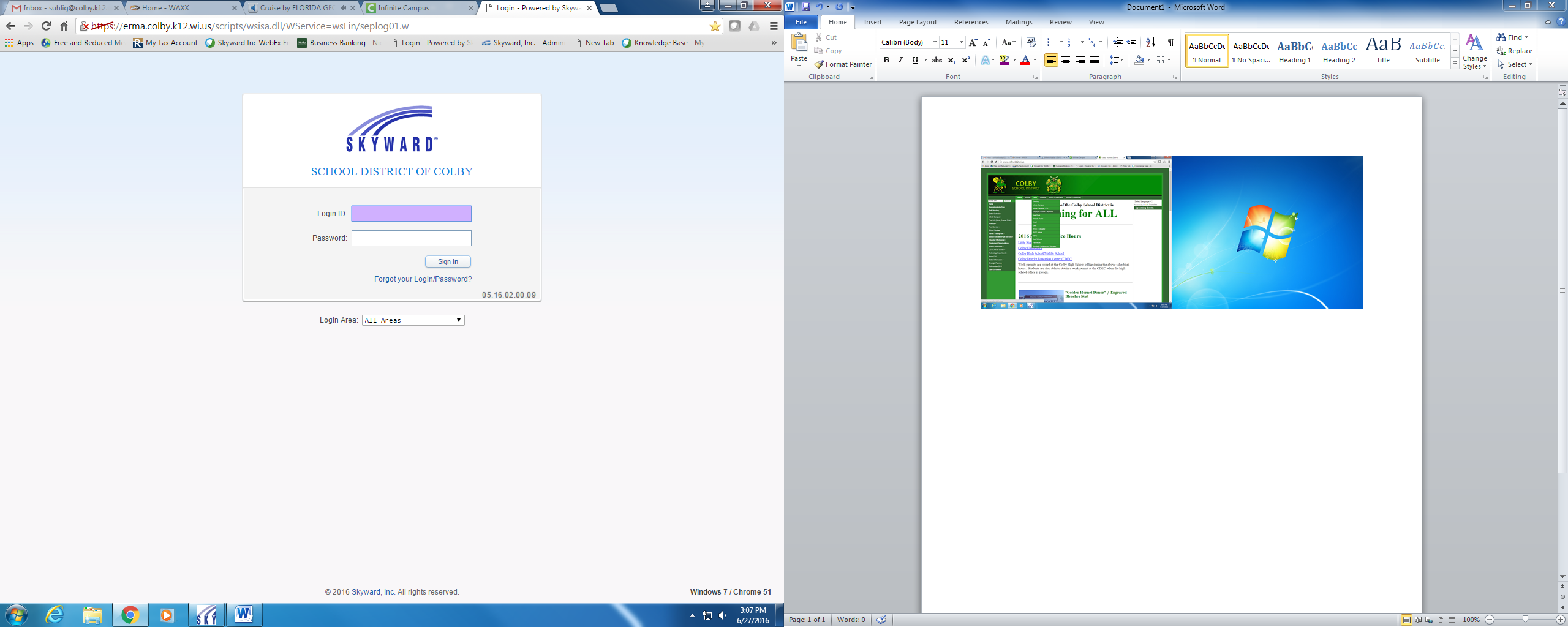
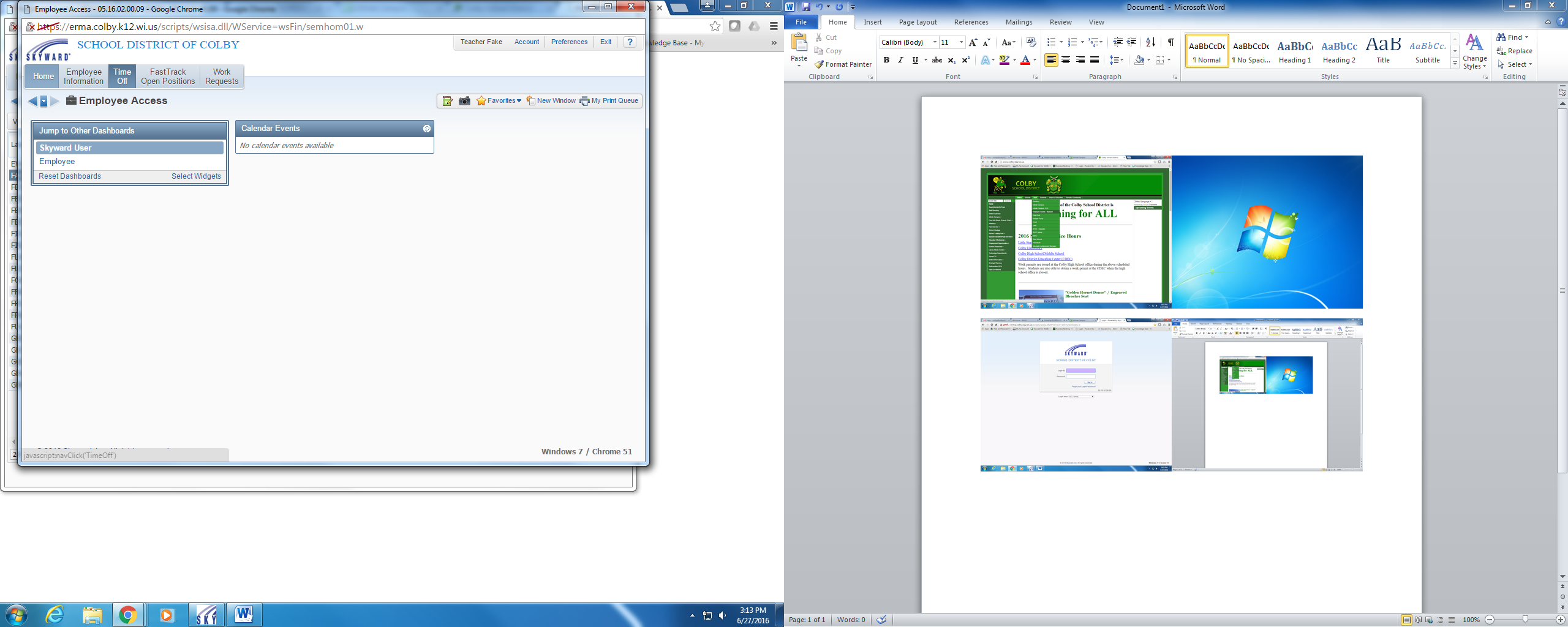


