

NAVIGATING THROUGH SKYWARD

TIME OFF

IMPORTANT INFO AND CHANGES

AS OF JUNE 30, 2018

- Aesop will end as of 6/30/18

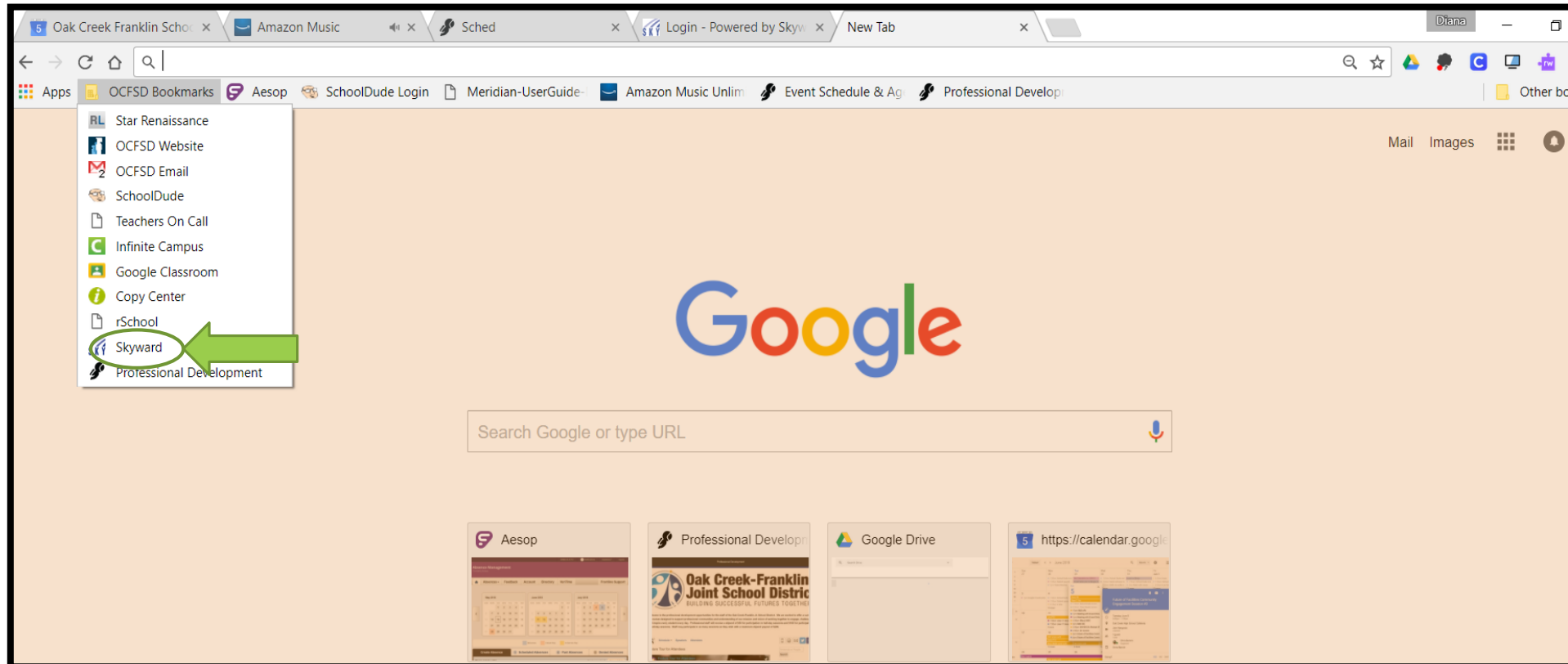
AS OF JULY 1, 2018

- 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.

Home

Employee Access

ent

Favorites New Window My Print Queue

Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards

Select Widgets

Calendar Events

No calendar events available

Online Forms to be Completed

No Online Forms to be Completed

District News

No news to display

Jump to Other Systems

Employee Access

Financial Management

Favorites

No favorites available.

