


# Time Off Requests on Skyward

## 1. Login to Skyward

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhenrystarkil/seplog01.w>

Login to Skyward  
First letter of first name  
followed by your last name  
-example, cwexell

If you have forgotten your password  
-click forgot your login/password  
-you will then need to check your  
email for the password reset link



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Login Area: All Areas

## 2. Select Time Off



HENRY-STARK CO SPEC ED DIST 801, IL

Home Employee Information **Time Off**

Employee Access

Jump to Other Dashboards

- \*Calendar
- Employee**

Reset Dashboards Select Widgets

Recent Programs

- Employee Access Home
- My Status
- Check History
- Personal Information
- Fiscal Year-to-Date

Favorites

No favorites available.

District News

No news to display

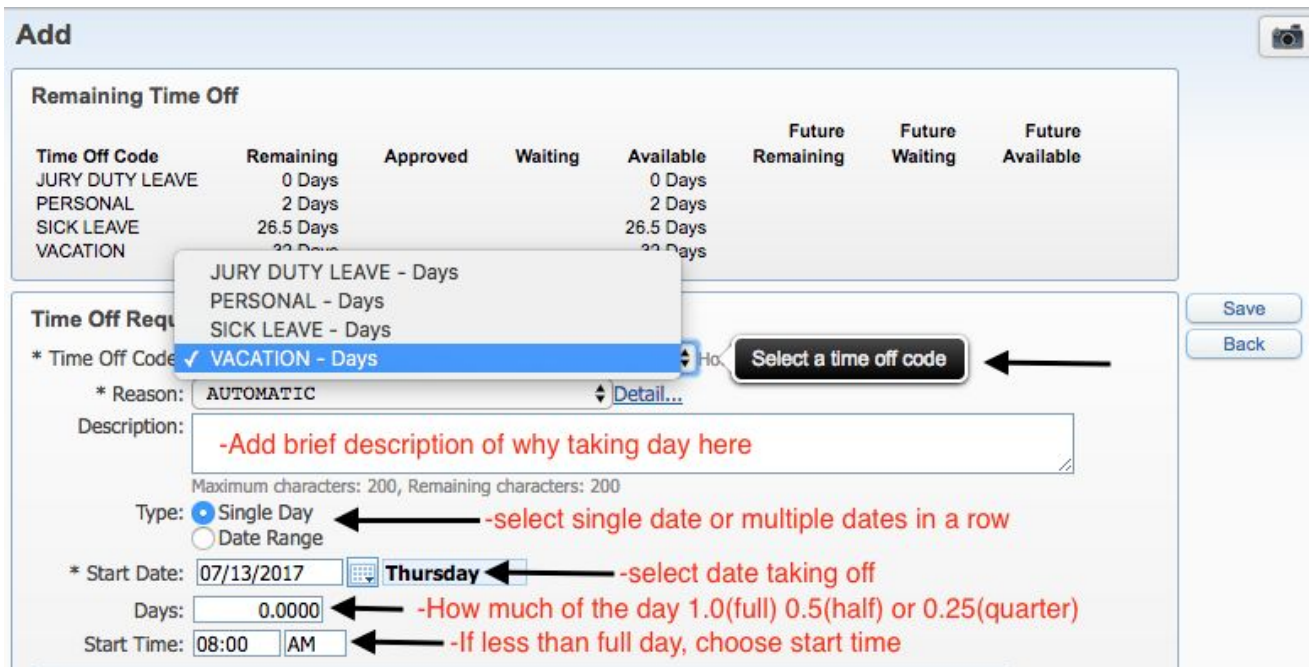
### 3. Select my Requests



### 4. Select Add



5. Choose Time Off Code, keep reason Automatic, type description, choose single day or date range, start day, how much of the day. (1.0, 0.5, 0.25)



6. Select Save once completed. Should look like this.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
JURY DUTY LEAVE	0 Days			0 Days			
PERSONAL	2 Days			2 Days			
SICK LEAVE	26.5 Days			26.5 Days			
VACATION	32 Days			32 Days			

**Time Off Request**

\* Time Off Code:  Hours per Day: 6h 30m

\* Reason:  [Detail...](#)

Description:   
Maximum characters: 200, Remaining characters: 196

Type:  Single Day  
 Date Range

\* Start Date:

Days:

Start Time:

[Save](#)  
[Back](#)

\*Any Time off questions please contact your payroll manager Amanda Birdsong.

\*If having technical issues please contact

Computer Technologist Kelly Miller

**Henry-Stark Admin Office: 309-852-5696**