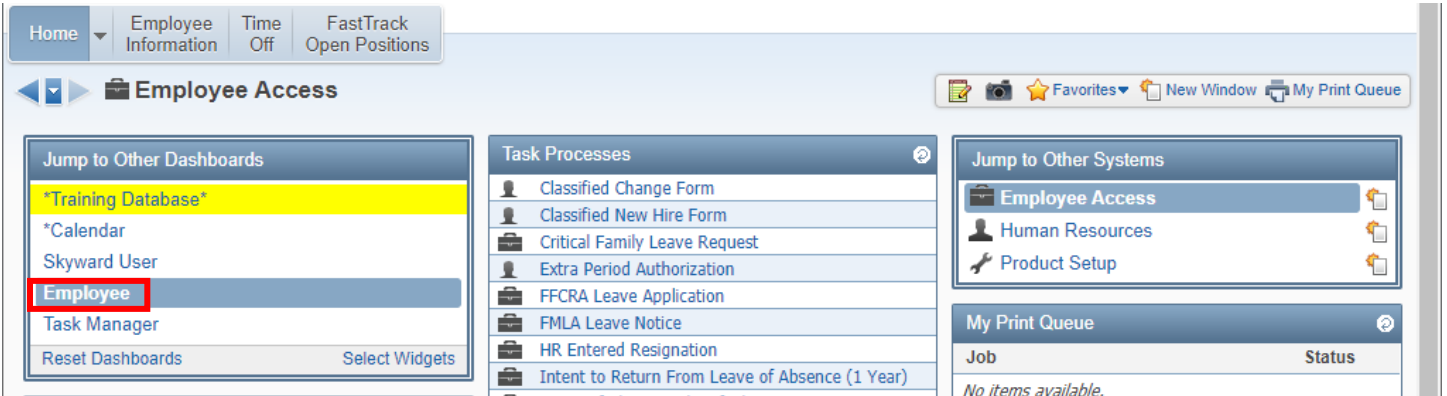
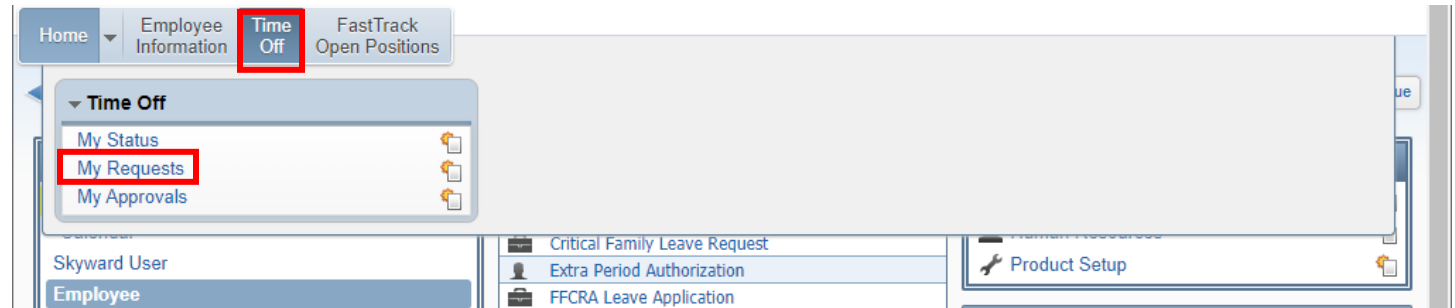


## Skyward Time Entry Tutorial (Education Support Professionals)

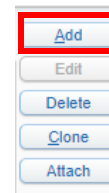
1. Log in to your [Skyward Employee Access](#).  
 (If you do not know your login and/or password, contact the Information Systems Help Desk at 801-567-8737, between the hours of 7am and 5pm).
2. Select “Employee” under the “Jump to Other Dashboards” widget.



