

Reviewing Employee Time Off In Skyward

Specific step by step directions on how to review your FMLA time off that has been entered into Skyward.

Staff can request a report from Administration on absence history.

However, Staff can print their own report from their “My Time Off Status” page. Detailed instructions are given later on how to do this.

This review process is good for all absence types, not just FMLA leave review.



Home Employee Information Time Off

Click on "Time Off" button to view your leave time statuses.

Employee Access

New Window My Print Queue

Jump to Other Dashboards

- *Calendar
- Skyward User**
- Employee
- Reset Dashboards Select Widgets

Favorites

No favorites available.

My Print Queue

Job	Status
No items available.	

District News

No news to display

Recent Programs

- Employee Access Home
- My Status
- My Requests
- 1095 Forms



Home

Employee Information

Time Off

Time Off

My Status

My Requests

Click on "My Status" to review time that has been used.

Skyward User

Employee

Reset Dashboards

Select Widgets

No items available.

District News

No news to display

My Status

My Requests

1095 Forms

Favorites

No favorites available.

Queue



Home Employee Information Time Off

My Time Off

Click on the small arrow along the Time Off Code to see more detail.

Views: General

Favorites New Window My Print Queue

Time Off Code	Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Avail
▶ FIELD TRIP				0h 00m			0h 00m				
▶ INSTRUCTIONAL CONF			42h 00m	-42h 00m			-42h 00m				
▶ JURY DUTY				0h 00m			0h 00m				
▼ SICK/BEREAVEMENT H		2210h 30m	299h 30m	1911h 00m			1911h 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	Unpaid	A
10/23/2018 Tue	SICK HOURS F / SICK HOURS		8h 00m	1911h 00m		
10/22/2018 Mon	SICK HOURS F / SICK HOURS		8h 00m	1919h 00m		
10/19/2018 Fri	SICK HOURS F / SICK HOURS		8h 00m	1927h 00m		
10/18/2018 Thu	SICK HOURS F / SICK HOURS		8h 00m	1935h 00m		
10/17/2018 Wed	SICK HOURS F / SICK HOURS		8h 00m	1943h 00m		
10/16/2018 Tue	SICK HOURS F / SICK HOURS		8h 00m	1951h 00m		
10/15/2018 Mon	SICK HOURS F / SICK HOURS		8h 00m	1959h 00m		
09/11/2018 Tue	SICK HOURS F / SICK HOURS		8h 00m	1967h 00m		
08/22/2018 Wed	BEREAVEMENT / BEREAVEMEN		2h 00m	1975h 00m		
08/09/2018 Thu	SELF SICK / SELF SICK		5h 00m	1977h 00m		

More Time Off Transactions



Home Employee Information Time Off

My Time Off Status

Print Camera Favorites New Window My Print Queue

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Avail
FIELD TRIP				0h 00m			0h 00m				
INSTRUCTIONAL CONF			42h 00m	-42h 00m			-42h 00m				
JURY DUTY				0h 00m			0h 00m				
SICK/BEREAVEMENT H		2210h 30m	299h 30m	1911h 00m			1911h 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	Unpaid	A
10/23/2018 Tue	SICK HOURS F / SICK HOURS		8h 00m	1911h 00m		
10/22/2018 Mon	SICK HOURS F / SICK HOURS		8h 00m	1919h 00m		
10/19/2018 Fri	SICK HOURS F / SICK HOURS		8h 00m	1927h 00m		
10/18/2018 Thu	SICK HOURS F / SICK HOURS		8h 00m	1935h 00m		
10/17/2018 Wed	SICK HOURS F / SICK HOURS		8h 00m	1943h 00m		
10/16/2018 Tue	SICK HOURS F / SICK HOURS		8h 00m	1951h 00m		
10/15/2018 Mon	SICK HOURS F / SICK HOURS		8h 00m	1959h 00m		
09/11/2018 Tue			8h 00m	1967h 00m		
08/22/2018 Wed	BEREAVEMENT / BEREAVEMEN		2h 00m	1975h 00m		
08/09/2018 Thu	SELF SICK / SELF SICK		5h 00m	1977h 00m		

More Time Off Transactions



Click on "Print Time Off Transactions" to create a PDF report of all your absences. This report comes out in date order and will go back to the first absence for that time off code you had with the District since your hire date.