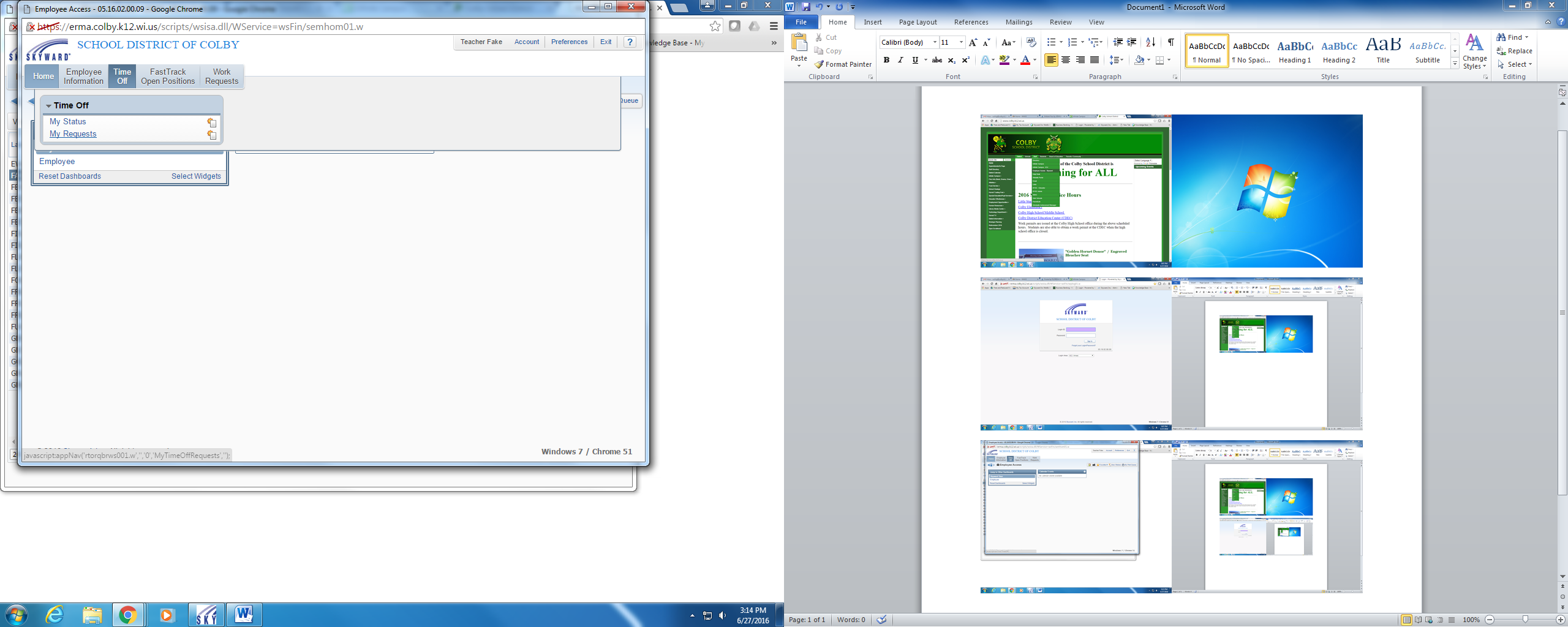
Select: Employee Access-Skyward on the Colby School District Webpage under Staff.



