

TO CHECK YOUR LEAVE BALANCES

1. Go to www.dcisd.org.
2. Under **Staff** select **Skyward Employee**.
3. When the login screen appears, enter your **Login ID** and **password**.
4. Click **Sign in**.
5. Under the **Time Off** button, select **My Status**.
6. The different Tim Off Codes will be listed with the balances for each category. Expand each selection to see a listing of all of the transactions within the category.



7. You can also view the same information through **Employee Information** and selecting **Time Off Status**.

