



How to request Leave

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

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

SKYWARD
BUTLER COUNTY SPECIAL EDUCATION INTERLOCAL

Login ID:
Password:

[Forgot your Login/Password?](#)

05.14.06.00.04

Login Area: **All Areas**

Configuration Warning
Please contact Skyward immediately.

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*First 4 First Name First 4 Last Name
8-digit birthday for first log in then
your passworks is up to you to
remember so please write it down.*

Employee Access – 05.14.06.00.04

<https://skyward.iscorp.com/scripts/wsa.dll/WService=wsfinbutlercoks/semhom01.w>

SKYWARD BUTLER COUNTY SPECIAL EDUCATION INTERLOCAL

Jocelyn Abernathy Account Preferences Exit ?

Home Employee Information Time Off True Time Expense Reimbursement

Employee Access

Jump to [dropdown]
Reset Dashboard
Recent Programs
Employee Information
Submit Request
Personal Information

Click Here To request sick leave or personal day

Favorites
No favorites available.

District News
Time Submission
Don't forget that time needs to be submitted weekly. :)

My Print Queue
Job Status
No items available.

Home Employee Information **Time Off** True Time Expense Reimbursement

My Time Off Requests

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
There are no records to display; check your filter settings.								

Click Add to request time off

Add Edit Delete Clone Attach

Add - 05.14.06.00.07

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbutlercoks/rtorqedit001.w?isPopup=true

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Jury Duty	0h 00m			0h 00m			
Professional Leave	0h 00m			0h 00m			
Sick Leave	760h 00m		8h 00m	752h 00m			
Universal Leave	104h 00m			104h 00m			

Time Off Request

Submit To: Christina A Beaman

* Time Off Code: **Sick Leave - Hours**

* Reason: Bereavement

Description:
 Place any information you would like to provide to your supervisor here.
 Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 08/25/2014 Monday

Hours: 0 hours 0 minutes

Start Time: 07:45 AM

Asterisk (*) denotes a required field

Please be sure to select the correct approver for your time off.

Add - 05.14.06.00.04

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbutlercoks/rtorqedit001.w?isPopup=true

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Sick Leave	137h 21m			137h 21m			

Time Off Request

* Time Off Code: Sick Leave - Hours

* Reason: Bereavement

Description:
 Place any information you would like to provide to your supervisor here.
 Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 07/28/2014 Monday

Hours: 0 hours 0 minutes

Start Time: 07:45 AM

Asterisk (*) denotes a required field

Select the kind of leave you wish to request then click on the reason for the leave

Select the date and input the number of hours and minutes you are requesting.

Save Back

Lastly, click save to save the request or back to not save.

Your supervisor or building principal will receive your request for leave and will approve or deny it. Once approved it will submit to the Interlocal to have the time applied to your timesheet. If you use True Time to submit time sheets, please be sure the leave appears at the top BEFORE you submit your time sheet.