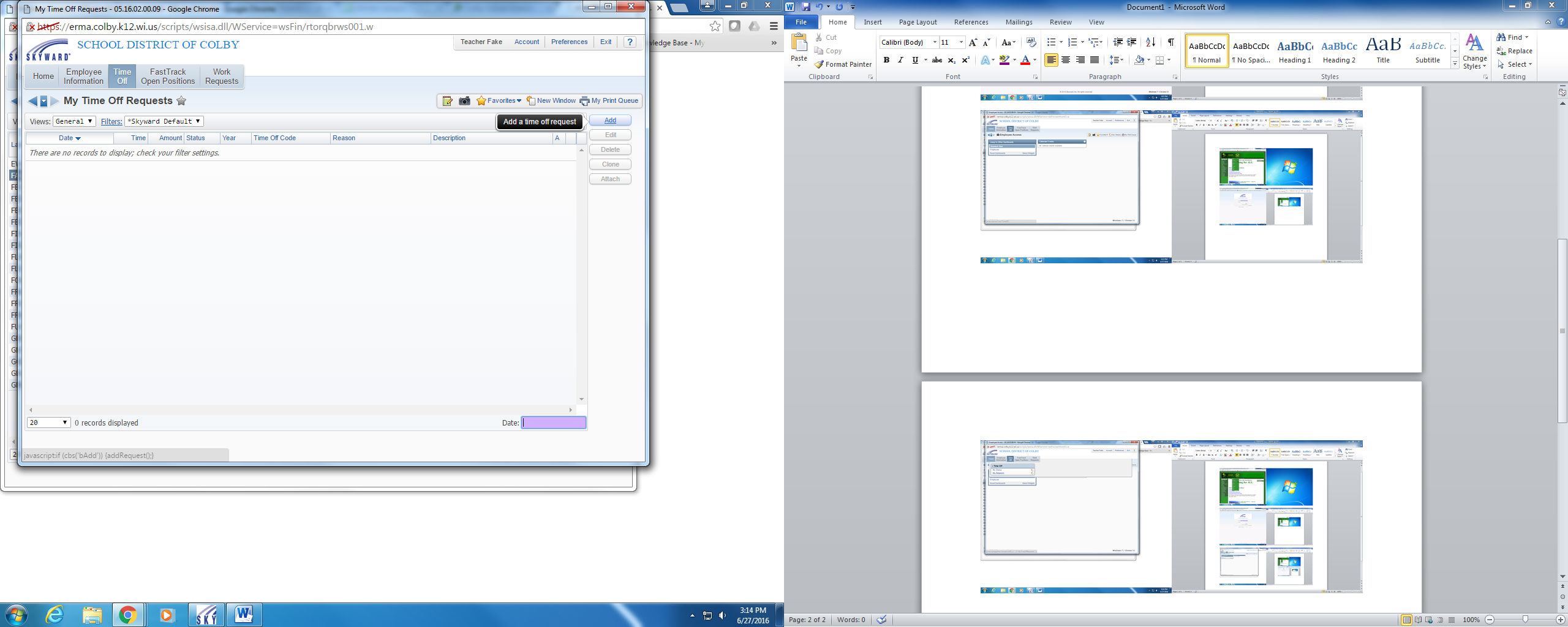
Enter Your Login ID and Password.