Home Employee Information Time Off

My Time Off Status

Print Camera Favorites New Window My Print Qu

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Av
FIELD TRIP				0h 00m			0h 00m				
INSTRUCTIONAL CONF			42h 00m	-42h 00m			-42h 00m				
JURY DUTY				0h 00m			0h 00m				
SICK/BEREAVEMENT H		2210h 30m	299h 30m	1911h 00m			1911h 00m				

Request Complete

Time Off Transactions for SICK/BEREAVEMENT HOURS has finished processing.

[View Report](#) [Back](#)

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)

Date	Description/Reason	Start	End
10/23/2018 Tue	SICK HOURS F / SICK HOURS		
10/22/2018 Mon	SICK HOURS F / SICK HOURS		
10/19/2018 Fri	SICK HOURS F / SICK HOURS	8h 00m	1927h 00m
10/18/2018 Thu	SICK HOURS F / SICK HOURS	8h 00m	1935h 00m
10/17/2018 Wed	SICK HOURS F / SICK HOURS	8h 00m	1943h 00m
10/16/2018 Tue	SICK HOURS F / SICK HOURS	8h 00m	1951h 00m
10/15/2018 Mon	SICK HOURS F / SICK HOURS	8h 00m	1959h 00m
09/11/2018 Tue		8h 00m	1967h 00m
08/22/2018 Wed	BEREAVEMENT / BEREAVEMENT	2h 00m	1975h 00m
08/09/2018 Thu	SELF SICK / SELF SICK	5h 00m	1977h 00m

Click on "View Report" to see the created PDF of all the absence dates for the selected time off code.

Time Off Transactions for SICK/BEREAVEMENT HOURS up to 10/23/2018.

Date	Reason	Description	Allocated	Used	Remaining	Unpaid
10/23/2018	Tue	SICK HOURS FMLA USED		8h 00m	1911h 00m	
10/22/2018	Mon	SICK HOURS FMLA USED		8h 00m	1919h 00m	
10/19/2018	Fri	SICK HOURS FMLA USED		8h 00m	1927h 00m	
10/18/2018	Thu	SICK HOURS FMLA USED		8h 00m	1935h 00m	
10/17/2018	Wed	SICK HOURS FMLA USED		8h 00m	1943h 00m	
10/16/2018	Tue	SICK HOURS FMLA USED		8h 00m	1951h 00m	
10/15/2018	Mon	SICK HOURS FMLA USED		8h 00m	1959h 00m	
09/11/2018	Tue	FAMILY SICK		8h 00m	1967h 00m	
08/22/2018	Wed	BEREAVEMENT OTHER		2h 00m	1975h 00m	
08/09/2018	Thu	SELF SICK		5h 00m	1977h 00m	
07/02/2018	Mon	ALLOCATION	144h 00m		1982h 00m	
06/30/2018	Sat	ALLOCATION	12h 00m		1838h 00m	
06/21/2018	Thu	SELF SICK		4h 00m	1826h 00m	
06/19/2018	Tue	SELF SICK		4h 00m	1830h 00m	
05/07/2018	Mon	FAMILY SICK		8h 00m	1834h 00m	
05/02/2018	Wed	BEREAVEMENT OTHER		3h 00m	1842h 00m	
04/13/2018	Fri	FAMILY SICK		3h 30m	1845h 00m	
03/21/2018	Wed	FAMILY SICK		4h 00m	1848h 30m	
02/22/2018	Thu	SELF SICK		1h 00m	1852h 30m	
02/15/2018	Thu	FAMILY SICK		8h 00m	1853h 30m	
02/14/2018	Wed	FAMILY SICK		8h 00m	1861h 30m	
02/06/2018	Tue	FAMILY SICK		0h 30m	1869h 30m	
02/05/2018	Mon	FAMILY SICK		2h 00m	1870h 00m	
01/23/2018	Tue	BEREAVEMENT IMMEDIATE		1h 00m	1872h 00m	
01/22/2018	Mon	BEREAVEMENT OTHER		3h 00m	1873h 00m	
01/18/2018	Thu	SELF SICK		1h 00m	1876h 00m	
01/12/2018	Fri	FAMILY SICK		8h 00m	1877h 00m	
01/09/2018	Tue	BEREAVEMENT IMMEDIATE		1h 00m	1885h 00m	
11/13/2017	Mon	SELF SICK		2h 00m	1886h 00m	
07/26/2017	Wed	FAMILY SICK		4h 00m	1888h 00m	
07/03/2017	Mon	ALLOCATION	144h 00m		1892h 00m	
06/30/2017	Fri	ALLOCATION	16h 00m		1748h 00m	
05/10/2017	Wed	BEREAVEMENT IMMEDIATE		8h 00m	1732h 00m	
03/21/2017	Tue	FAMILY SICK		2h 00m	1740h 00m	
01/20/2017	Fri	FAMILY SICK		4h 00m	1742h 00m	
01/03/2017	Tue	BEREAVEMENT IMMEDIATE		4h 00m	1746h 00m	
07/21/2016	Thu	SELF SICK		8h 00m	1750h 00m	
07/15/2016	Fri	SELF SICK		8h 00m	1758h 00m	

