EMPLOYEE
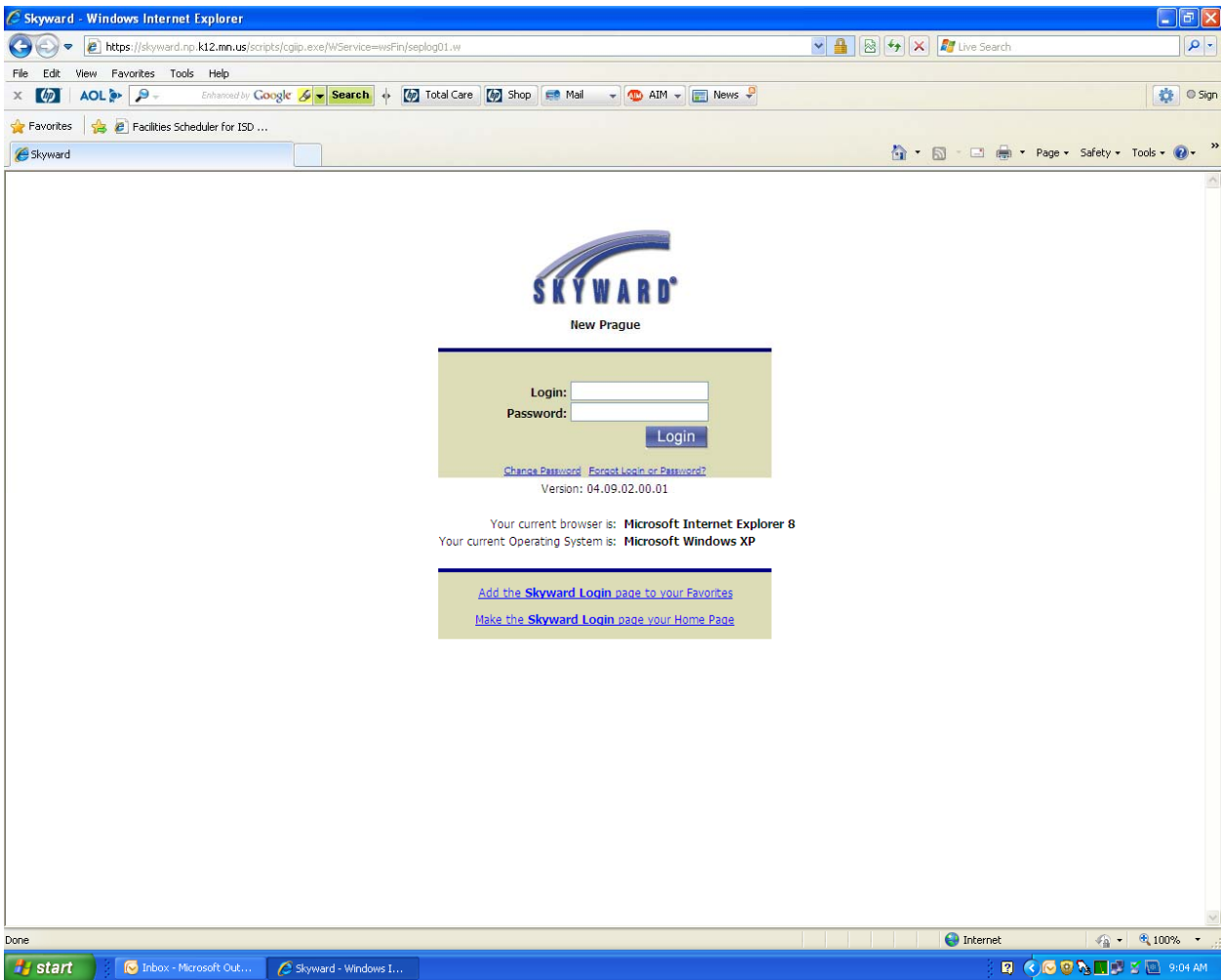
TIME OFF REQUEST PROCEDURE

Log into Employee Access

Click on Time Off Button
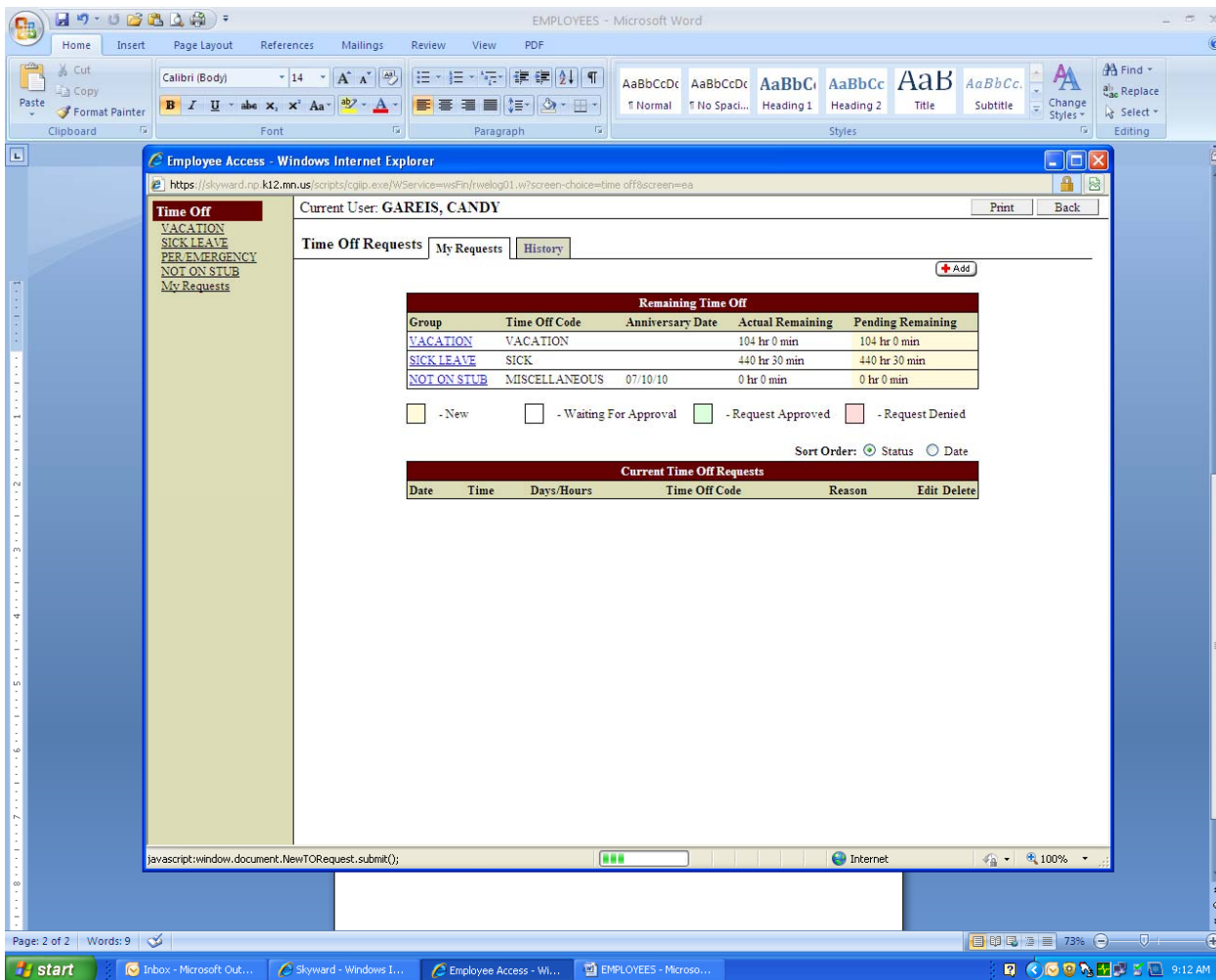
Click on "Add" button

Time Off Requests   My Requests   History

Remaining Time Off				
Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
VACATION	VACATION		104 hr 0 min	104 hr 0 min
SICK LEAVE	SICK		440 hr 30 min	440 hr 30 min
NOT ON STUB	MISCELLANEOUS	07/10/10	0 hr 0 min	0 hr 0 min
NOT ON STUB	UNPAID	07/10/10	0 hr 0 min	0 hr 0 min

Time Off Request   Save
                                                                          Cancel

Time Off Code: SICK - Hours

Reason: DEPENDENT ILL   Detail...

