

## Time Off Tutorial

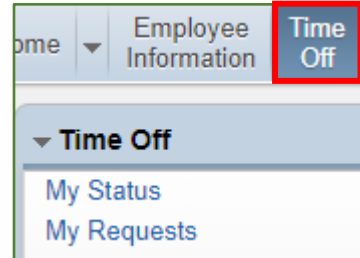
Log in to your Skyward Employee Access - call the Help Desk at 801-567-8737 if login assistance is needed

Select *TIME OFF* tab

Select *MY STATUS* to view your leave days balances

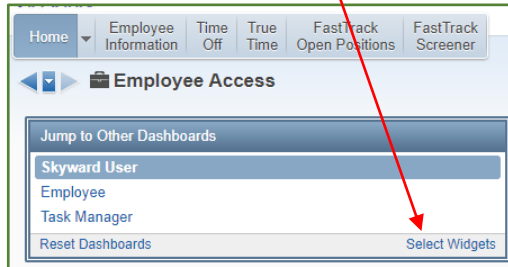
Select *MY REQUESTS* to add, delete, or view your leave days

or



You can also set up a Widget to have access to your leave days from your homepage

Click on *SELECT WIDGETS* in the *JUMP TO OTHER DASHBOARDS* box



Check the *MY TIME OFF STATUS* box and select *SAVE*



Remember to use the date range feature when entering multiple consecutive days

**Time Off Request**

\* Time Off Code: Annual - Days Hours per Day: 8h 00m

\* Reason: Annual [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type:  Single Day  Date Range

\* Start Date: 02/24/2022 Thursday

Days:

Start Time: 08:00 AM

Sub Needed

If you need a sub: Click the *SUB NEEDED* box to take you to Frontline to request a sub