Recent Programs

Financial Management Home
WF

Employee Access Home

View My Purchase Orders
WF\PU\VO\VO

Quick Entry

My Requests

My Status

Vendor Profile
WF\VE\VP

History

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

OAK CREEK-FRANKLIN JOINT SD, WI

SKYWARD

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

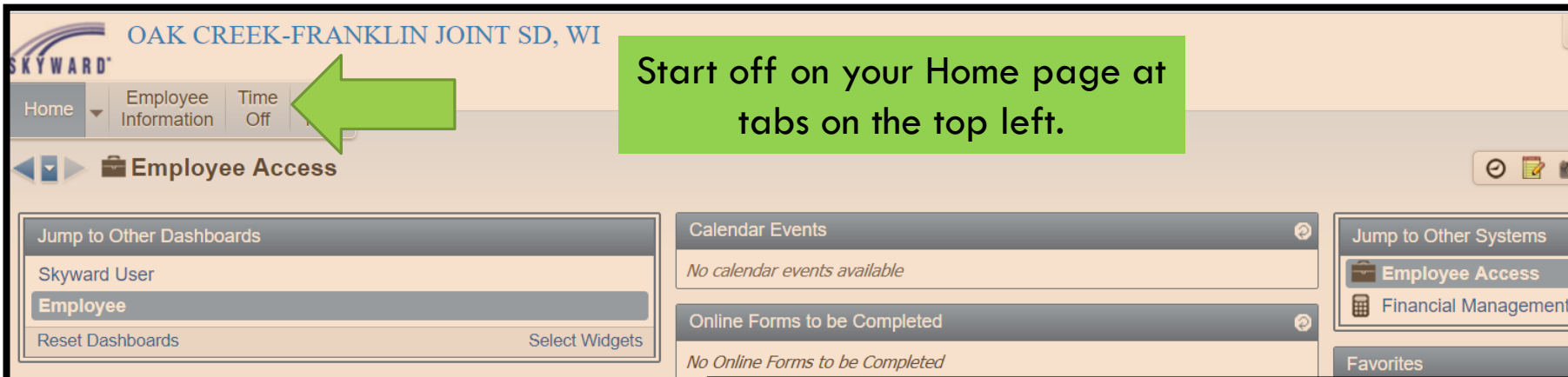
No Online Forms to be Completed

Jump to Other Systems

Employee Access

Financial Management

Favorites



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

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