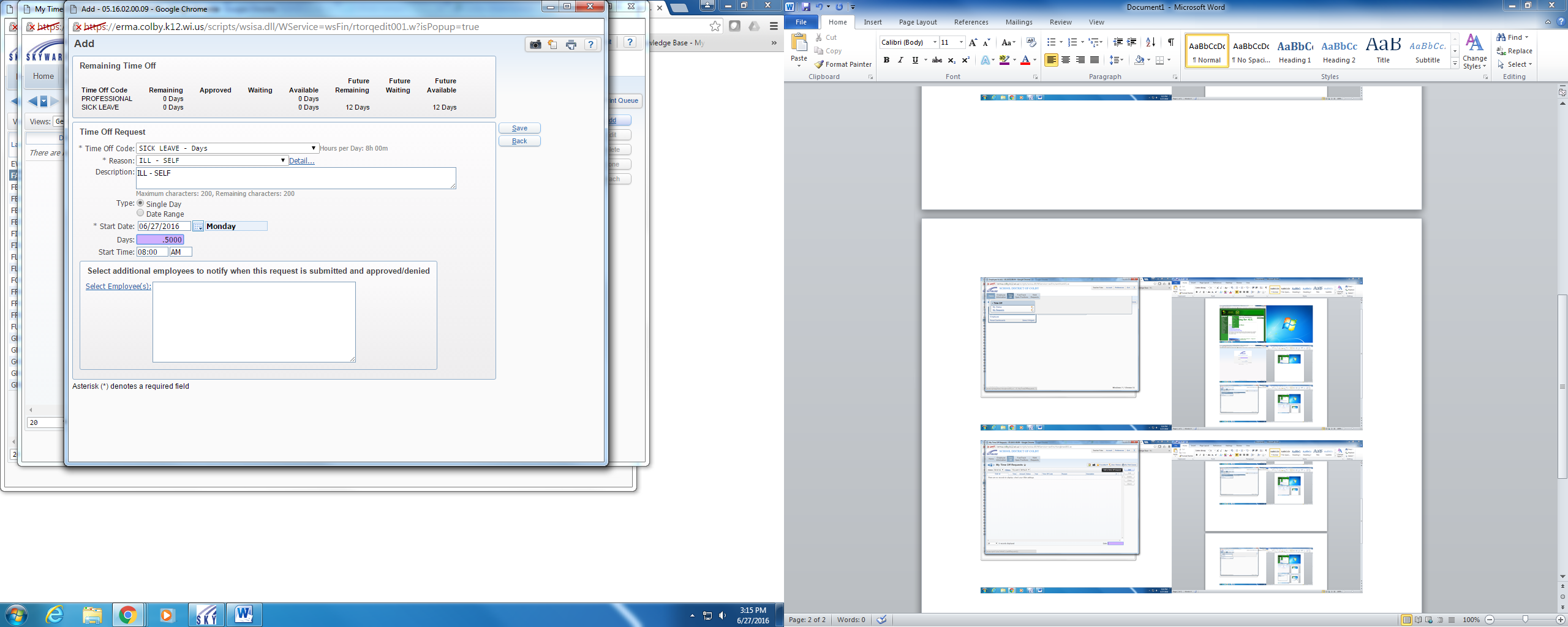
To enter time off: Select Time Off



Select My Requests



Select ADD



Time Code: Sick Leave-Days (If you are at a school sponsored event, enter your time off as Prof.)

Reason: Select your reason from the drop down list

Description- populates from your selected reason- you can add more description.

