TEXAS CITY ISD – TIME OFF INSTRUCTIONS

	 Go to TCISD's website: <u>www.tcisd.org</u>. Choose "Staff". Choose "Employee Access Center – Skyward".
SKYWARD SKYWARD SKYWARD TEXAS CITY ISD Texas City - Skyward Business Management - LIVE Login ID: Windows ID Password: Windows Password Sign In 05.14.06.00.07 Login Area: Employee Access Configuration Warning Please contact Skyward immediately.	 4. Enter your Login ID. a. Your Windows ID b. For most users: First initial + Last Name i. Joe Smith = jsmith 5. Enter your Password. c. For most users: Same password used to log in to Windows (initials of first and last name + last six digits of social security number) i. Margaret Lee 123-45-6789 a. In the Login Area, select "Employee Access" from the drop down box. 7. Click on the Sign In button.
IEAAS CITTION Home Employee Imployee Imployee	8. Select the "Time Off" tab at the top of the screen.

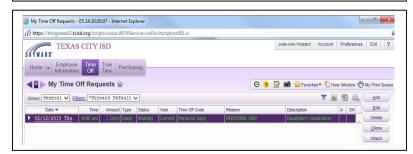


Iome Employ	ee Time on Off	True Purch	asing								
My Time	Off Requ	iests 😭					Θ 🔋 📝	🖬 😭 Favorites 🕈 怕] New W	indow 🖷	1 May
ews; General 🗸	Filters: *Skyw	ward Default	~					7		0 💩	Add
Date 💌	Time	Amount Type	Status	Year	Time Off Code	Reason		Description	A	SN	Edit
	display: chec	k your filter set	tings.								Delete
ere are no records to											
ere are no records to											

9. In the Time Off box, choose "My Requests".

10. Click the "Add" button

								🗴 🗅 📩
Remaining Time Off								
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available	
*Bereavement Days	5 Days			5 Days				
Comp	16h 12m			16h 12m				
Jury Duty Days	0 Days			0 Days				
MISC	0 Days			0 Days				
*Non-Duty Days	11 Days			11 Days				
* <u>Personal Days</u> School Business Days	30 Days			30 Days -1 Days				
School Business Days	-1 Days 7 Days			7 Days				
"SICK Days "Totals calculated up to Start I				/ Days				
2								
Time Off Request								Save
Time Off Code: Bereave	ment Dave - D	a1/ <i>0</i> /	~	7				Back
* Reason: ANNIVER		110	V					
Description: ANNIVER:	SARY							
	haracters: 200, Rem	aining characters	: 200					
Type: Single	Day							
O Data F	lange							
U Date M		day						
* Start Date: 02/12/20	15 Thurs							
* Start Date: 02/12/20	0000							
* Start Date: 02/12/20 Days: 0.0	0000							
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00	0000 AM							
* Start Date: 02/12/20 Days: 0.0	0000 AM							
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Sub Na	AM eeded		muget is su	ibmitted and	annroved/d	anied		
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Stelect additional emp	D000 AM eeded ployees to notify		quest is su	ubmitted and	l approved/d	enied		
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Sub Na	D000 AM eeded ployees to notify		quest is su	ibmitted and	l approved/de	enied		
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Stelect additional emp	D000 AM eeded ployees to notify		quest is su	ibmitted and	l approved/de	enied		
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Stelect additional emp	D000 AM eeded ployees to notify		quest is su	ibmitted and	l approved/de	enied		
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Stelect additional emp	D000 AM eeded ployees to notify		quest is su	ibmitted and	l approved/de	enied		
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Stelect additional emp	D000 AM eeded ployees to notify		quest is su	Ibmitted and	l approved/de	enied		
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Stelect additional emp	D000 AM eeded ployees to notify		quest is su	Ibmitted and	l approved/de	enied		
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Stelect additional emp	D000 AM eeded ployees to notify		quest is su	ibmitted and	l approved/de	enied		
* Start Date: 02/12/20 Days: 0.0 Start Time: 08:00 Stelect additional emp	D000 AM eeded ployees to notify		quest is su	ibmitted and	l approved/de	enied		



11. Choose the appropriate Time Off Code from the drop down menu.

12. Choose the corresponding reason from the drop down menu.

13. Enter a meaningful description.

14. Choose Single Day or Date Range (Single Day is usually the best choice).

- 15. Enter the date for the time off request.
- 16. Enter the number of days to request off.
- 16. Enter the Start Time if applicable.
- 17. Check box if Sub needed.
- 18. Select "Save".

18. If "Sub Needed" is checked you will be automatically linked to AESOP site for sub request.

19.Request is automatically submitted to supervisor for approval.

Questions?

Vera Robinson, <u>vrobinson@tcisd.org</u>, 409-916-0100