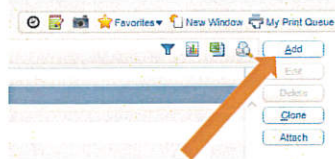


TO ENTER TIME OFF

1. Go to www.dcsd.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 Requests**.



6. On the right side of the window, select **Add**.
7. Your **Remaining Time Off** balances appear at the top.
8. Select a **Time Off Code** from the drop-down box.
Be careful with your selection. A few people have accidentally chosen "Docked Days" when they are not out of days, because it is at the top of the list options.

9. Select a **Reason** for your absence from the drop-down box.
10. Type in a **Description** to give your campus administrator/supervisor more detail about the absence.
11. Select the **Date** of the absence.
12. In the **Days** box, enter 1 for a full-day absence or .5 for a half-day absence.
13. Check the **Sub Needed** box and select **Save**.

ATTENTION—ATTENTION—ATTENTION
Please make sure you check **Sub Needed**, even if you don't need a sub. This is the only way to get the two programs to link (although confusing). Thank you for your help.

Type: Single Day
 Date Range

* Start Date: 08/06/2015 Thursday

Days: 1.0000

Start Time: 08:00 AM

Sub Needed

14. Be patient as the screen refreshes and takes you to the Aesop page. Login to Aesop and enter the time off request again. If you need a sub, then enter the time off, request a sub, and submit the time off request. If you are in a position that does not need a sub, then enter the time off request and submit it.

