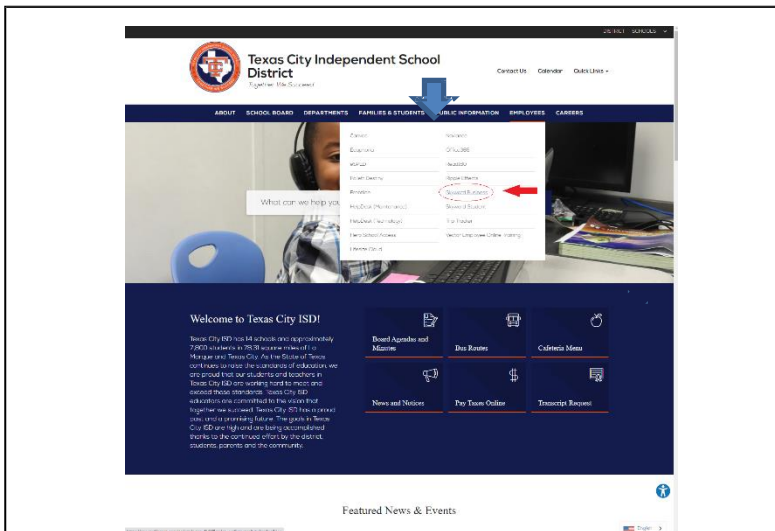


TEXAS CITY

INDEPENDENT SCHOOL DISTRICT

TOGETHER WE SUCCEED


TIME OFF INSTRUCTIONS



1. Go to TCISD's website: www.tcisd.org.
2. Choose "Employees".
3. Choose "Skyward Business".

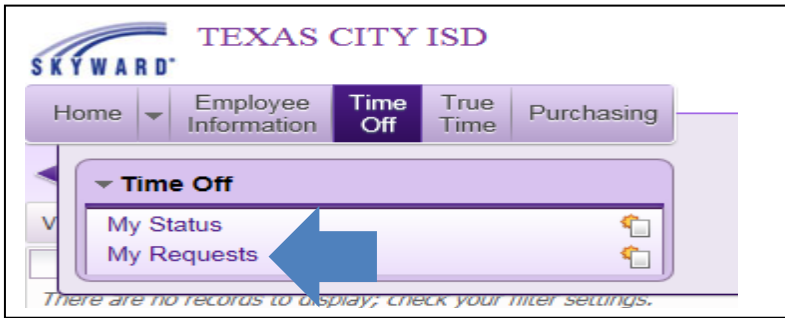


4. Enter your Login ID.
 - a. Your Windows ID
 - b. For most users: First initial + Last Name
 - i. Joe Smith = jsmith
5. Enter default Password. **(first time login)**
 - a. **stings1** (Make sure you enter lowercase "s".)

System will prompt you to change default password to your password of choice
6. In the Login Area, select "Employee Access" from the drop-down box.
7. Click on the  button.



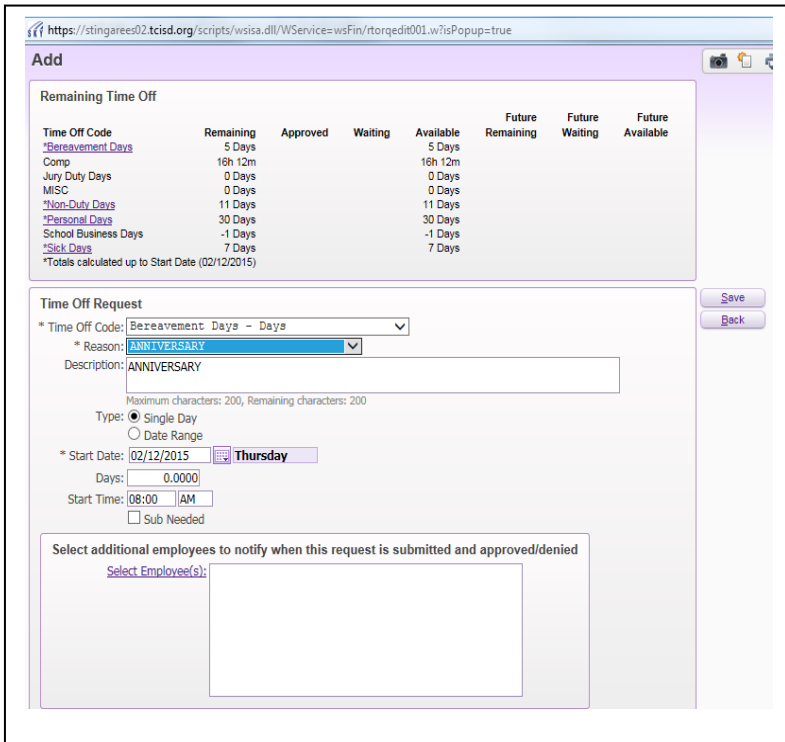
8. Select the "Time Off" tab at the top of the screen.



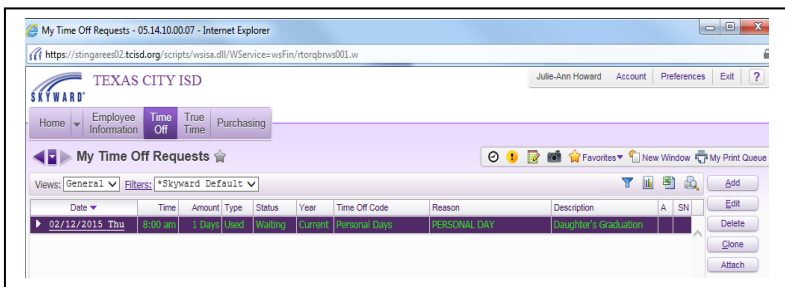
9. In the Time Off box, choose “My Requests”.



10. Click the “Add” button



- 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. If school business related, it must have a description entered.
- 14. Choose Single Day for type.
- 15. Enter the date for the time off request for start date.
- 16. Enter **1.0 for a full day OR .5 for a half day**
- 16. Enter the Start Time if applicable.
- 17. Check Sub needed if applicable.
- 18. Select “Save”.



- 18. If “Sub Needed” is checked you will be automatically linked to Frontline site for sub request.
- 19. Request is automatically submitted to supervisor for approval.

Time Off/Substitute/H.R questions:
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Payroll/Skyward access questions:

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