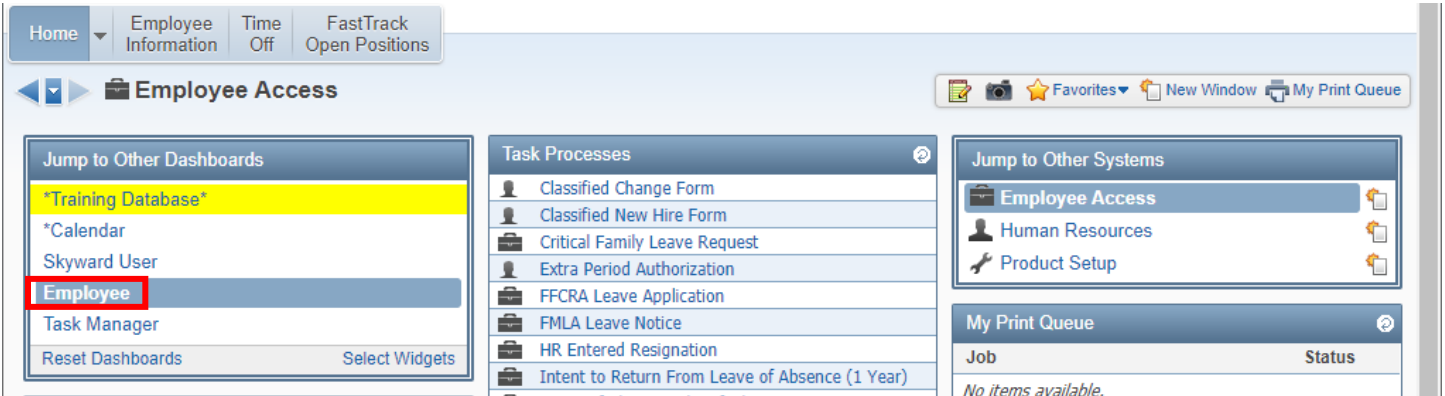
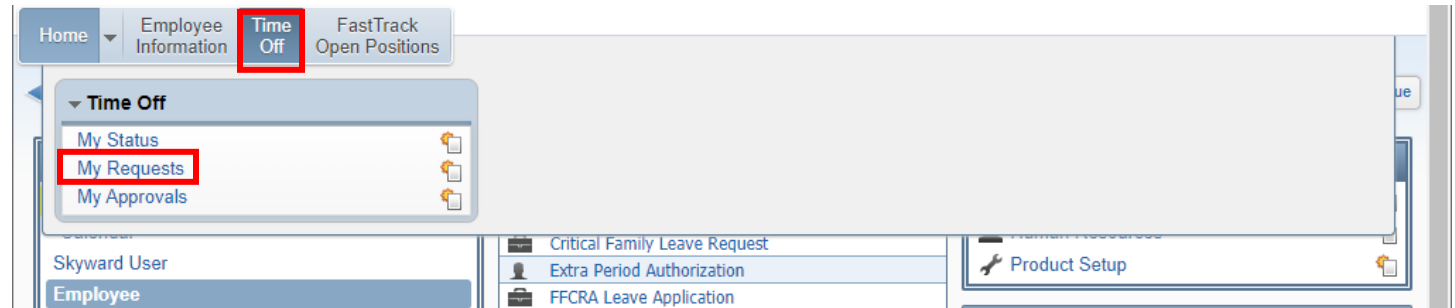


## Skyward Time Entry Tutorial (Licensed Professionals)

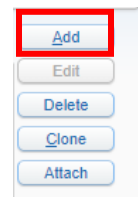
1. Log in to your [Skyward Employee Access](#).  
(If you do not know your login and/or password, contact the Information Systems Help Desk at 801-567-8737, between the hours of 7am and 5pm).
2. Select “Employee” under the “Jump to Other Dashboards” widget.



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** [Save](#)  
[Back](#)