OAK CREEK-FRANKLIN JOINT SD, WI

SKYWARD

Home Employee Information Time Off

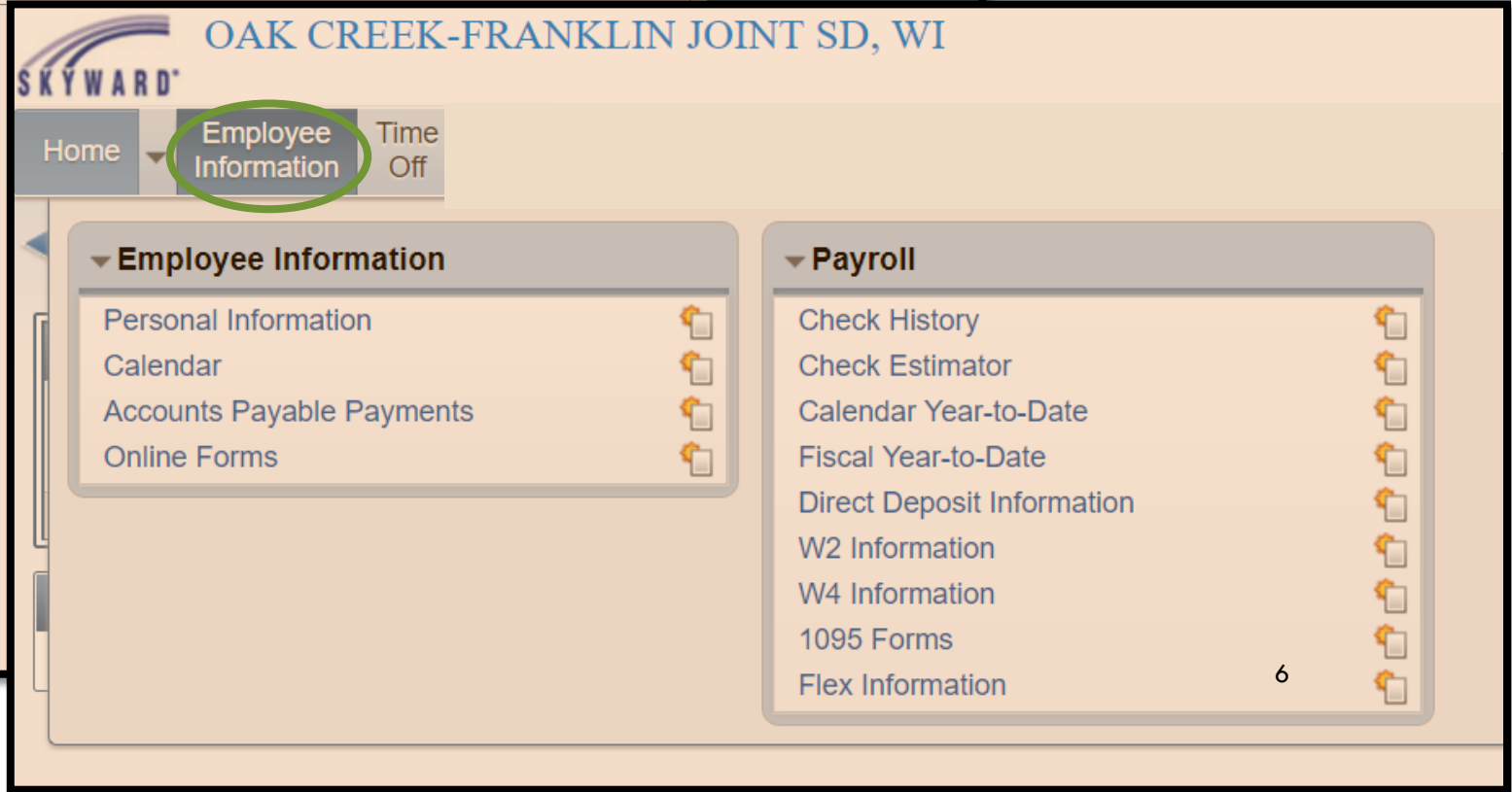
Employee Information

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

Payroll

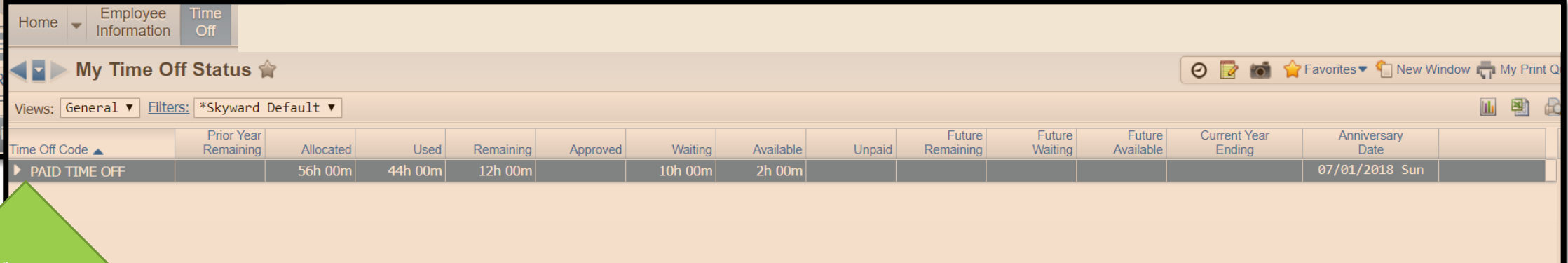
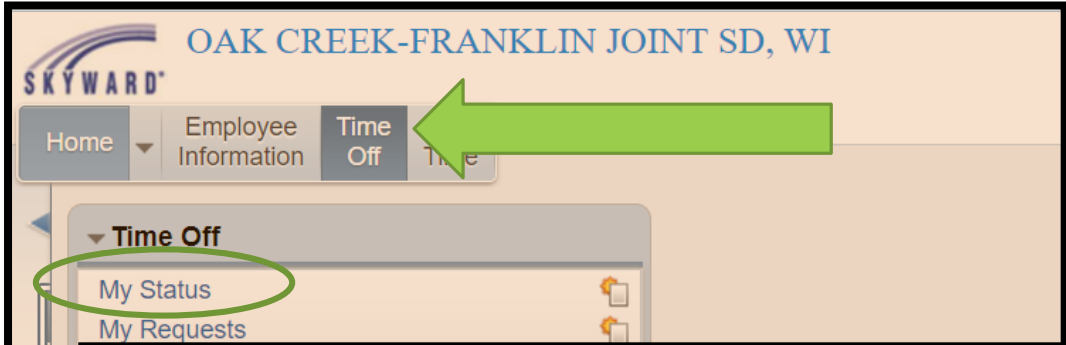
- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information
- 1095 Forms
- Flex Information

6



TIME OFF

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



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

Clicked to "drill down"



...and also to Request Time Off.

