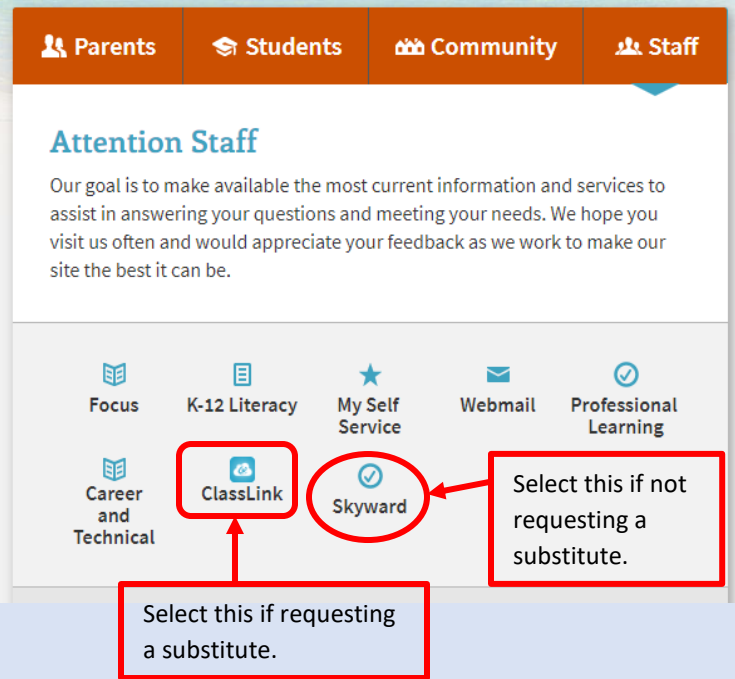
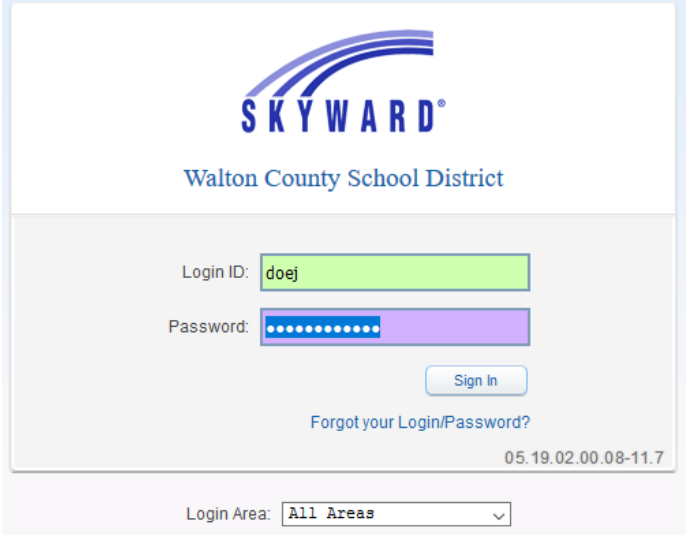
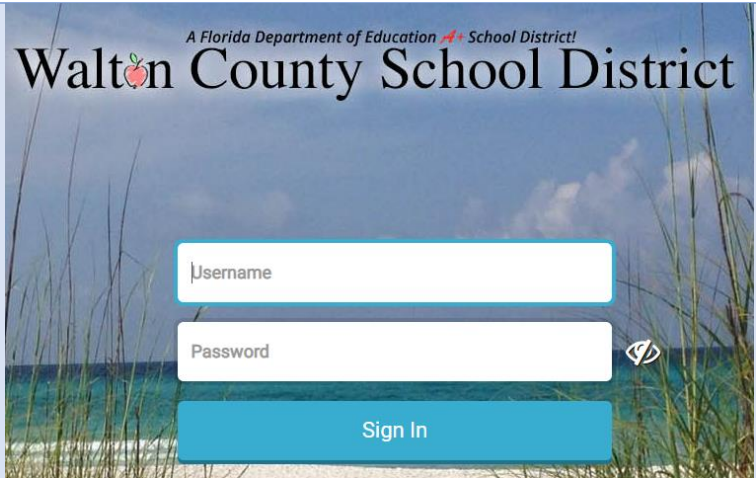

