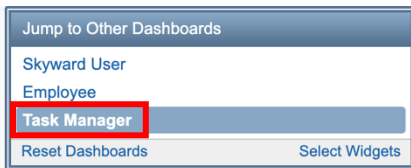


## FFCRA Leave Application Tutorial

In order to request time off under the Families First Coronavirus Relief Act (FFCRA), log on to Skyward- Employee Access and submit the FFCRA Leave Application. Once your completed custom form is received and reviewed, you will receive notification by email (to your JSD email account) within three (3) business days regarding your eligibility.

1. Log in to your [Skyward Employee Access](https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/seplog01.w) or paste this into your web browser.  
<https://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/seplog01.w>  
(If you do not know your login and/or password, contact the Information Systems Help Desk at 801-567-8737.)

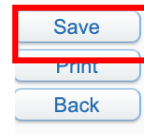
2. Select "Task Manager" under the Jump to Other Dashboards widget.



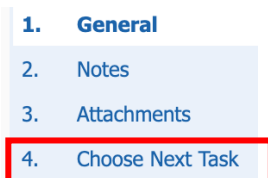
3. Under "Task Processes" select "FFCRA Leave Application."



4. Open the FFCRA Leave Application form and review the information. Fill in all required fields then click the "Save" button.



5. Click the "Next" button and enter Notes as appropriate.
6. Click the "Next" button until you reach the final step "Choose Next Task." Click the "FFCRA Leave Approval" button to submit the FFCRA Leave Application. An email will be sent to your District email account confirming the FFCRA Leave Application submission.



**Questions regarding FFCRA leave should be directed to the HR Generalist at 801-567-8249. If you need assistance, contact the Administrative Assistant at your location or the HR Generalist.**