3. Select “Time Off” on the top tabs, then select “My Requests”.



4. To create a new time off request, click the “Add” button on the far right side.



5. Click the down arrow on “Time Off Code” and select the appropriate leave code.

**Time Off Request**

\* Time Off Code: Vacation - Days Select a time off code

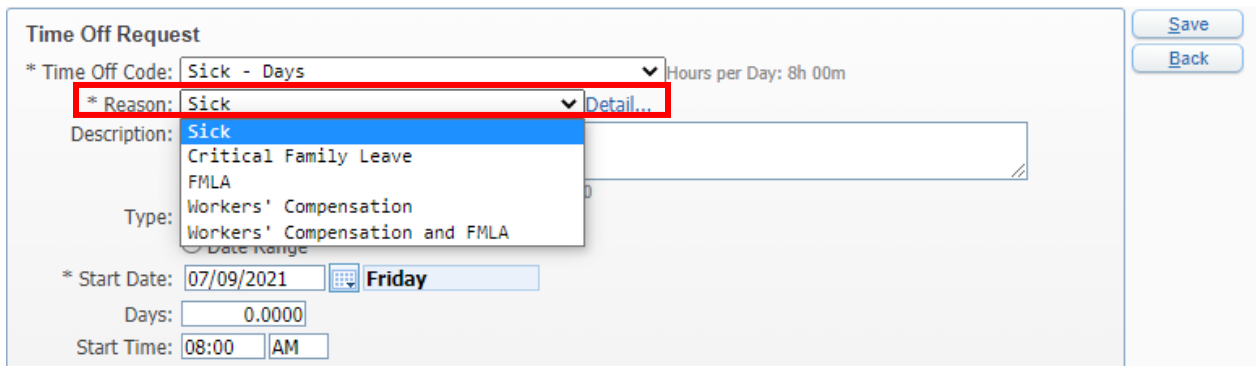
\* Reason: Vacation - Days

Description: Annual - Days  
 Comp Time - Days  
 Other - Days  
 Personal - Days  
 Sick - Days  
 Date Range

Type:

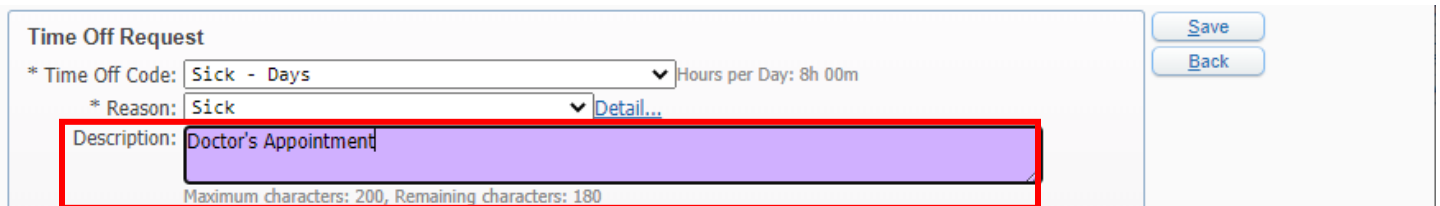
\* Start Date:

6. Click the down arrow on “Reason” and make the appropriate selection.



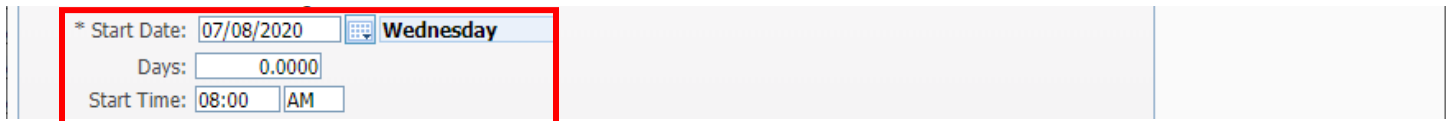
The screenshot shows the 'Time Off Request' form. The 'Reason' dropdown menu is open, showing options: Sick, Critical Family Leave, FMLA, Workers' Compensation, and Workers' Compensation and FMLA. The 'Sick' option is selected. Other fields include: Time Off Code: Sick - Days, Hours per Day: 8h 00m, Description: Sick, Type: Workers' Compensation, Start Date: 07/09/2021 (Friday), Days: 0.0000, and Start Time: 08:00 AM. 'Save' and 'Back' buttons are visible on the right.

7. Enter a “Description” in the space provide. Please refer to policy for any required information, based on the leave type and reason code selected.



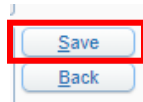
The screenshot shows the 'Time Off Request' form. The 'Description' field is highlighted with a red box and contains the text 'Doctor's Appointment'. The 'Reason' dropdown is still set to 'Sick'. Other fields are the same as in the previous screenshot. 'Save' and 'Back' buttons are visible on the right.

8. Select date, number of days (should be 1.0 or less), and Start Time. For assistance in calculating the “Days” [click here](#).



The screenshot shows the 'Time Off Request' form. The 'Start Date' (07/08/2020, Wednesday), 'Days' (0.0000), and 'Start Time' (08:00 AM) fields are highlighted with a red box. 'Save' and 'Back' buttons are visible on the right.

9. Click “Save” to submit for approval.



A close-up of the 'Save' and 'Back' buttons. The 'Save' button is highlighted with a red box.

Questions regarding leave or time entry should be directed to the Administrative Assistant at your location, the HR Generalist by email [leaves@jordandistrict.org](mailto:leaves@jordandistrict.org) or phone 801-567-8249, or the appropriate Payroll Representative at 801-567-8154.