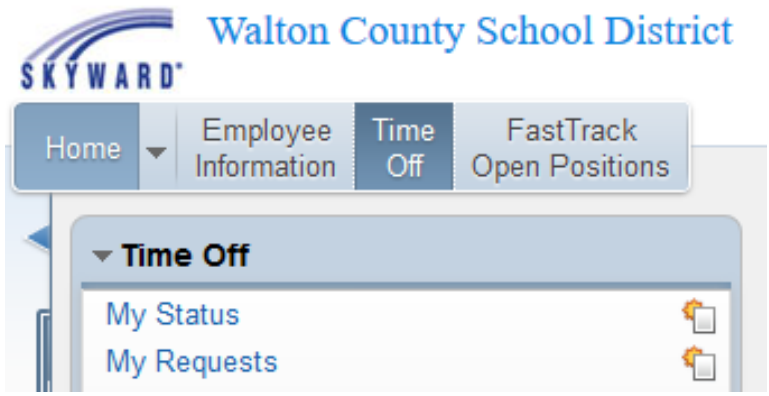
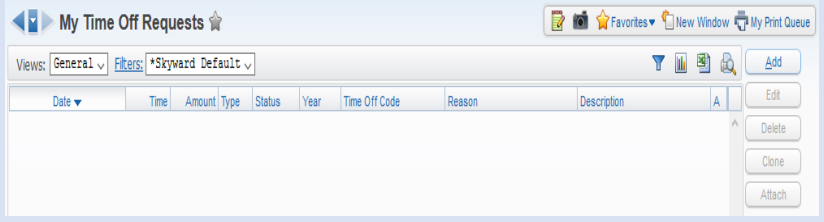


# How to Request Leave

## Getting Started

### Log into Skyward

Steps	Description	
<p><b>Open Skyward</b></p>	<p>Online leave requests can be entered in Skyward through Employee Access (EA). Go to the Walton County School District homepage <a href="http://www.walton.k12.fl.us">www.walton.k12.fl.us</a>. Select "Staff" and click "Skyward".</p> <p>Employees needing to request substitutes must enter Skyward through ClassLink. This will allow Skyward to automatically link them to Frontline Absence Management to complete the substitute request.</p>	
<p><b>Login Sub Not Needed</b></p>	<p>On the Skyward Login screen, enter your WCSD network username and password.</p> <p>The main Employee Access window will open.</p>	

<p><b>Login</b> <b>Sub</b> <b>Needed</b></p>	<p>Enter your WCSD network username and password to log in to ClassLink.</p> <p>Once logged in to ClassLink, click the Skyward icon.</p>	 <p>A Florida Department of Education A+ School District!</p> <h1>Walton County School District</h1> <p>Username</p> <p>Password</p> <p>Sign In</p>  <p>Skyward</p>																		
<p><b>Time Off</b></p>	<ol style="list-style-type: none"> <li>1. Select "Time Off" from the Main Menu</li> <li>2. Select "My Requests" from the "Time Off" sub-menu</li> </ol> <p>The "My Time Off Requests" window will open.</p>	 <p>Walton County School District</p> <p>SKYWARD</p> <p>Home Employee Information Time Off FastTrack Open Positions</p> <p>Time Off</p> <p>My Status My Requests</p>																		
<p><b>Add a Request</b></p>	<p>Click the "Add" button.</p> <p>The "Add" screen will open.</p>	 <p>My Time Off Requests</p> <p>Views: General Filters: *Skyward Default</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Amount</th> <th>Type</th> <th>Status</th> <th>Year</th> <th>Time Off Code</th> <th>Reason</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td colspan="9"> </td> </tr> </tbody> </table> <p>Add Edit Delete Clone Attach</p>	Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description									
Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description												

# Requesting Leave

## General Overview of the Add Screen

The Add screen is divided into two sections, Remaining Time Off and Time Off Request.