You can print the report from here if you would like a hard copy of it. This will print the detailed transactions for whatever Time Off Code you have selected to see by clicking the arrow next to the code. If you want to see the detail for another Time Off Code, like Personal Hours, click the arrow next to that code and you'll see the "Print Time Off Transactions" button. When you are done, close out of this screen, and you will go back to the "My Time Off Status" page.

More Time Off Transactions



Views: General Filters: *Skyward Default



Back

Date	#	Reason	Description	Allocated	Used	Remaining
10/23/2018 Tue	65	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1911h 00m
10/22/2018 Mon	64	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1919h 00m
10/19/2018 Fri	63	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1927h 00m
10/18/2018 Thu	62	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1935h 00m
10/17/2018 Wed	61	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1943h 00m
10/16/2018 Tue	60	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1951h 00m
10/15/2018 Mon	59	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1959h 00m
09/11/2018 Tue	58	FAMILY SICK			8h 00m	1967h 00m
08/22/2018 Wed	57	BEREAVEMENT OTHER	BEREAVEMENT OTHER		2h 00m	1975h 00m
08/09/2018 Thu	56	SELF SICK	SELF SICK		5h 00m	1977h 00m
07/02/2018 Mon	55	ALLOCATION	Auto Accrual Update	144h 00m		1982h 00m
06/30/2018 Sat	54	ALLOCATION		12h 00m		1838h 00m
06/21/2018 Thu	53	SELF SICK			4h 00m	1826h 00m
06/19/2018 Tue	52	SELF SICK			4h 00m	1830h 00m
05/07/2018 Mon	51	FAMILY SICK			8h 00m	1834h 00m
05/02/2018 Wed	50	BEREAVEMENT OTHER	BEREAVEMENT OTHER		3h 00m	1842h 00m
04/13/2018 Fri	49	FAMILY SICK			3h 30m	1845h 00m

2000 65 records displayed

Date:

Click on the Records Displayed arrow to show all the records available in your absence detail.

