

NAVIGATING THROUGH SKYWARD

TIME OFF

IMPORTANT INFO AND CHANGES

AS OF JUNE 30, 2018

- Aesop will end as of 6/30/18

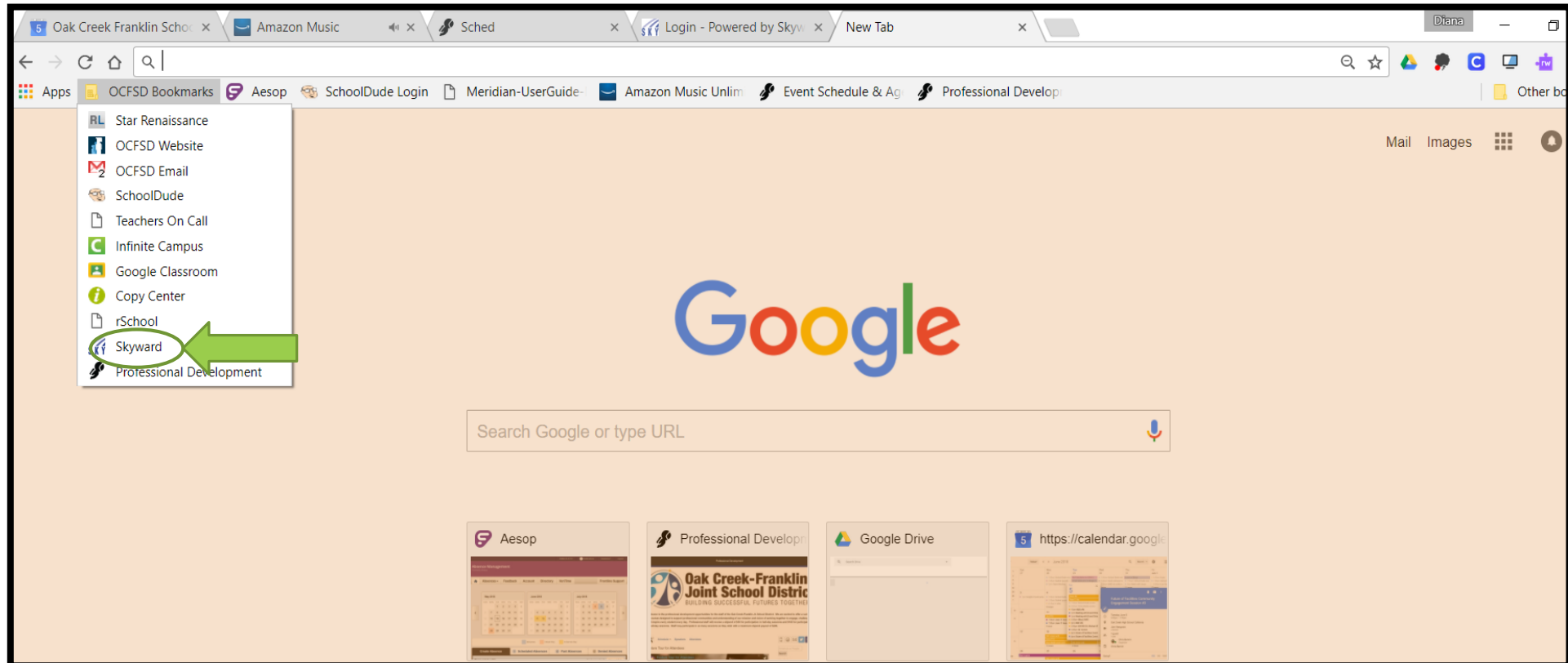
AS OF JULY 1, 2018

- Skyward will be used for Absence Management

Now, on to the good part, the instructions...

First things, first:

Log on to your internet browser and go to Skyward by going to the OCFSD bookmarks dropdown list and clicking the Skyward link.



Now log on!

SKYWARD
OAK CREEK-FRANKLIN JOINT SD, WI
Oak Creek-Franklin Joint School District, WI - Finance

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.1

Login Area:

If you forget your password, click here and follow prompts

Just a note:
Instructions are in black font, and helpful hints are in white.

The screenshot shows a dashboard interface. At the top left, a 'Home' button has a dropdown arrow. A green arrow points to this dropdown. Below it, a search bar contains 'Employee Access'. The dashboard is divided into several sections:

- Jump to Other Dashboards:** A list with 'Skyward User', 'Employee' (highlighted), and 'Reset Dashboards' (with a 'Select Widgets' link).
- District News:** A section with the text 'No news to display'.
- Calendar Events:** A section with the text 'No calendar events available'.
- Online Forms to be Completed:** A section with the text 'No Online Forms to be Completed'.
- Jump to Other Systems:** A list with 'Employee Access' and 'Financial Management'.
- Favorites:** A section with the text 'No favorites available'.
- Recent Programs:** A list of programs including 'Financial Management Home', 'Employee Access Home', 'View My Purchase Orders', 'Quick Entry', 'My Requests', 'My Status', 'Vendor Profile', and 'History'.