Option	Description																																	
<b>Remaining Time Off</b>	<p>The Remaining Time Off section displays all the leave types that you are eligible for and your available balances, including:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>Remaining Time Off</b></p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th style="text-align: left;">Time Off Code</th> <th style="text-align: right;">Remaining</th> <th style="text-align: center;">Approved</th> <th style="text-align: center;">Waiting</th> <th style="text-align: right;">Available</th> <th style="text-align: center;">Future Remaining</th> <th style="text-align: center;">Future Waiting</th> <th style="text-align: right;">Future Available</th> </tr> </thead> <tbody> <tr> <td>COMP TIME</td> <td style="text-align: right;">-0h 45m</td> <td></td> <td></td> <td style="text-align: right;">-0h 45m</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SICK LEAVE</td> <td style="text-align: right;">116h 00m</td> <td></td> <td></td> <td style="text-align: right;">116h 00m</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TEMPORARY DUTY</td> <td style="text-align: right;">0h 00m</td> <td></td> <td></td> <td style="text-align: right;">0h 00m</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Time Off Request</b></p> <p>* Time Off Code: <span style="border: 1px solid #ccc; padding: 2px;">COMP TIME - Hours</span> Hours per Day: 7h 30m</p> <p>* Reason: <span style="border: 1px solid #ccc; padding: 2px;">COMP-TIME</span> <a href="#">Detail...</a></p> <p>Description: <input style="width: 90%; height: 20px;" type="text"/></p> <p style="font-size: x-small; margin-left: 20px;">Maximum characters: 200, Remaining characters: 200</p> <p>* Start Date: <span style="border: 1px solid #ccc; padding: 2px;">07/29/2019</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">Monday</span></p> <p>Hours: <input style="width: 40px;" type="text"/> hours <input style="width: 40px;" type="text"/> minutes</p> <p>Start Time: <span style="border: 1px solid #ccc; padding: 2px;">08:00</span> <span style="border: 1px solid #ccc; padding: 2px; margin-left: 5px;">AM</span></p> <p><input type="checkbox"/> Sub Needed</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="font-size: small; margin: 0;">Select additional employees to notify when this request is submitted and approved/denied</p> <p style="font-size: x-small; margin: 0;">Select Employee(s): <input style="width: 90%; height: 40px;" type="text"/></p> </div> </div> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">Save</span>  <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: x-small;">Back</span> </div>		Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available	COMP TIME	-0h 45m			-0h 45m				SICK LEAVE	116h 00m			116h 00m				TEMPORARY DUTY	0h 00m			0h 00m			
	Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available																										
	COMP TIME	-0h 45m			-0h 45m																													
	SICK LEAVE	116h 00m			116h 00m																													
	TEMPORARY DUTY	0h 00m			0h 00m																													
Remaining	Leave balance before the deduction of any approved not yet taken leave and submitted for approval requests.																																	
Approved	Number of hours of approved leave that has not yet been taken.																																	
Waiting	Submitted requests waiting for approval.																																	
Available	Leave Balance minus approved not yet taken leave and leave submitted for approval.																																	

## Time Off Request

### Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COMP TIME	-0h 45m			-0h 45m			
SICK LEAVE	116h 00m			116h 00m			
TEMPORARY DUTY	0h 00m			0h 00m			

### Time Off Request

\* Time Off Code:  Hours per Day: 7h 30m

\* Reason:  [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

\* Start Date:

Hours:  hours  minutes

Start Time:  AM

Sub Needed

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

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

Save

Back

## Time Off Code

Select the Time Off code for the type of leave you are requesting. These are the only types of leave that can be requested online. For other leave, such as Military, ILOD, FMLA, etc., contact your Bookkeeper for assistance.

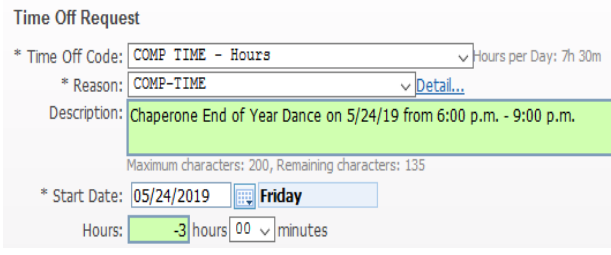
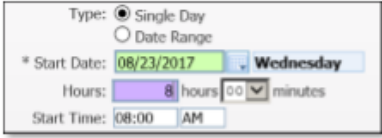
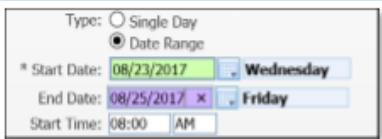
To request **Comp Time Earned**, select the "Comp Time" Time Off Code, but enter a **negative time off request**.

