



# Skyward Leave Request Directions

Leave Request is a feature in Skyward, our financial system, which allows employees to request time off for personal leave, sick leave, professional leave, etc. Leave Requests are routed to the employee's supervisor for approval before ultimately affecting any time off records of the employee.

- Go to <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbristoltn/seplog01.w>, or
- Go to [www.btcs.org](http://www.btcs.org), then highlight Resources, click on Links, click on Skyward. This will take you to the Skyward login page. You can create a shortcut to your desktop or add to your "Favorites" list.
- Login using your username and password (case sensitive)
- Anytime you want to go back to the homepage, either click on the "Back" icon at the upper right or on the "Home" tab in the upper left.

## ENTERING LEAVE REQUESTS IN SKYWARD

### General Process

- At the top of the screen, click on "Time Off"
- Click on "My Requests"
- On the right side of the following screen, click the "Add" button
- At the next screen, under "Time Off Code" click on the drop down box, and choose the type of leave you want to take. The "Reason" will automatically change to the same code.
- Under the "Description" box, enter details of your leave (doctor appt., out of town trip, etc.).
- At the "Start Date" enter the date of the absence. Do not enter multiple days for one date.  
*Example: If you were out Dec. 10, 11 and 12, do not enter 3.00 days for 12/10/14. You would enter three individual leave requests – one for each date.*
- At "Days" enter the amount of the day you were absent. BTCS only uses quarter day increments of 2 hours each. Therefore, you would enter either 0.25, 0.50, 0.75 or 1.00.
- At "Start Time" enter the time you left during the day. (This box is optional.)
- Under "Select additional employees to notify when this request is submitted and approved/denied" please click on "Select Employee(s)" and find the school secretary for your building. Click the box to the left of her name, and choose "Save". (If there are other employees you want to notify, find their names and click the box to the left of their names.)
- REVIEW THE ENTIRE SCREEN. If all information has been entered, on the right side of the screen, click on the "Save" button. If the absence date is prior to today's date, you will receive a pop-up warning screen asking "Do you want to continue?" If the date is correct, click the OK button.

### Approval Process

- Your leave request will be forwarded to your principal or supervisor for approval. After initial approval, the request will be sent to the Human Resources Director for secondary approval (for most employees' requests).
- You will receive an email when the approval process is complete.
- If your request is denied, you will also receive an email. The most common reason for a denial is incorrect information entered on the original request. Consult with your supervisor to determine the issue, and resubmit your request with the correct information if necessary.

Any questions should be directed to Terry Graybeal at [graybealt@btcs.org](mailto:graybealt@btcs.org) or (423) 652-9220.



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### CANCELING APPROVED LEAVE REQUESTS IN SKYWARD

#### General Process

- At the top of the screen, click on "Time Off"
- Click on "My Requests"
- On the right side of the following screen, click the "Add" button
- At the next screen, under "Time Off Code" click on the drop down box, and choose the same type of leave as the original request.
- Under the "Description" box, enter "Cancel Leave Request" with any other details you want to add.
- At the "Start Date" enter the same date as your original leave request.
- At "Days" enter a negative amount of the day you want to cancel. For example, if you want to cancel a full day, enter -1.00. Be sure to type the "-" hyphen sign.
- BTCS only uses quarter day increments of 2 hours each. Therefore, you would enter either 0.25, 0.50, 0.75 or 1.00.
- At "Start Time" enter the time you left during the day. (This box is optional.)
- Under "Select additional employees to notify when this request is submitted and approved/denied" please click on "Select Employee(s)" and find the school secretary for your building. Click the box to the left of her name, and choose "Save". (If there are other employees you want to notify, find their names and click the box to the left of their names.)
- REVIEW THE ENTIRE SCREEN. If all information has been entered, on the right side of the screen, click on the "Save" button. If the absence date is prior to today's date, you will receive a pop-up warning screen asking "Do you want to continue?" If the date is correct, click the OK button.

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