SKYWARD® OAK CREEK-FRANKLIN JOINT SD, WI

Home Employee Information Time Off

Time Off

My Status My Requests

Employee

Reset Dashboards

District News

Click me

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 Edit Delete Clone Attach

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 - 05.18.02.00.12 - Mozilla Firefox

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
SICK	12.75 Days			12.75 Days			
Z - INTERNAL TRACKING - DAILY	-3 Days			-3 Days			

Time Off Request

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

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

Description: SICK LEAVE

Maximum characters: 200, Remaining characters: 200

* Start Date: 06/13/2018 **Wednesday**

Days: 0.0000

Start Time: 08:00 AM

Sub Needed

Save

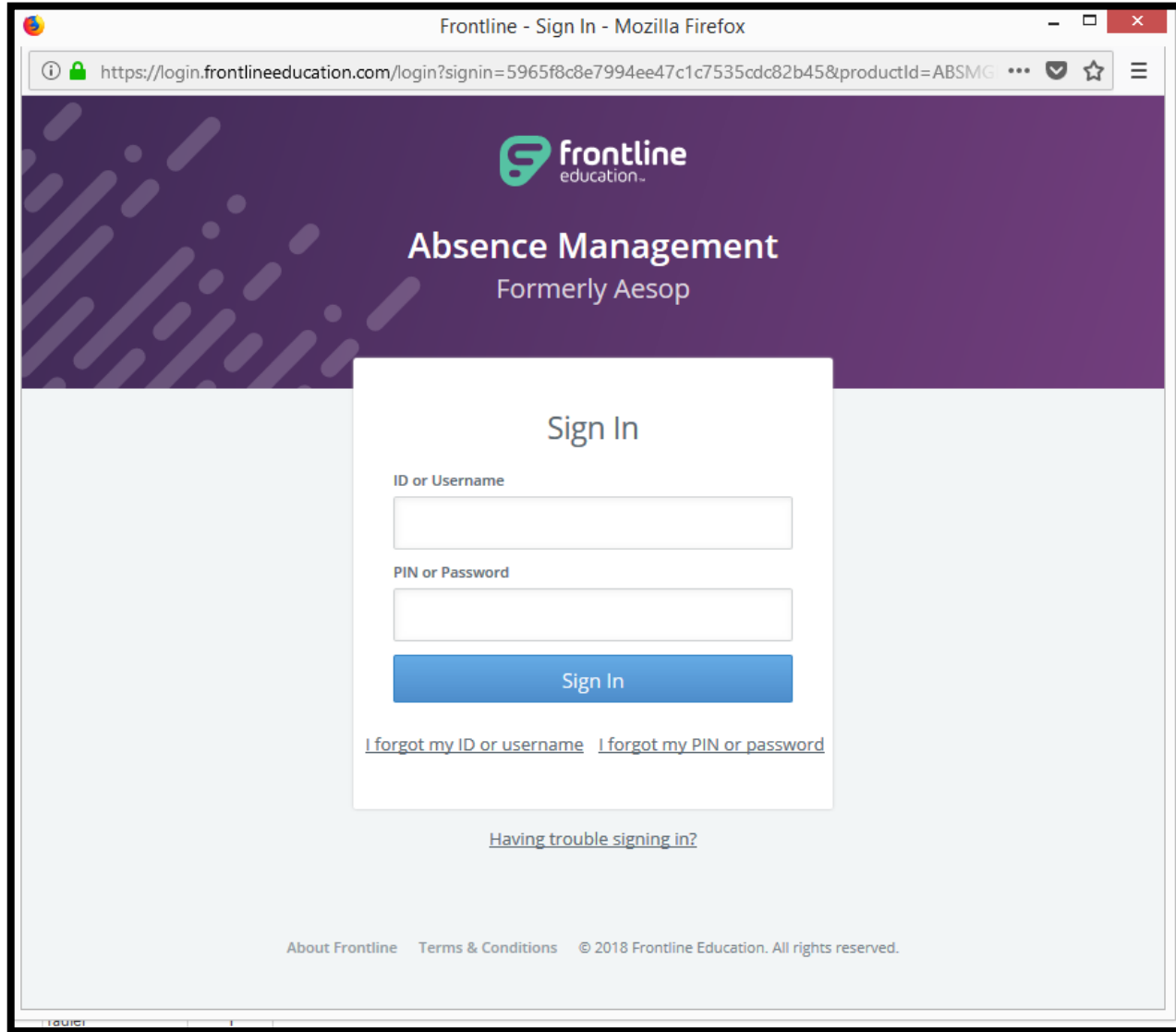
Back

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

When requesting time off in days, make sure to request off in quarter hours (.25, .5, .75, 1- per employee handbook)

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

BEFORE YOU CLICK "SAVE, IF YOU NEED A SUB, CLICK THE BOX THAT SAYS "SUB NEEDED," AND YOU'LL BE TAKEN TO AESOP TO REQUEST YOUR SUB (AS PREVIOUSLY DONE).



Once at Aesop, log in and request your sub.

IF YOU FORGET TO CLICK THE SUB BOX IN SKYWARD, YOU **MUST** GO BACK TO YOUR ORIGINAL REQUEST AND CLICK "Edit" TO FIX IT, OR NO SUB WILL BE SCHEDULED.

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!