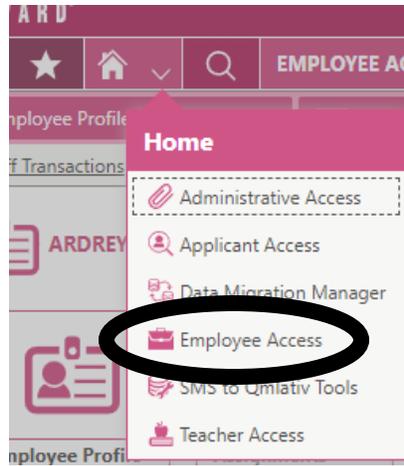


# Requesting Time Off with Skyward

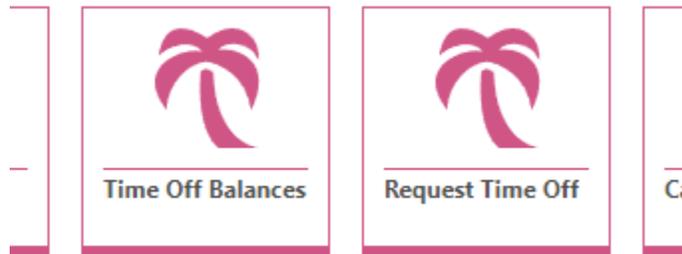
Log into skyward

Verify that you are in Employee Access.



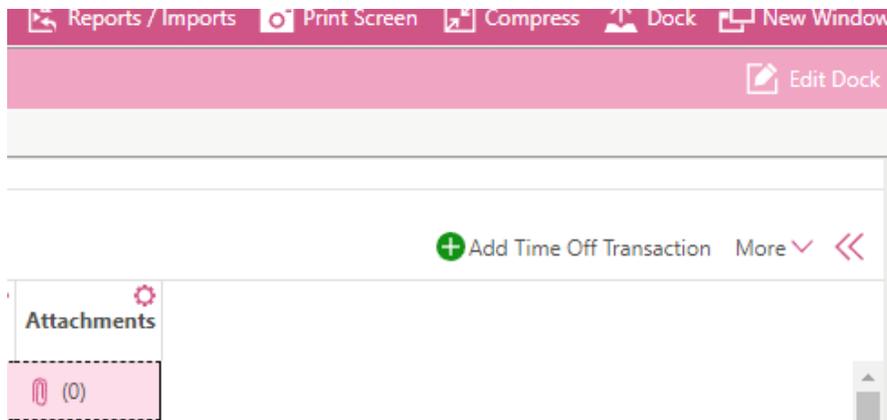
You can see your time off balances clicking on the left button pictured below.

To request time off click the right button pictured below.



When you select the "Request Time Off" button it will show all of your requested time off.

Now you will click Add Time Off Transaction in the top right.



## Add Time Off Transaction

Enter Time Off Transaction Details



Save & Add Another



Save

After everything is filled out you'll come back up here and click save. And then it will submit it to your supervisor and take you to Red Rover if you need a sub.

### TIME OFF TRANSACTION DETAILS

Attachments



Add Attachments

You can add any attachments here. If needed (Jury Summons, Dr Note, etc). This is not a required field.

\*Transaction Type

Single Day

Date Range

Select Single or Date Range.

\*Start Date

Select your day off



\*Assignment

Your name/position will auto fill



\*Supervisors

Your supervisor will auto fill



\*Employee Time Off Type

DISC LVE

Select DISC LVE



Your balance will show here

\*Time Off Reason

SICKPER

Sick/Personal

Select Sick/Personal

Transaction Type

Used



This will auto fill

\*Employee Hours Per Day

8:00:00

\*Hours

8:00

\*Days

1.00000

Select if you want a full day or part day, the hours will auto fill. Or if you enter the amount of hours you need off, then the days will auto fill, use whichever makes more sense for your situation.

Description

Sick/Personal

You can add any notes that you want your supervisor to see here

Start Time



End Time



Please ignore this section with the Start and End time, it is not required.

Request Substitute



If the box is checked here it will send you directly to Red Rover to request a sub

Additional Employees to Notify



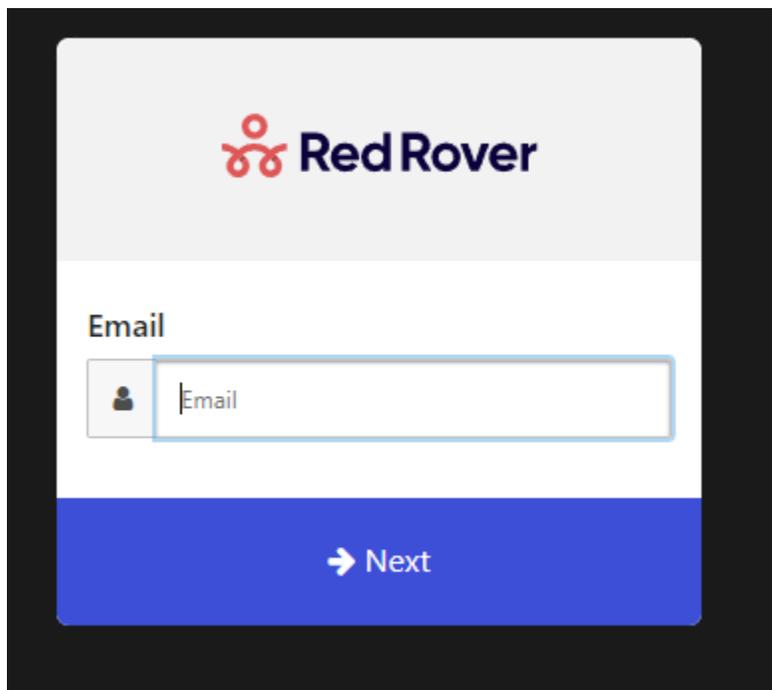
If you want to notify anyone besides your supervisor, such as other team mates or colleagues, you can add them here

## Requesting a Sub with Red Rover

As long as you have the Request Substitute button selected in Skyward it will automatically redirect you to Red Rover.

Employee Time Off Type \_\_\_\_\_  
Request Substitute   
\_\_\_\_\_

Type in your district email and hit next. Red Rover uses single sign on so as long as you're logged into your email address, the next button will log you in.

A screenshot of the Red Rover login interface. At the top, there is a logo consisting of three red circles arranged in a triangle, followed by the text "Red Rover" in a dark blue font. Below the logo, the word "Email" is displayed in a bold, dark grey font. Underneath "Email" is a text input field with a light blue border and a small grey icon of a person on the left. The input field contains the placeholder text "Email". At the bottom of the form is a large blue button with a white right-pointing arrow and the word "Next" in white text.

Once you log in there will be a blue banner at the top that will have training.

**MESSAGE** from Elizabeth School District: Training for Employees - (Absence Only)

Watch the video it's made by Red Rover and is great!