL	6 Days			6 Days	
▶ Udyscr	Angelita	M	LOCAL SICK	16.5 Days	-5 Days		21.5 Days	
▶ Udyscr	Angelita	M	ST PERSONAL	42.5 Days			42.5 Days	

20 18 records displayed
Last Name: ABC

Time Off Detail Transaction Report
allows the supervisor to print a report of their employees.

[Time Off Status](#)
[Time Off Requests](#)
[Employee Information](#)
[Time Off Detail Transaction Report](#)

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Detail Transaction Report (39)

Template Settings

* Template Description:

Share this template with other users in the district
 Print Greenbar

Report Format: Detail Summary Group
Report Sequence: Regular Building Building/Page Break
Date Option: Use Today's Date Use Date Range through

Note: All report options will print transactions that fall within the date range specified above. Beginning balance will be a summary of the transactions prior to the specified low date.

Print all employee/code information - prints beginning balance
 Print only employee/codes that have transactions within the date range
 Print beginning balance

Select Employee/Codes Exceeding Specified Units Used

Do not select based on units
 Selection based only on hours used
 Selection based only on days used

Include only Employee/Time Off codes with a negative balance

Include Long-Term Disability Leave Type Time Off Transaction Entries

Include Exclude Report Only LTD

Include FMLA Leave Type Time Off Transaction Entries

Include Exclude Report Only FMLA
 Only print people with FMLA amounts over hours
 Convert FMLA days to hours

Page Break by Employee

Print "Grand Total Hours" and/or "Grand Total Days"
 Print time off code totals broken down by group at the end of the report

* Selection Parameters:

Asterisk (*) denotes a required field

We value your feedback

Check Spelling
Save
Save and Print
Back

Print Queue
Off us
Off ests
formation
Detail n Report

Set the parameters for the report.

Note: This report is restricted to employees who report to the supervisor on the Organizational Chart.

Click the link below to view a sample report:
[Time Off Detail Transaction by Supervisor](#)

This concludes the tutorial.