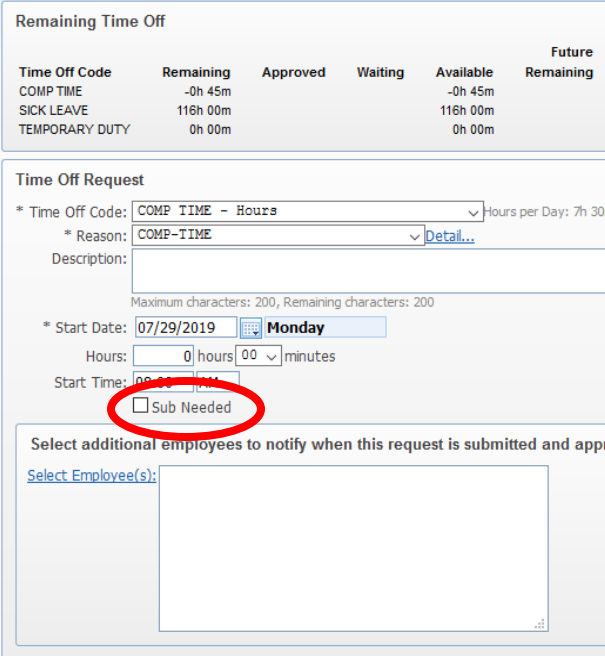
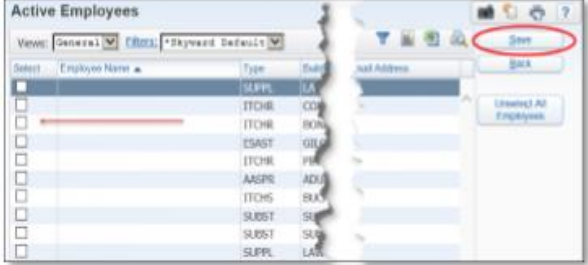
The maximum number of hours per day you can request is displayed next to the Time Off Code selection.

COMP TIME - Hours

SICK LEAVE - Hours

TEMPORARY DUTY - Hours

<b>Reason Code</b>	Select the reason. Each time off code has its own reason code.	<b>Time Off Codes</b>	<b>Reason Codes</b>
		Sick Leave	<ul style="list-style-type: none"> <li>• Sick Leave</li> <li>• Personal</li> </ul>
		Annual Leave	Annual Leave
		Temporary Duty  *Requires supporting documentation. Instructions on how to attach will follow.	Multiple Reasons – Select the one that applies.
		Comp Time  *May request Comp Time Earned or Comp Time Used. To request Comp Time Earned, a <b>negative time</b> value must be entered.	Comp Time
Unpaid Time	<ul style="list-style-type: none"> <li>• Unearned Sick Leave</li> <li>• Unpaid Personal Leave</li> </ul>		
<b>Description</b>	Enter a description of the leave request – optional for annual, personal charged to sick leave and comp time leave.		
<b>Type</b>	Single Day   (This employee works 8 hours per day and is requesting the entire day off.)	<b>Start Date</b>	The date you are requesting off
	Date Range  	<b>Hours</b>	Enter the number of hours you are requesting off for the day up to your shift or route hours.
		<b>Start Time</b>	The time that your leave begins. For a full day, this is your shift or route time.
		<b>Start Date</b>	The date you are requesting off.
			<b>End Date</b>
		<b>Start Time</b>	The time that your leave begins. For a full day, this is your shift or route time.

<p><b>Sub Needed</b></p>	<p>If a substitute is needed during your absence, select the “Sub Needed” checkbox.</p> <p>If you check “Sub Needed”, after submitting the leave request, you will then automatically be linked to Frontline Absence Management to complete the substitute request.</p> <p>EXCEPTION: The Transportation Department will be securing and scheduling substitutes for all bus drivers and bus aides. Do not check this box if you are a bus driver or bus aide.</p>	
<p><b>Select Employees</b></p>	<p>Your Site Administrator is automatically notified of the absence. To notify other employees, click the “Select Employee(s)” link to select employees.</p> <p><b>IMPORTANT: Employees with jobs at more than one site (e.g. 4-hour teacher at School A and 3.5-hour teacher at School B) must select the secondary site administrator to be notified on ALL leave requests (including Comp Time Earned), regardless of which site is affected by the time off request.</b></p> <p>Click the “Save” button to return to the “Add” screen.</p> <p>The selected employees will receive an email notifying them of your days off after the request is approved by your supervisor.</p>	

