# Time off entry in Skyward

All time off requests must start in Skyward. It's very important for Time Tracking employees to enter their time off in Skyward and get it approved *before* submitting their timesheet for that week. If time off is entered *after* the timesheet for that week has already been submitted, the time off won't be paid.

Here's how to request time off:

1. First, log in by visiting ahschools.us/login.
2. Once logged in, click the Skyward icon.
3. After Skyward opens, you'll see a screen with different tiles. Click on the "Request Time Off" tile.
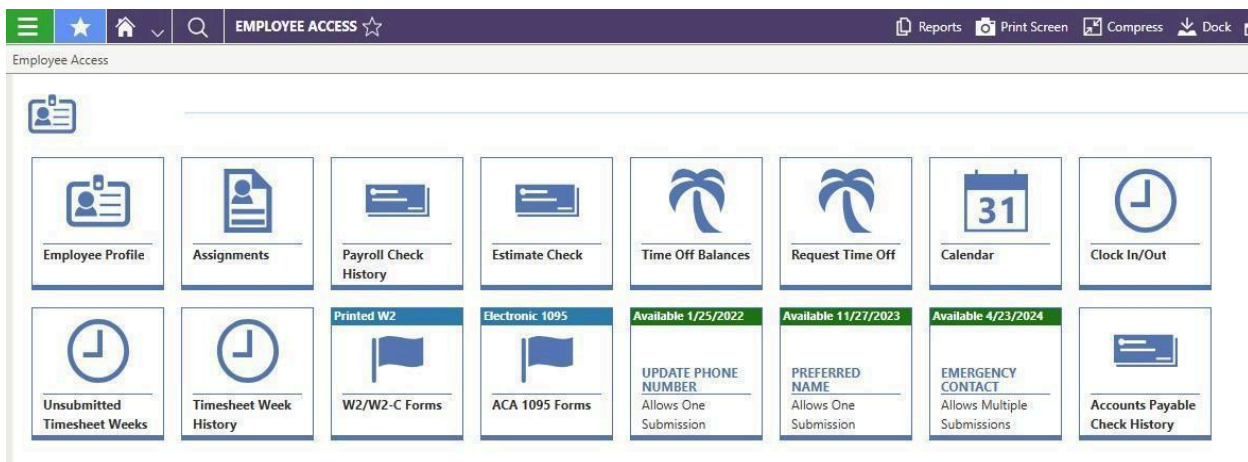
After clicking on the Request Time Off Tile, you are brought to the Time Off Transactions screen. This will show the history of time you have been allocated and the time you have requested off. To request a new Time Off Transaction, select the Add Time Transaction button in the top right corner.

From the Add Time Off Transaction screen, you need to fill out the following information:

Start date: Date of absence

Assignment: In the assignment field, you need to select the assignment for which you will be absent. The drop-down will list all of your current assignments you have with the District. Ensure you select the one from which you will be absent.

Supervisors: Based on the selected assignment, the respective Time Off Approver will show in the Supervisor screen. If no supervisor is generated after selecting your assignment email Payroll.Help@ahschools.us.

Employee Time Off Type: Select either OtherHrs, Sick, UnpdHrs or Vacation. See below for the Time Off reasons that fall under each Time Off Type.

OtherHrs

   C21 – District Meeting

   C22 – In District Training

   C23 – Out of District Training

   C24 – Building Meeting

   C26 – Field Trip

   C27 – Athletic/Activities

   C29 – Jury Duty or Election Judge

   C30 – Association Leave

   C32 – Military Leave

   C61 – Work Comp Approved Absence

Sick

   S01 – Sick – Personal Illness

   S02 – Sick – Family Ill/Death

   S04 – Personal Leave

   S06 – AP 4th personal leave day

   S07 – 10th Year Day (Personal Leave)

UnpdHrs

   C33 – Without Pay – Dock

Vacation

   V50 – Vacation

Time off reason: Select the correct one for your absence.

Hours/Days: Enter the number of hours/Days you are requesting to use.

Start time/End time: To provide your supervisor with more information regarding your absence, you can enter your start time here in situations where it is not a full-day absence.

Request substitute: If this absence will result in a substitute being needed, leave this box checked. This will then redirect you to Red Rover to enter the necessary information for requesting a Sub.

Click Save at the top of the screen

Note: If you receive an orange error message stating you are requesting more time off than you are scheduled, click Save again to submit your request. This is just a warning.

Additionally, you may receive a warning message regarding insufficient hours. The District wants you to enter absences for the true reason you missed work even if you are out of sick time so in these situations you should select save again and it will then enter your absence in.

*Hours   `6:30`

⚠ Insufficient balance available for this Transaction for this Employee Time Off Type. The available balance is 0:00 Hours, therefore 6:30 Hours of this Time Off will be Unpaid.

Add Time Off Transaction
Enter Time Off Transaction Details   ⑦ ⊡

💾 Save & Add Another   💾 Save   🚫 Cancel

TIME OFF TRANSACTION DETAILS

Attachments	⬆ Select Attachment(s) or Drag and Drop Attachment(s) here

Maximum size: 150MB

*Transaction Type ◉ Single Day
                        ○ Date Range

*Start Date 07/01/2025 Tuesday [31]

*Assignment [_____ ▾] Educ Office Prof School Year -

*Supervisors [_____ 🔍] ⌫ Clear

*Employee Time Off Type Sick [▾] [____]

*Time Off Reason [▾] [_____ ▾]

*Employee Hours Per Day 8:00:00

*Hours 0:00

*Days 0.00000

Description [_____]

Start Time [_____] 🕐

End Time [_____] 🕐

Request Substitute ☑

Additional Employees to Notify [_____ 🔍]

If Request Substitute was left selected, this will then redirect you to Red Rover. You should enter the same information that was entered into Skyward now into Red Rover to request a substitute. If you do not require a sub for your absence, then you can just exit Red Rover.

Once your absence is entered in Skyward, you can see the Status of the Time off Transaction on the Time Off Transaction Screen.

To see who needs to approve your Time Off request next, click the arrow on the left side of the transaction. The name listed as "assigned to" is the person it's currently waiting for. Please note that Cory McIntyre might appear as someone the transaction is "available to" on all requests, but your time off will likely only need approval from a few supervisors before it's fully approved. You'll receive an email and a Skyward message once your Time Off has been approved.