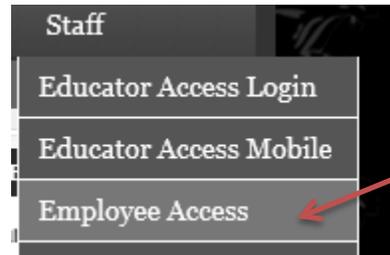


To make an online request for leave, sign in to your **EMPLOYEE ACCESS** account.

First go to our homepage at: <http://uths.net> – hover mouse over **Staff** and on drop down menu click **Employee Access**



In the **login box** type in your user name first initial and last name ex. Tim Arnett is **tarnett**
In the **password box** type in the last 6 digits of your SS# ********* Click **Sign In**

A screenshot of the Skyward login page. The page features the Skyward logo at the top, followed by the text 'United Township High School Dist. 30 Finance'. Below this is a login form with two input fields: 'Login ID:' and 'Password:'. A red arrow points from the text above to the 'Login ID:' field. Below the input fields is a 'Sign In' button and a link that says 'Forgot your Login/Password?'. In the bottom right corner, there is a version number '05.15.02.00.08'.

You will see your home screen and a favorites list has been built for you, which you can customize later.

There is more than one way to enter an absence request. The best way to get started is by clicking **TIME OFF STATUS**

The screenshot shows the 'Employee Access' dashboard for United Township High School Dist. 30. The page features a navigation bar with 'Home', 'Employee Information', 'Time Off', and 'Expense Reimbursement'. A secondary navigation bar includes 'Account', 'Preferences', 'Exit', and a help icon. The main content area is titled 'Employee Access' and contains several widgets: 'Jump to Other Dashboards' (with 'Employee' selected), 'District News' (showing 'No news to display'), 'My Print Queue' (showing 'No items available'), 'Recent Programs' (listing 'Employee Access Home', 'My Status', 'My Requests', and 'Check History'), and 'Favorites' (listing 'Employee Access', 'TIME OFF STATUS', 'TIME OFF REQUESTS', and 'CHECK HISTORY'). A red arrow points from the text 'TIME OFF STATUS' in the introductory text to the 'TIME OFF STATUS' link in the Favorites widget.

This will give you a listing of all your current time off totals. Choose the **Time Off Code** by clicking the arrow next to it.

Home Employee Information **Time Off** Expense Reimbursement

My Time Off Status ☆

Views: General Filters: *Skyward Default

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
▶ COMPTIME		4h 30m		4h 30m			4h 30m			
▶ PERSONAL TIME OFF		18h 18m		18h 18m			18h 18m			
▶ SICK LEAVE		130h 00m		130h 00m			130h 00m			
▶ VACATION				0h 00m			0h 00m			

This will expand the code and give you a listing of all your previous requests, called transactions. Click on Add a **Time Off Request** to enter a new request for leave.

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
▶ COMPTIME		4h 30m		4h 30m			4h 30m			
▶ PERSONAL TIME OFF		18h 18m		18h 18m			18h 18m			
▼ SICK LEAVE		130h 00m		130h 00m			130h 00m			

▼ Current Year (Includes all dates)

- ▼ Pending Requests [Add a Time Off Request](#)
There are no Pending Requests available.
- ▼ Time Off Transactions (up to today's date) [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining	A
07/01/2015 Wed	Additional a / YEAR END R	120h 00m		130h 00m	
05/12/2015 Tue	SICK LEAVE E / SICK LEAVE	10h 00m		10h 00m	

This will open the entry screen to begin the request.

The code you were on, in this example SICK LEAVE, is already chosen.

You can choose a Reason Code that matches the absence or NO REASON NEEDED from the list.

You can enter a **Description** to keep track of why you took day off *This is OPTIONAL *

Choose a **Single day or Date Range** whatever is applicable. Click on the **Calendar** if it is for a day different from Today.

Enter the duration, in **Hours/minutes** and your **Start Time**

When done entering, click **Save** and the request will be immediately sent to your supervisor for approval.

Time Off Request

* Time Off Code: SICK LEAVE - Hours hours per Day: 8h 00m

* Reason: EMPLOYEE SICK [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 07/30/2015 Thursday

Hours: 8 hours 00 minutes

Start Time: 08:00 AM

[Save](#)

[Back](#)

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

[Select Employee\(s\):](#)

Asterisk (*) denotes a required field

If you have an email set up in Employee Access you will receive notifications regarding the status of the request.

To track the status of the request you have entered, simply go back to the same area in Employee Access and click on TIME OFF REQUESTS

The screenshot shows the Employee Access dashboard with several sections:

- Jump to Other Dashboards:** Employee (selected), Reset Dashboards, Select Widgets.
- District News:** No news to display.
- My Print Queue:** Job, Status. No items available.
- Favorites:** Employee Access, TIME OFF STATUS, TIME OFF REQUESTS (highlighted with a red arrow), CHECK HISTORY, Edit Favorites.
- Recent Programs:** Employee Access Home, My Requests, My Status, Check History, Personal Information.

Here you see the general status if the request: Waiting/Approved/ Denied
Click on the date to see the detail and original entry

My Time Off Requests

Views: General Filters: Skyward Default Clone

Date	Time	Amount	Status	Year	Time Off Code	Reason	Description
08/13/2015 Thu	7:30 am	8h 00m	Waiting	Current	PERSONAL TIME OFF	A NO REASON NEEDED	August 13th. I want to take day off for Fl
07/20/2015 Mon	7:30 am	8h 00m	Waiting	Current	VACATION	VACATION	My flight landed at 12:30 I had planned o
07/17/2015 Fri	12:00 pm	4h 00m	Waiting	Current	VACATION	VACATION	I need half days on 07/17 and 07/20 for c
07/02/2015 Thu	7:30 am	8h 00m	Waiting	Current	VACATION	VACATION	I was off 6/29 - 7/2, here is the request f
07/01/2015 Wed	7:30 am	8h 00m	Waiting	Current	VACATION	VACATION	I was off 6/29 - 7/2, here is the request f
06/30/2015 Tue	7:30 am	8h 00m	Approved	Current	VACATION	VACATION	I need to take last 2 days of June and 1st
06/29/2015 Mon	7:30 am	8h 00m	Approved	Current	VACATION	VACATION	I need to take last 2 days of June and 1st

You will see the request and with the approval detail at this point in time.

08/13/2015 - 05.15.02.00.08 - Internet Explorer
https://skyward.uths.net:444/scripts/wsisa.dll/WService=wsFin/rtrorqedit004.w?isPopup=true

08/13/2015

Time Off Request Information

Name: **TIMOTHY R ARNETT**
Date: **08/13/2015 Thu**
Status: **Waiting for approval**
Time Off Code: **PERSONAL TIME OFF**
Reason: **A NO REASON NEEDED**
Reason Long Description: **NO REASON NEEDED OR GIVEN**
Description: **August 13th. moved to.**
Type: **Used**
Days/Hours: **8h 00m**
Start Time: **7:30 am**

Attach
Back

Approval History

Date	Time	Event
07/07/2015	9:05 AM	Waiting for approval from TRACY L. DECLERCK
07/07/2015	9:05 AM	Time Off Request Created by TIMOTHY R ARNETT

100%

For questions regarding policy on time off, ask your supervisor.

For questions on what is entered in the system in your records, call Human Resources at 752-1616.

For questions or help with the Employee Access System, call or email Tim Arnett 752-1618 – tarnett@uths.net