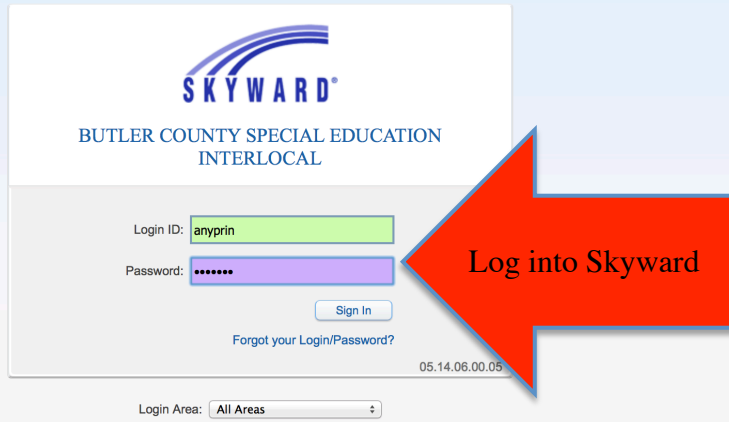




How to Approve Leave

Please submit time sheets weekly. They will need to be approved by supervisors by noon every Monday.



Log into Skyward and click on the tab for Time Off.



Items Waiting For My Approval/Attention

| Item ▲ | # WFM |
|-------------------|-------|
| TIME OFF REQUESTS | |

1 records displayed

Click here to see all time off requests

My Approvals - 05.14.06.00.05

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbutlercoks/rtorqbrws002.w

BUTLER COUNTY SPECIAL EDUCATION INTERLOCAL

Home Employee Information Time Off Expense Reimbursement

My Approvals

Number of Time Off Requests set to Approve: 0
Number of Time Off Requests set to Deny: 0

Views: (Waiting for Approval (sorted by date))
Filters: (*Requests Waiting for Approval (sorted by date))

| Date ▲ | Name | Approve | Deny | Notes | Requested | Type | Fut | Before Approved | After Approved | Time Off Code | Reason | Description |
|----------------|----------|--------------------------|--------------------------|-------|-----------|------|-----|-----------------|----------------|---------------|-------------|-------------|
| 08/26/2014 Tue | Any Body | <input type="checkbox"/> | <input type="checkbox"/> | No | 2h 00m | Used | | 44h 00m | 42h 00m | Sick Leave | Bereavement | |

Click on submit to process approvals or denials

Click on the box to approve or deny the request

Click here to view details of request

Please exit to end session