More Time Off Transactions



Views: General Filters: *Skyward Default



Back

Date	#	Reason	Description	Allocated	Used	Remaining
10/23/2018 Tue	65	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1911h 00m
10/22/2018 Mon	64	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1919h 00m
10/19/2018 Fri	63	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1927h 00m
10/18/2018 Thu	62	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1935h 00m
10/17/2018 Wed	61	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1943h 00m
10/16/2018 Tue	60	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1951h 00m
10/15/2018 Mon	59	SICK HOURS FMLA USED	SICK HOURS FMLA USED		8h 00m	1959h 00m
09/11/2018 Tue	58	FAMILY SICK			8h 00m	1967h 00m
08/22/2018 Wed	57	BEREAVEMENT OTHER	BEREAVEMENT OTHER		2h 00m	1975h 00m
08/09/2018 Thu	56	SELF SICK	SELF SICK		5h 00m	1977h 00m
07/02/2018 Mon	55	ALLOCATION	Auto Accrual Update	144h 00m		1982h 00m
06/30/2018 Sat	54	ALLOCATION		12h 00m		1838h 00m
06/28/2018 Thu	53	SELF SICK			4h 00m	1826h 00m
06/27/2018 Tue	52	SELF SICK	Dr. Appointment		4h 00m	1830h 00m
06/26/2018 Mon	51	FAMILY SICK	FAMILY SICK Dr. Appointm		8h 00m	1834h 00m
06/25/2018 Wed	50	BEREAVEMENT OTHER	BEREAVEMENT OTHER		3h 00m	1842h 00m
06/22/2018 Fri	49	FAMILY SICK			3h 30m	1845h 00m

- 10
- 20
- 50
- 100
- 200
- 500
- 1000
- ✓ 2000

65 records displayed

Date:

Choose 2,000 just so all possible detail is easily available.

More Time Off Transactions

Views: General Filters: *Skyward Default

Date	#	Reason	Dr	Remaining
▶ 06/09/2016 Thu	25	SELF SICK	R	1614h 00m
▶ 06/14/2016 Tue	26	SELF SICK		1606h 00m
▶ 07/15/2016 Fri	28	SELF SICK		1758h 00m
▶ 07/21/2016 Thu	29	SELF SICK		1750h 00m
▶ 11/13/2017 Mon	37	SELF SICK		1886h 00m
▶ 01/18/2018 Thu	40	SELF SICK		
▶ 02/22/2018 Thu	47	SELF SICK		
▶ 06/19/2018 Tue	52	SELF SICK	Dr. Appointment	
▶ 06/21/2018 Thu	53	SELF SICK		
▶ 08/09/2018 Thu	56	SELF SICK	SELF SICK	
▶ 10/15/2018 Mon	59	SICK HOURS FMLA USED	SICK HOURS FMLA USED	1959h 00m
▶ 10/16/2018 Tue	60	SICK HOURS FMLA USED	SICK HOURS FMLA USED	1951h 00m
▶ 10/17/2018 Wed	61	SICK HOURS FMLA USED	SICK HOURS FMLA USED	1943h 00m
▶ 10/18/2018 Thu	62	SICK HOURS FMLA USED	SICK HOURS FMLA USED	1935h 00m
▶ 10/19/2018 Fri	63	SICK HOURS FMLA USED	SICK HOURS FMLA USED	1927h 00m
▶ 10/22/2018 Mon	64	SICK HOURS FMLA USED	SICK HOURS FMLA USED	1919h 00m
▶ 10/23/2018 Tue	65	SICK HOURS FMLA USED	SICK HOURS FMLA USED	1911h 00m

1. Click "Reason" so Skyward sorts all your absences by the reason code entered.

2. Scroll until you see the words "FMLA Used". This can be with Sick and/or Personal time.

3. Verify you are starting on the first day of the most current FMLA used leave, and count the number of days used. Be sure to add Personal and Sick days used together if you are using both during a single FMLA leave. Our District's FMLA Policy is based on a "rolling" 12-month period measured backward from the date of any FMLA leave usage.