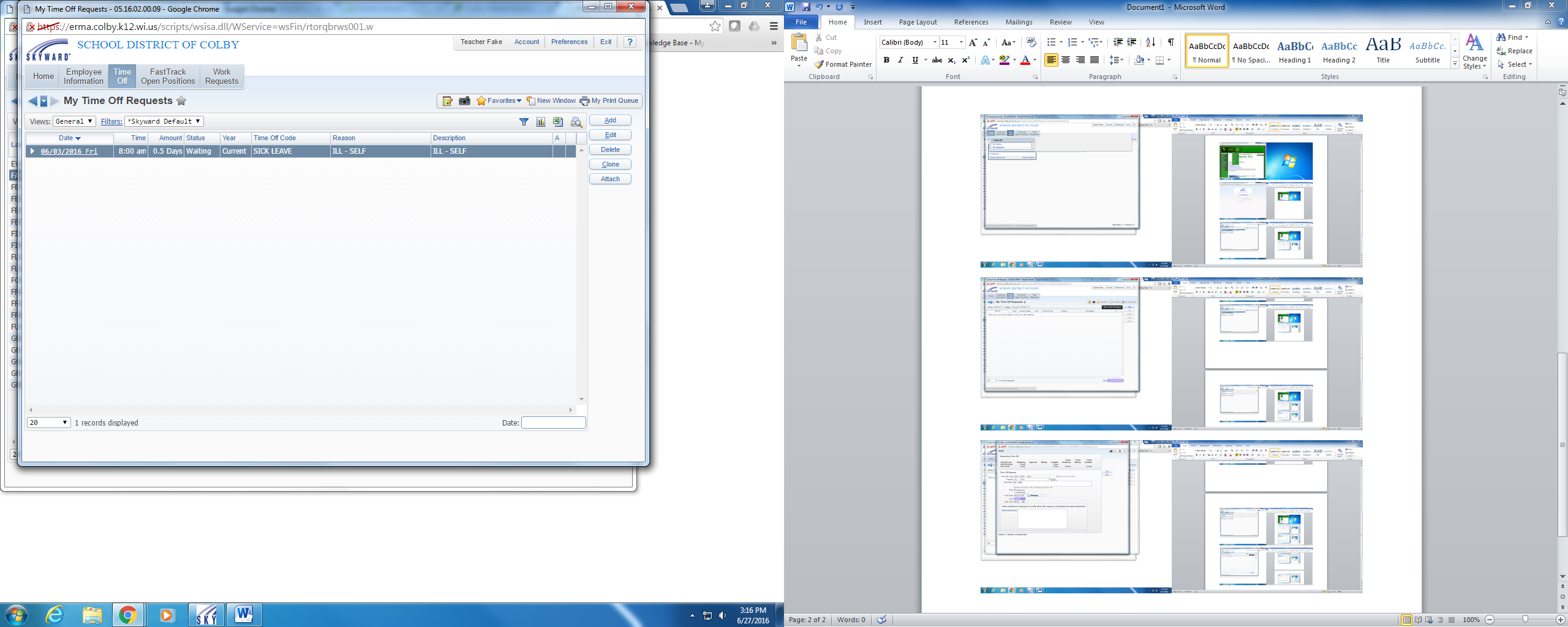
Please always use Single day and enter each day separately.

Start Date: The day you will be gone.