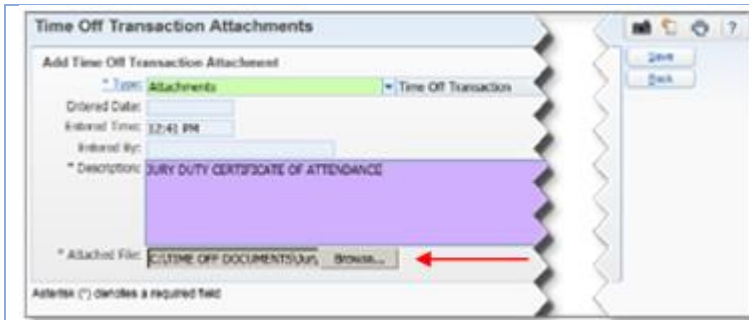
<p><b>Editing Leave Requests</b></p>	<p>You may make changes to your leave requests only until your supervisor approves it. After approval, no more changes may be made to the leave request.</p> <p>A new leave request must be submitted to make the necessary corrections to your leave balance.</p> <p>If you need to claim MORE hours, a positive value will be entered.</p> <p>If you need to claim FEWER hours, a negative value will be entered.</p> <p>NOTE: For employees that checked “Sub Needed” and have a substitute scheduled, more detailed instructions will be provided in the Frontline Absence Management Instruction Manual.</p>	<p>Example 1:</p> <ul style="list-style-type: none"> <li>Employee A submitted a leave request for 4 hours to go to the doctor. The leave was approved by the supervisor. The doctor appointment took much longer than expected, and the employee was away from work for 6 hours. To correct this, the employee will submit a new leave request for 2 hours. This will bring the total to 6 hours of leave claimed for that day.</li> </ul> <p>Example 2:</p> <ul style="list-style-type: none"> <li>Employee B submitted a leave request for 4 hours to go to the doctor. The leave was approved by the supervisor. The doctor appointment went much more quickly than expected, and the employee missed only 3 hours of work. To correct this, the employee will submit a new leave request for -1 hours. This will credit the employee one hour of leave and bring the total leave used for that day to 3 hours.</li> </ul>
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**Click the “Save” button to submit the request.**

**You will then be returned to the “My Time Off Requests” screen.**

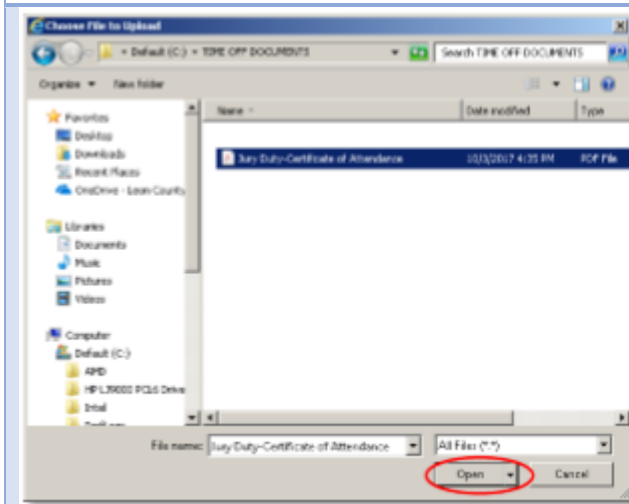






The “Time Off Transactions Attachments” screen opens.

- **Type:** Select “Attachments”
- **Entered Date:** Prefilled – Current Date
- **Entered Time:** Prefilled – Current Time
- **Entered By:** Prefilled – Current User
- **Description:** Enter the name of the document you are attaching in support of the claim.



Click the “Browse” button to select a file to upload.

- Navigate to the directory where you saved the scanned documents.
- Select the file and click the “Open” button to attach the selected file.

You will be returned to the “My Time Off Requests” screen.

Note the “Attach” button is now displayed as “Attach”, which indicates that there is an attachment.



**The documentation must be attached to EACH DAY of the request.**

**Repeat the steps to open and attach the documentation to each day of the requested leave.**

If you have any trouble attaching documents or do not have access to a scanner, please contact your Bookkeeper for assistance.

## **Approval**

You will receive email notification once your supervisor has approved or denied the request. If the request is denied, then the request will be deleted, and you must use other paid leave to make up for the time. If you do not have any paid leave to substitute, then the absence will be treated as unpaid leave.