**Instructions: How to View your Time Off / Leave Balances**

<table>
<thead>
<tr>
<th>System: Skyward</th>
<th>Log in to your Skyward Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Select:</strong> All Areas or Employee Access</td>
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</table>

![Skyward Login Screens](image)

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<th>Dashboard: Menu Selections</th>
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<tr>
<td><strong>Select:</strong> Employee Access</td>
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<tr>
<td><strong>Select:</strong> Time Off</td>
</tr>
<tr>
<td><strong>Select:</strong> My Status</td>
</tr>
</tbody>
</table>

**View: Leave Balances**

**Leave Balances – Summary Screen**

![Leave Balances Screen](image)

**Note:**

1) **OTHER:** This function has been activated and is now viewable to staff. This time is *not taken from your leave balances*. Time such as Training, In-Service, Professional Development, Meetings, Jury Duty, Bereavement Leave, etc. that is entered for a record of your time away from your normal duty station.
Reading the Summary:

To see Time Off details:

**Summary View:**
- **Allocated:** Shows total time allocated since you started with the district.
- **Used:** Shows total time used since you started with the district.
- **Remaining:** Shows total time balances Remaining (*Remaining & Available time is the same balance*)

**Note:**
1) Time is shown in Hours & Minutes – however, the time you record on your leave report is in a decimal format – the Skyward system requires a decimal format for data entry.
2) **OTHER Status:** This is for recording & tracking purposes only – does not affect your Sick Leave or Personal/Vacation time balances. This is time that is shown as Allocated when the time is taken, then it is cleared to 0.0 hours at the end of the school year. When time is taken during the summer (ie: Professional Development Training) the time ‘allocated’ will be zero hours.

View the Details:

To view your individual leave details:

**Click:** - this will open the Time Off Code you want to see the details for

**Example:** Sick Leave
Example: **OTHER** Leave

![Diagram of Time Off Status](image)

Example: **Other Paid Leave** (Personal Leave – Certificated) (VAC Leave – Classified)

![Diagram of Time Off Status](image)

To close the window – Click the ▼ and return to the Summary Screen
Tips & Tricks:  

Add your Time Off Status to your Dashboard:

Click: Select Widgets

☑️ Favorites
This will post your Favorites Menu to your Skyward Dashboard

Click: Time Off

Click: My Status

Click: Grey Star . . . turns it to Yellow

Notes:

1) Your time off status will now appear in your favorites menu on your Skyward Dashboard.
2) *Any screen with a Grey Star* – if the star is clicked, the shortcut link will show up in your Dashboard Favorites Menu (i.e., Check History)
3) You can rename your items in the Favorites Menu:
   - Click: Edit Favorites at the bottom of the Favorites Menu box
   - Key a new description in the ‘description text box’ – Click: Save
To see more detail on a Record Line

The view screen will truncate some of the data. If you hover over the line you are interested in, in the **Description/Reason** column, an information ‘bubble’ will appear with the details: