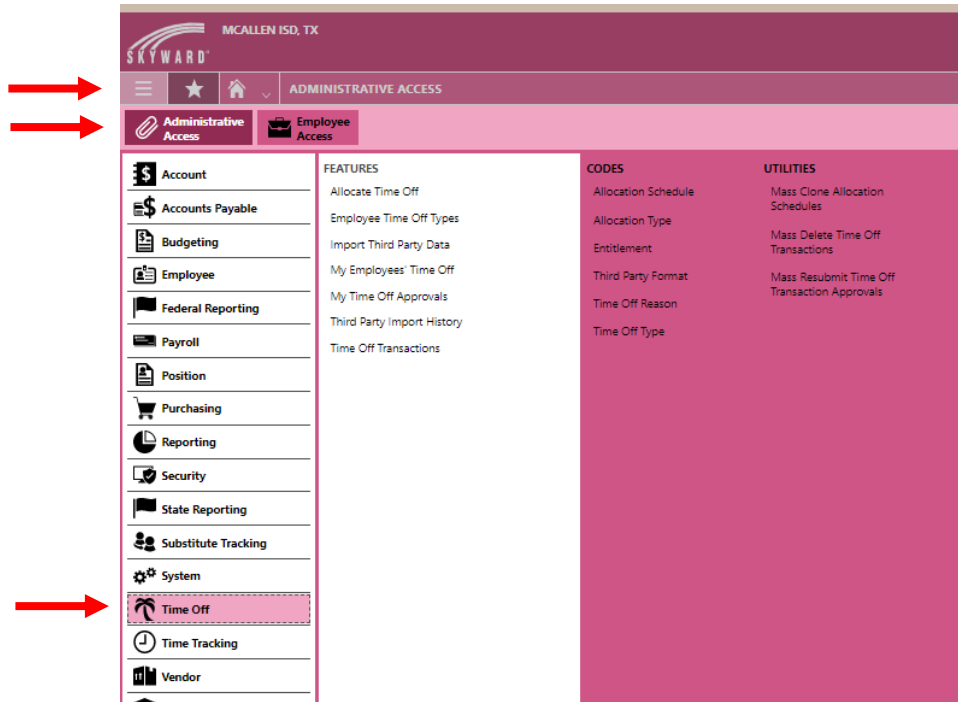
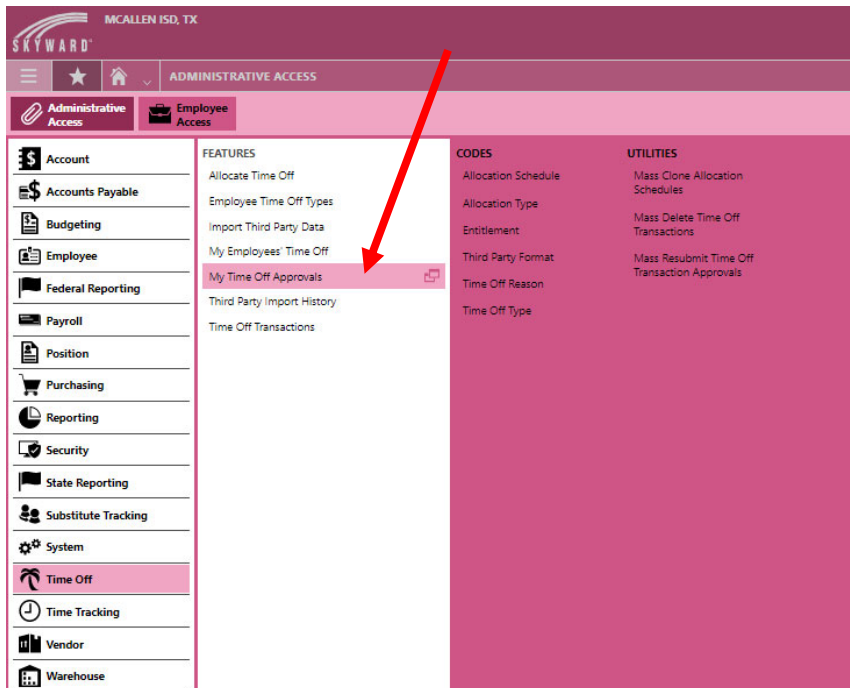


How to Approve/Deny Time Off Requests in Skyward

1. Select  > Administrative Access > Time Off.

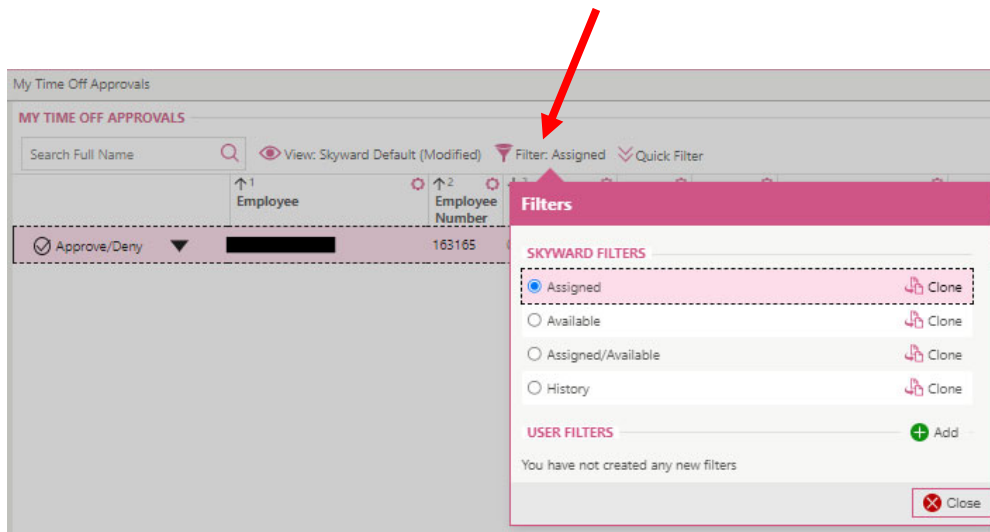


2. Select My Time Off Approvals under *Features*.



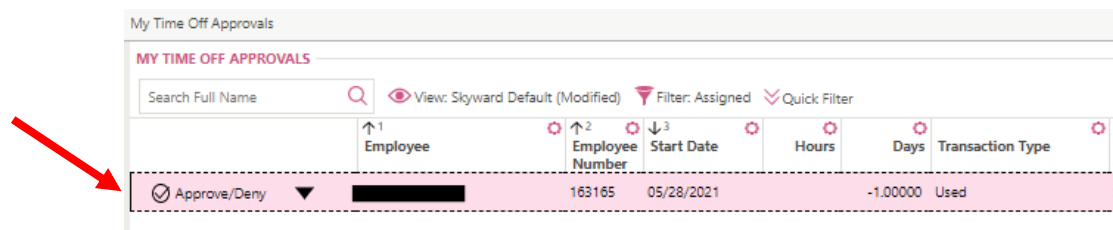
How to Approve/Deny Time Off Requests in Skyward

3. Verify you have the correct Filter selected.



If you wish to change the filter, click the  icon and select the filter you wish to apply.

- A. The Assigned filter shows you requests that are waiting on your approval.
 - B. The Available filter shows you requests that will be coming to you in the future, but are currently waiting on a lower-level approval. Additionally, the filter also includes all requests you have where you are the alternate approver for an approval task.
 - C. The Assigned/Available filter shows you all requests that are waiting on you for approval, all requests that will be coming to you in the future, and all requests you are the alternate approver for (combination of A & B above).
 - D. The History filter shows you all requests you have already approved or denied.
4. Click Approve/Deny to the left of the appropriate time off request.



How to Approve/Deny Time Off Requests in Skyward

- Verify the time off request information is correct.

- Under the *Approval/Denial* heading, enter Approve/Deny Comments if appropriate.

You are **required** to enter a comment when you deny a transaction. Entering a comment is optional when you approve a transaction.

- Select one of the options near the top left of the screen to approve or deny the time off request.

Option	Description
Approve	If the time off request must be approved by someone else in the approval chain, the status does not change and the next person in the approval chain is notified that the time off request is now awaiting their approval. If you are the final approver, the time off request status changes to A - Approved.
Deny	The time off request is denied and changed to a status of AD - Approval Denied.
Resume Later	The time off request is neither approved nor denied. It is closed and remains in your list of approvals, which you can return to at a later time.

Important:

- All time off requests, with the exception of local leave (i.e. personal illness, illness in immediate family, etc.), will go through the approval process.
- All time off requests will need to be approved every Monday for the prior week (similar to time clock approval process). If time off requests are still pending approval, you will be contacted by someone in the Payroll Department. Please note that an employees' pay may be affected if not approved timely.
- If you have any issues with access to the time off section, please contact the Technology Department at 956-632-3200.
- If you have any issues/questions with the approval process, please contact the Payroll Department at 956-632-8849.