Employee Access

View Time-Off Status

1. Log into Skyward - Employee Access

a. Select DORA Login from the district's website <u>www.fpschools.org</u> (Figure 1) **OR** select the DORA icon on your desktop.

Figure 1						
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\leftrightarrow \rightarrow C \triangle (h) fpschools.org						* 🙆 🛛 😫 🗧
🗰 Apps 📷 MyChart - Login Pa 📓 Spend Dyn	amics 👽 Home WSIPC 🍥	Office of Superinte 🔇 Washington Associ	😲 Home 📙 Ho	ome - Franklin Pie 🐧	Home - Professiona	**
315 129TH STREET SOUTH, TACOMA, WA 9844	4 (253) 298-3000		C TRANSLATE	FAMILIES	🍝 STAFF 🛛 🔺 ST	
FRANKLIN PIERCE SCHOOLS	ABOUT US	ACADEMIC PROGRAMS	SCHOOLS	DEPAR	DORA Login Human Resources	5
					Information Techr	nology
_ /					Payroll	- 1
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b. Select the Skyward App.



- c. Enter Login ID and Password when prompted.
- 2. Select My Status under the Time-Off tab. (Figure 2)

Franklin Pierce SD		Jane Smith Account Preference	s Exit	?
Home Employee Time Onli Information Off Open Enr				
Time Off				Que
My Status	1			
Employee		No favorites available. Job	Status	s
	Select Widgets	No items available.		
Recent Programs	0			
Employee Access Home	*			
My Status	1			

3. Review Available Time-Off. (Figure 3)

SKYWARD' Frank	lin Pierce SD							Jane Smith	Account	Preferences	Exit	1
Home Employee Information												
A DATE THE	Off Status							📾 🔶 Favor	ites 🔻 🗘 New	Window 📇 N	ly Print C	Due
Views: General V	Filters: *Skyward De	fault ▼								4		_
Views: General v	Filters: *Skyward De Prior Year		Used	Remaining	Approved	Waiting			Future	Future	1	2
	Filters: *Skyward De	fault ▼ Allocated 8h 00m	Used	Remaining 8h 00m	Approved	Waiting	Available 8h 00m	Unpaid		1		2

Entering Time-Off

1. Select My Requests under the Time-Off tab. (Figure 4)

Figure 4	
SKYWARD Franklin Pierce SD	
Home Employee Time Online Information Off Open Enrollment	
Time Off	
My Status 1	

- 2. To enter time off, click Add on right side of screen.
- 3. Fill in the screen based on the type of Time Off you are entering. (Figure 5)
 - a. Time Off Code (select from drop-down)
 - b. Reason (select from drop-down)
 - c. Description will automatically fill in or you can edit
 - d. Type (Single Day or Date Range)
 - e. Start Date
 - f. End Date (For Date Range only)
 - g. Hours (For Single Day entry only)
 - h. Start Time

NOTE: If you wish for others besides your immediate supervisor to know that you are requesting time off, then click on the Select Employee(s) and search by last name.

Figure 5

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URY DUTY PERSONAL LEAVE SICK LEAVE ACATION		
me Off Reque	st	Save
Time Off Code:	SICK LEAVE - Hours V Hours per Day: 8h 00m	Back
* Reason:	SICK LEAVE	
Description:	SICK LEAVE	
	Maximum characters: 200, Remaining characters: 200	
	Single Day Date Range	
* Start Date:		
Hours:	0 hours 00 V minutes	
Start Time:		
	nal employees to notify when this request is submitted and approved/denied	
Select Employee		

- 4. Click Save.
 - a. An email will be sent to your immediate supervisor for approval.