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

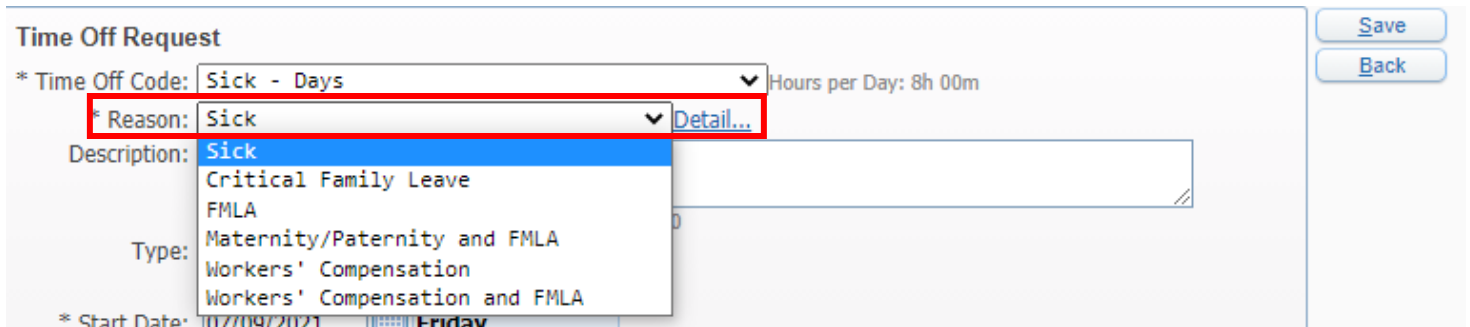
\* Reason: Vacation - Days

Description:

Type:  Date Range

Annual - Days  
 Comp Time - Days  
 Other - Days  
 Personal - Days  
 Sick - Days

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



**Time Off Request** [Save](#)  
[Back](#)

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

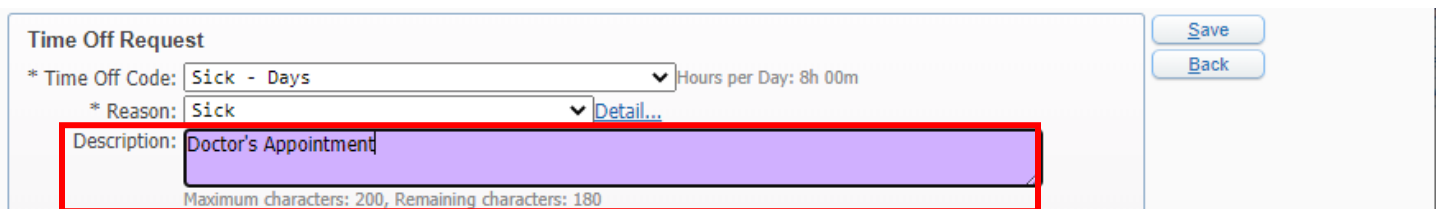
\* Reason: Sick [Detail...](#)

Description: Sick

Type:   
 Critical Family Leave  
 FMLA  
 Maternity/Paternity and FMLA  
 Workers' Compensation  
 Workers' Compensation and FMLA

\* Start Date: 07/09/2020 Friday

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.



**Time Off Request** [Save](#)  
[Back](#)

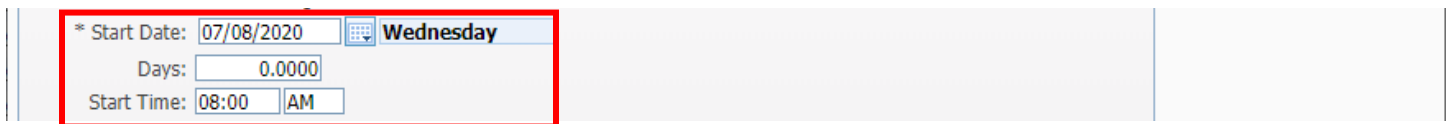
\* Time Off Code: Sick - Days Hours per Day: 8h 00m

\* Reason: Sick [Detail...](#)

Description: Doctor's Appointment

Maximum characters: 200, Remaining characters: 180

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

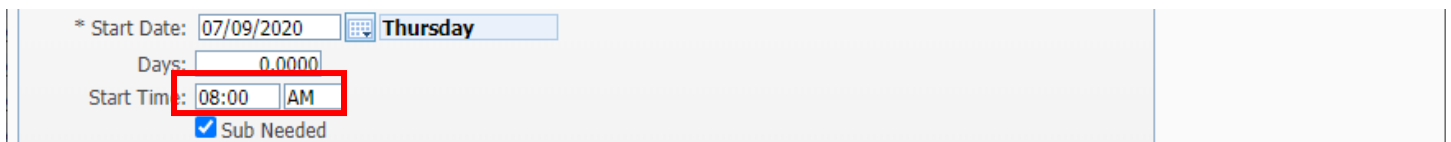


\* Start Date: 07/08/2020 Wednesday

Days: 0.0000

Start Time: 08:00 AM

9. Click “Sub Needed” if you need to complete a substitute request in Frontline. (For assistance in completing a request in Frontline [click here](#).)



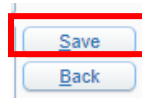
\* Start Date: 07/09/2020 Thursday

Days: 0.0000

Start Time: 08:00 AM

Sub Needed

10. Click “Save” to submit for approval.



[Save](#)  
[Back](#)

**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.**