

How to REQUEST time off

1. Log into Skyward



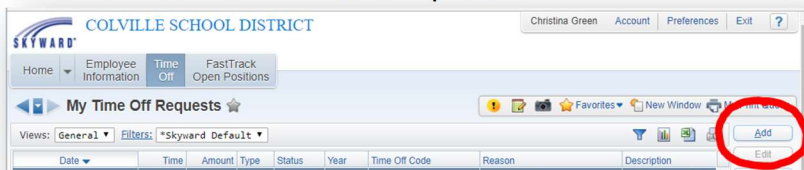
2. Go to Employee Access section (use pull down menu on "Home" button)



3. Click on the "Time Off" tab and then click "My Requests"



4. Click "Add" for a new Time Off Request



5. Fill in Time Off Request information and click "Save"

The image shows the Skyward Time Off Request form. It features the Skyward logo and the text "COLVILLE SCHOOL DISTRICT". Below this are tabs for "Home", "Employee Information", "Time Off", and "FastTrack Open Positions". The "Time Off" tab is selected. Below the tabs is a section labeled "Time Off Request" with a left arrow, a right arrow, and a briefcase icon. Below this section are fields for "Time Off Code:", "Reason:", "Description:", "Type:", "Start Date:", "Hours:", "Start Time:", and "Select additional employees to notify when this request is submitted and approved/denied". The "Save" button is circled in red. At the bottom, it says "Asterisk (*) denotes a required field".