Description: Ill child

Type: ⦿ Single Day ◯ Date Range

Start Date: Jul 17 ◀ 2009 ▶ Fri, Jul 17 2009

Hours: 8 hours 0 minutes

Start Time: 8 : 00 AM

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

1. **Select time off code (What type of time off are you requesting?)**

2. **Select reason**

3. **Type in description (Optional)**

4. **Click either Single Day or Date Range**

5. **Enter date of requested time off**

6. **Enter number of hours you will be absent**

7. **Enter start time of your absence**

8. **If you would like to notify anyone other than your supervisor of your time off request, check this box   (Optional)**

9. **Click on the "Save" button**

Time Off
VACATION
SICK LEAVE
PER/EMERGENCY
NOT ON STUB
My Requests

Current User: **GAREIS, CANDY**   [Print] [Back]

Time Off Requests | My Requests | History

[+ Add]

Remaining Time Off

Group	Time Off Code	Anniversary Date	Actual Remaining	Pending Remaining
VACATION	VACATION		104 hr 0 min	104 hr 0 min
SICK LEAVE	SICK		440 hr 30 min	424 hr 30 min
NOT ON STUB	MISCELLANEOUS	07/10/10	0 hr 0 min	0 hr 0 min
NOT ON STUB	UNPAID	07/10/10	0 hr 0 min	0 hr 0 min

☐ - New   ☐ - Waiting For Approval   ☐ - Request Approved   ☐ - Request Denied

Sort Order: ⦿ Status ○ Date

Current Time Off Requests

Date	Time	Days/Hours	Time Off Code	Reason	Edit	Delete
07/17/09	8:00 AM	8 hr 0 min	SICK	DEPENDENT ILL	✏	⊠
Description: Ill child						[⎘ Clone]
Status: Waiting for KAREN A PAULY (1/2 Levels)						
07/20/09	8:00 AM	8 hr 0 min	SICK	DEPENDENT ILL	✏	⊠
Description: Ill child						[⎘ Clone]
Status: Waiting for KAREN A PAULY (1/2 Levels)						

This is what you will see after you have "saved" your time off request.

Notice the status at the bottom "Waiting for Karen Pauly (1/2 Levels) – this means that your request has been submitted to your 1st level supervisor.   (1/2 Levels means the first of 2 approval levels.)

Example: Denied Time Off Request Email

```
From: kpauly@np.k12.mn.us [mailto:kpauly@np.k12.mn.us]
Sent: Monday, July 20, 2009 10:25 AM
To: cgareis@np.k12.mn.us
Subject: Time Off Request has been denied.

Time Off Request Details
=======================================================
Name:          CANDY GAREIS
Start Date:    07/20/09
Start Time:     8:00 AM
Days/Hours:    8 hr 0 min
Description:   Ill child
Group:         SICK LEAVE
Time Off Code: SICK
Reason:        DEPENDENT ILL


Time Off Request Approval History
=======================================================
Date     | Time      |Event
---------------------------------------------------
07/20/09 |           | Time Off Request Created.
---------------------------------------------------
07/20/09 | 10:24 AM |Denied by KAREN A PAULY
Notes:
---------------------------------------------------


Employee Access URL:
https://skyward.np.k12.mn.us/scripts/cgiip.exe/WService=wsFin/seplog01.w

Message: Your time off request has been denied.
```

This is the email you would receive if your request was denied. Your request will not go to the next approval level (example: Building Principal), if applicable. Some employees only have one approval level.

Example: Approved Time Off Request Email

From: ppribyl@np.k12.mn.us [mailto:ppribyl@np.k12.mn.us]
Sent: Monday, July 20, 2009 11:45 AM
To: cgareis@np.k12.mn.us
Subject: Your Time Off Request has been approved.

Time Off Request Details
==
Name: CANDY GAREIS
Start Date: 07/17/09
Start Time: 8:00 AM
Days/Hours: 8 hr 0 min
Description: Ill child
Group: SICK LEAVE
Time Off Code: SICK
Reason: DEPENDENT ILL

Time Off Request Approval History
==
Date | Time |Event

07/20/09 | | Time Off Request Created.

07/20/09 | 10:24 AM |Approved by KAREN A PAULY
Notes:

07/20/09 | 11:43 AM |Approved by PATRICK A PRIBYL
Notes:

Employee Access URL:
https://skyward.np.k12.mn.us/scripts/cgiip.exe/WService=wsFin/seplog01.w

Message: Your time off request has been approved.

This is the email you would receive if your request was approved. Your request was approved by the first approval level (example: Executive Secretary), then went on to the second approval level (example: Building Principal) and was approved.

Once you have received the "Approval Email", your time off will automatically be posted to your time off bank. Make sure to check your time off detail in Employee Access.