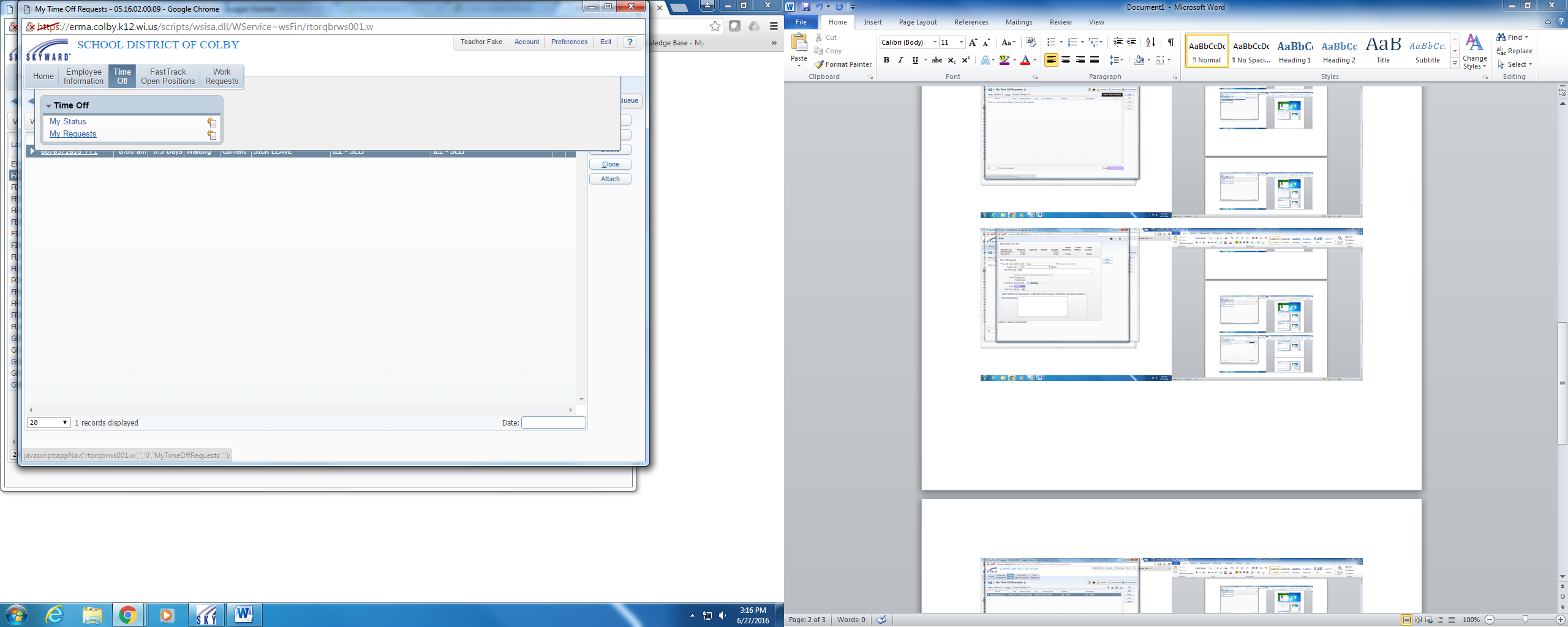
Days: If you are gone a full day, enter 1. If you will be gone in hours, please see the deduction schedule.

Start Time: The start time that you will be gone.

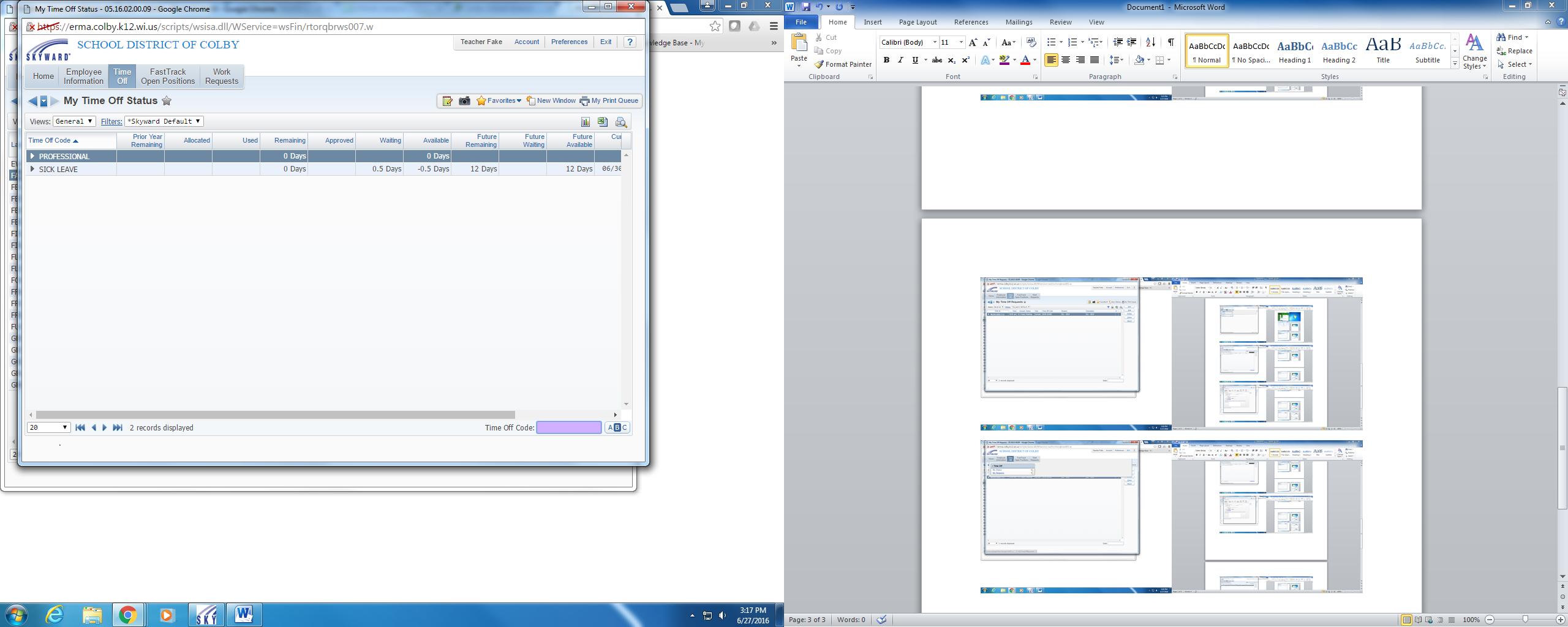
Select Employee- This request will automatically go to your supervisor. You can add additional employees that you would like this notification to go to.



