

Quick Reference for Entering Time Off

- 1) Go to www.jordandistrict.org. Pull down the **Faculty & Staff** menu.
(Or go to the Skyward Gateway page.)
- 2) Click **Jordan Employee Access**. Enter your **login** and **password**.
- 3) Click **Time Off**, then **My Requests**.
- 4) Click the **Add** button.
- 5) Select the **Time Off Code**.
- 6) Select the **Reason**.
- 7) Enter a **Description**, if needed.
- 8) Select the **Type of absence**.
- 9) Select the **Start Date** (or enter dates for a range of days).
- 10) Enter portion of **Day** you will be absent.
- 11) Enter a **Start Time**: (optional).
- 12) **Check the "Sub Needed" box** if you need to go to AESOP (for teachers only).
- 13) To notify others, click **Select Employee(s)**: & an email will be sent.
- 14) *****Click SAVE*****



Any questions, call the Information Systems User Support Help Desk between the hours of
7 a.m. and 5 p.m. at 801.567.8737.

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Alt Leave	1 Days			1 Days			
Family Sick	3 Days			3 Days			
Other	-29.5 Days			-29.5 Days			
Personal	1.75 Days			1.75 Days			
Sick	61.7 Days			61.7 Days			

Time Off Request

* Time Off Code: Family Sick - Days Hours per Day: 8h 00m

* Reason: Family Sick Detail...

Description: Son

Maximum characters: 200, Remaining characters: 197

Type: Single Day Date Range

* Start Date: 04/25/2017 Tuesday

Days: 1.0000

Start Time: 08:00 AM

Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Portion of the Day Percentages & Notes

8 Hours = 1.0

7.5 = 0.9375

7.0 = 0.875

6.5 = 0.8125

6 Hours = 0.75

5.5 = 0.6875

5.0 = 0.625

4.5 = 0.5625

4 Hours = 0.5

3.5 = 0.4375

3.0 = 0.375

2.5 = 0.3125

2 Hours = 0.25

1.5 = 0.1875

1.0 = 0.125

0.5 = 0.0625

0.25 = 0.03125

- Make sure you enter a “relationship” in the description for Bereavement and Family Sick.
- Can request a previous day.
- Can delete a current or future date if not already approved.
- Can do a “negative day” to reverse a day not taken.
- For FMLA, contact HR.
- If “Sub Needed” box is checked, you will be linked to the AESOP login page when you click “Save” on your request. You will then need to login to AESOP to complete your substitute request.