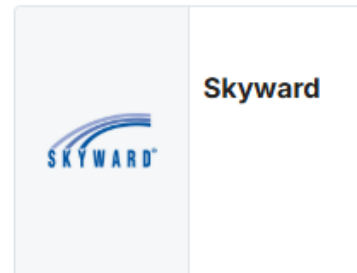


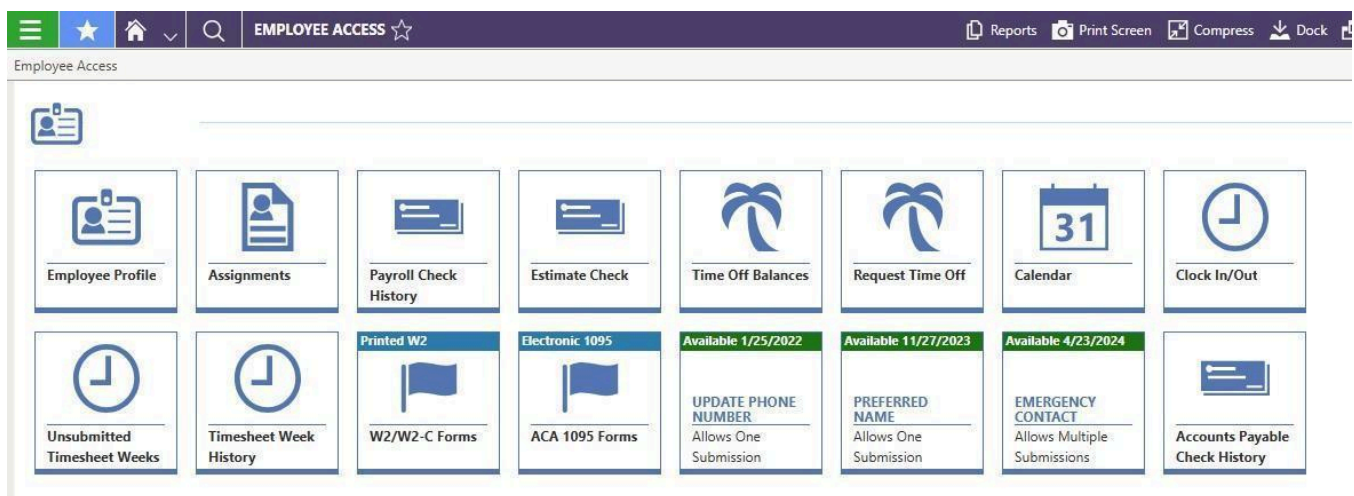
Time off entry in Skyward for teachers

All time off requests must start in Skyward. If a sub is required, there is a functionality to redirect you to Red Rover to add the absence. Transactions should no longer originate in Red Rover.



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.

Transaction Date	Time Off Type Description	Time Off Reason Description	Transaction Type	Hours	Description	Status	Reversed	Position Type Description
	Teacher sick leave in Days	Allocate	Allocated		Teacher allocations 24-25	Approved	<input type="checkbox"/>	Teachers
	Earned Sick and Safe Time	Allocate	Allocated	1:00		Approved	<input type="checkbox"/>	
	Teacher sick leave in Days	Sick- Personal Illness	Used		Sick- Personal Illness	Approved	<input type="checkbox"/>	Teachers
	Teacher sick leave in Days	Sick- Personal Illness	Used		Sick- Personal Illness	Approved	<input type="checkbox"/>	Teachers
	Teacher sick leave in Days	Sick- Personal Illness	Used		Sick- Personal Illness	Approved	<input type="checkbox"/>	Teachers
	Teacher sick leave in Days	Sick- Personal Illness	Used		Sick- Personal Illness	Approved	<input type="checkbox"/>	Teachers
	Teacher sick leave in Days	Sick- Personal Illness	Used		Sick- Personal Illness	Approved	<input type="checkbox"/>	Teachers
	Teacher sick leave in Days	Sick- Personal Illness	Used		Sick- Personal Illness	Approved	<input type="checkbox"/>	Teachers
	Teacher sick leave in Days	10th Year Day (Personal Leave)	Used		10th Year Day (Personal Leave)	Approved	<input type="checkbox"/>	Teachers
	Teacher sick leave in Days	Allocate	Allocated		Allocation teacher 23-24	Approved	<input type="checkbox"/>	Teachers

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.

Note: For teachers who work multiple teaching assignments for the District, please put in an absence for each building you are missing for the specific date in Skyward so each building is notified of your absence.

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: Based on the reason you are going to be absent, select either OtherDay, SickTchr, or UnpdDay. See the list below for the Time Off reasons that are under each Time Off Type.

OtherDay

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

SickTchr

S01 – Sick – Personal Illness
S02 – Sick – Family Ill/Death
S04 – Personal Leave
S06 – AP 4th personal leave day
S07 – 10th Year Day (Personal Leave)

UnpdDay

C33 – Without Pay – Dock

Time Off Reason: Select the correct one for your absence

Employee Hours Per Day: This field totals the number of hours that you are scheduled on the date requested for the Time Off transaction. A 1.0 FTE teacher will have 7:10:00 listed in this box.

Hours/Days: Teachers are allowed to put Time Off transactions in units of ½ day. Therefore, either enter 0.5 or 1.0 in the **Days** field.

Note: If you work at multiple buildings in the day, please enter the absence of ½ day for 2 of the buildings and enter other School Office Supervisors, Principals, or other staff that may need to be notified of your absence in Skyward that you will be absent on that date.

Start Time/End Time: This is available 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 balance. 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.

*Days

▲ Insufficient balance available for this Transaction for this Employee Time Off Type. The available balance is 0.00000 Days, therefore -1.00000 Days of this Time Off will be Unpaid.

Add Time Off Transaction

Enter Time Off Transaction Details

 Save & Add Another  Save  Cancel

TIME OFF TRANSACTION DETAILS

Attachments

Maximum size: 150MB

*Transaction Type ☒ Single Day

☐ Date Range

*Start Date 07/01/2025 Tuesday



*Assignment Teachers



Teacher - Educational Svc Ctr -

*Supervisors



 Clear

*Employee Time Off Type SickTchr



201.50000

*Time Off Reason S01



Sick- Personal Illness



Transaction Type

Used



*Employee Hours Per Day 7:10:00

*Hours

0:00

*Days

0.00000

Description

Sick- Personal Illness

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.