Use the drop down arrow to take you to "Employee Access."

SKYWARD[®] OAK CREEK-FRANKLIN JOINT SD, WI

Home Employee Information Time Off

Employee Access

Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards Select Widgets

District News

No news to display

Calendar Events

No calendar events available

Online Forms to be Completed

No Online Forms to be Completed

Jump to Other Systems

Employee Access

Financial Management

Favorites



Start off on your Home page at tabs on the top left.

SKYWARD[®] OAK CREEK-FRANKLIN JOINT SD, WI

Home Employee Information Time Off

Employee Information

- Personal Information
- Calendar
- Accounts Payable Payments
- Online Forms

Payroll

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information
- 1095 Forms
- Flex Information

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Clicking the "Employee Information" button will direct you to a menu of links that you can click for more information on your profile.

TIME OFF

Click "Time Off" to see your Time Off status...

OAK CREEK-FRANKLIN JOINT SD, WI
SKYWARD
Home Employee Information Time Off
Time Off
My Status
My Requests

Home Employee Information Time Off
My Time Off Status
Views: General Filters: *Skyward Default
Time Off Code Prior Year Remaining Allocated Used Remaining Approved Waiting Available Unpaid Future Remaining Future Waiting Future Available Current Year Ending Anniversary Date
PAID TIME OFF 56h 00m 44h 00m 12h 00m 10h 00m 2h 00m 07/01/2018 Sun

Whenever you see this little triangle, click to open for more information

Clicked to "drill down"

My Time Off Status
Views: General Filters: *Skyward Default
Time Off Code Prior Year Remaining Allocated Used Remaining Approved Waiting Available Unpaid Future Remaining Future Waiting Future Available Current Year Ending Anniversary Date
PAID TIME OFF 56h 00m 44h 00m 12h 00m 10h 00m 2h 00m
Time Off Transactions (up to today's date) Print Time Off Transactions
Date Description/Reason Allocated Used Remaining Unpaid A
04/04/2018 Wed SICK LEAVE / SICK LEAVE 8h 00m 12h 00m
03/29/2018 Thu PTO-12 4h 00m 20h 00m
03/15/2018 Thu PTO-12 8h 00m 24h 00m
02/09/2018 Fri PTO-12 8h 00m 32h 00m

...and also to Request Time Off.

SKYWARD® OAK CREEK-FRANKLIN JOINT SD, WI

Home Employee Information Time Off

Time Off

My Status

My Requests **Click me**

Employee

Reset Dashboards

District News

Use the buttons on the side. Click "Add" to open a new window for entering your request.

SKYWARD®

Home Employee Information Time Off

My Time Off Requests

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
07/05/2018 Thu	8:00 am	10h 00m	Leav	Waiting	Current	PAID TIME OFF	PAID TIME OFF	PAID TIME OFF	

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
*PAID TIME OFF	12h 00m		10h 00m	2h 00m			

*Totals calculated up to Start Date (06/05/2018)

Time Off Request

* Time Off Code: PAID TIME OFF - Hours Hours per Day: 8h 00m

* Reason: PAID TIME OFF [Detail...](#)

Description: PAID TIME OFF

Maximum characters: 200, Remaining characters: 200

* Start Date: 06/05/2018 Tuesday

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

Save Back

Asterisk (*) denotes a required field

New Window

Add

At the top, you'll see your remaining and approved Time Off as well as Time Off requests waiting for approval and available Time Off left.

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
*PAID TIME OFF	12h 00m		10h 00m	2h 00m			

*Totals calculated up to Start Date (06/05/2018)

You must add one day at a time. Click "Save" and then "Back" to add more days.

Time Off Request

* Time Off Code: Hours per Day: 8h 00m

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

Description:

Maximum characters: 200, Remaining characters: 200

* Start Date:

Hours: hours minutes

Start Time:

Using the drop down arrows, enter your information in the fields with an (*) and a description

Save

Back

Asterisk (*) denotes a required field

IMPORTANT INFORMATION REGARDING TIME OFF:

You will need to **RE-SUBMIT** any time after July 9th that you have already requested in Aesop.

Time off between July 1st and July 7th will be entered for you.

IF YOU ARE NOT USING YOUR OWN COMPUTER,
MAKE SURE TO LOG OUT!