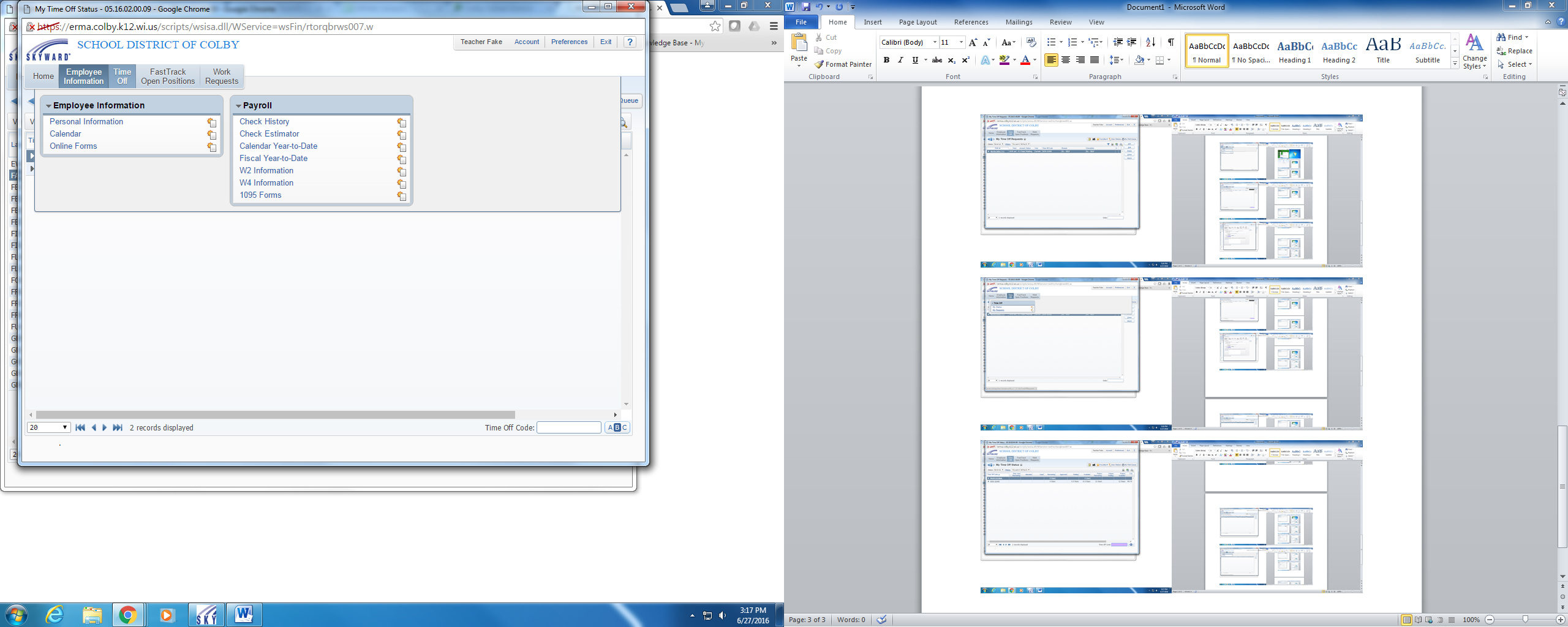
Now if you go back to time off- my requests, you can see your request has been added.



To see what time you have left select Time Off> My Status.



I will show time remaining, allocated, used, remaining and waiting days.



You also have the ability to see your personal information, check history, etc.