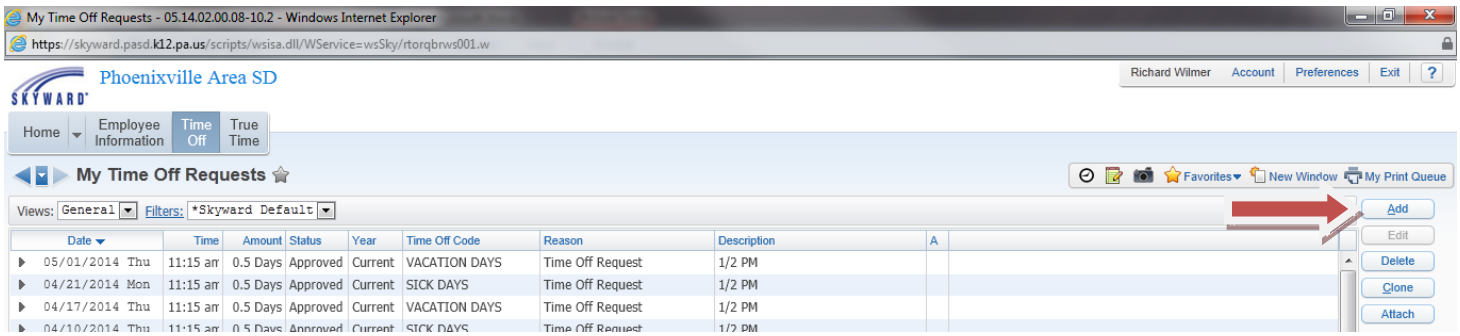
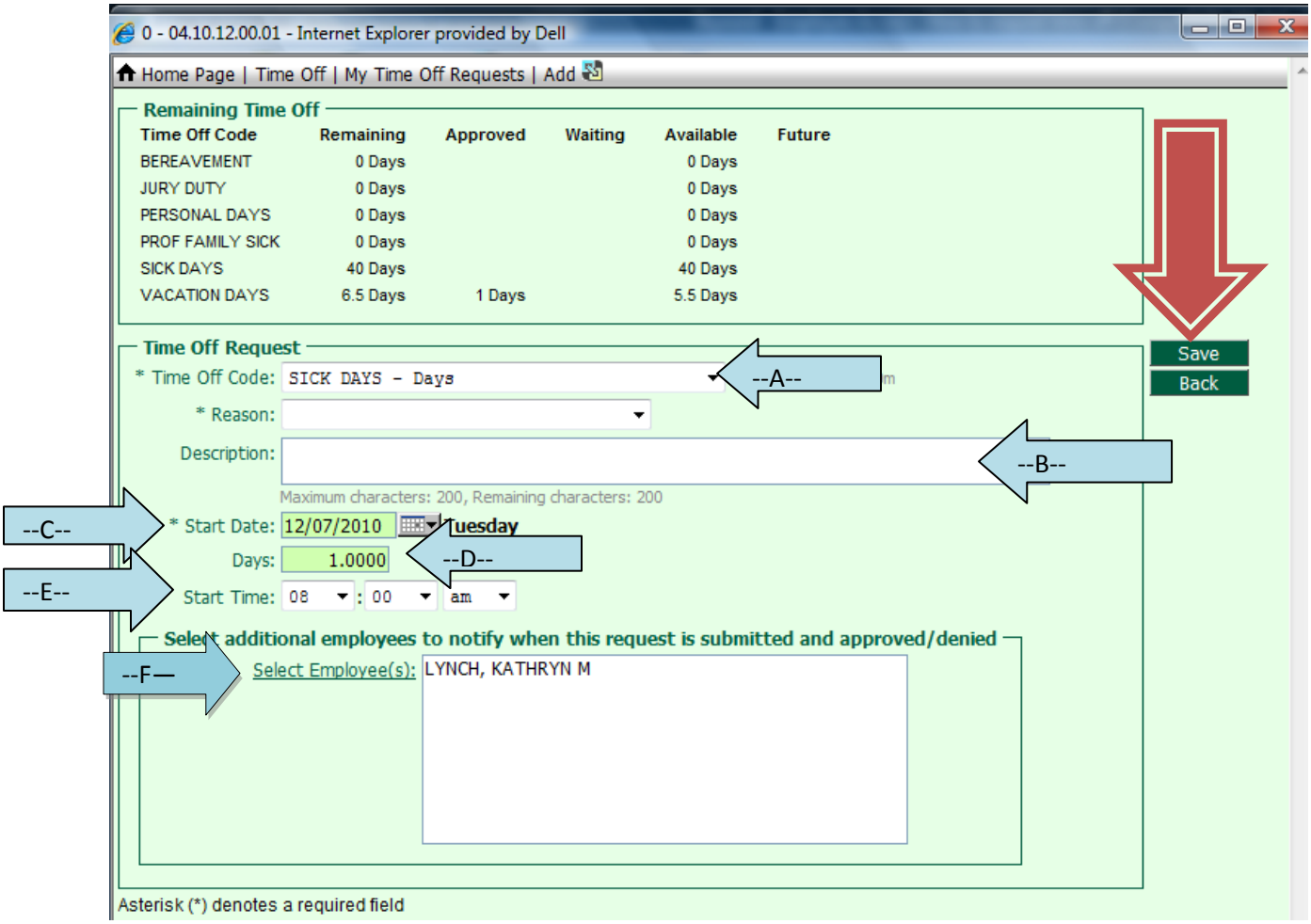
How to Request Time Off through Skyward

All requests for vacation, personal day, sickness, jury duty and bereavement must be requested through Skyward. Please review the FAQ document for answers to frequently asked questions. To request time off, follow these steps.

1) Log onto the Skyward Employee Access site using this URL: https://skyward.pasd.k12.pa.us/scripts/wsisa.dll/WService=wsSky/seplog01.w alternatively, you can find this link on the PASD home page.
2) In the 'Jump to Other System' section, click the **Employee Access** link
3) Click the **Time Off tab** followed by **My Requests**
4) You will be presented with the screen shown below. To request a day off, click the **add button** as shown next to the arrow.



5) You will now see the screen as shown on the next page. Fill out each field as described below. The letter designation in each arrow corresponds to the lettered instructions below.
    A. **Time Off Code** - Here you will use the drop-down arrow to select what type of day you are requesting. **Reason** – This field cannot be changed.
    B. **Description** – Enter any notation you care to make about the time off
    C. **Start Date** – Enter the day you are requesting off. All days off must be requested individually.
    D. **Days** – If requesting a full day off, enter a 1 here. If requesting a half day enter .5 here. Be sure to include the decimal for half day requests. If rescinding a day already requested and approved, enter this number as a negative number. These are the only valid values. If requesting an entire week off, it must be requested in individual days so in this instance, you would repeat this process 5 times entering a new date each time. The clone button is helpful for this.
    E. **Start Time** – Enter your regular starting time here if you are taking a full day or are requesting a half AM day. If taking a half PM day, enter the time that reflects the mid-point of your work day
    F. **Additional Employees**- If you care to notify other employees of your scheduled absence, check this box and then click the link labeled Select an Employee. On the next screen highlight the additional person to receive an e-mail and then click the select button. Repeat this step now if you would like to include additional e-mail recipients.
6) **Once all these fields have been entered, click the Save button.**



7) Your request has now been submitted for your supervisor's approval. Once your supervisor approves or denies your request, you will receive an e-mail informing you of the status of your request.