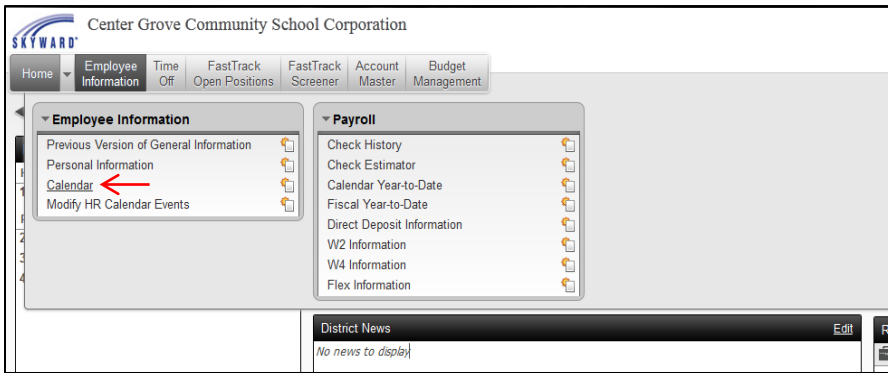


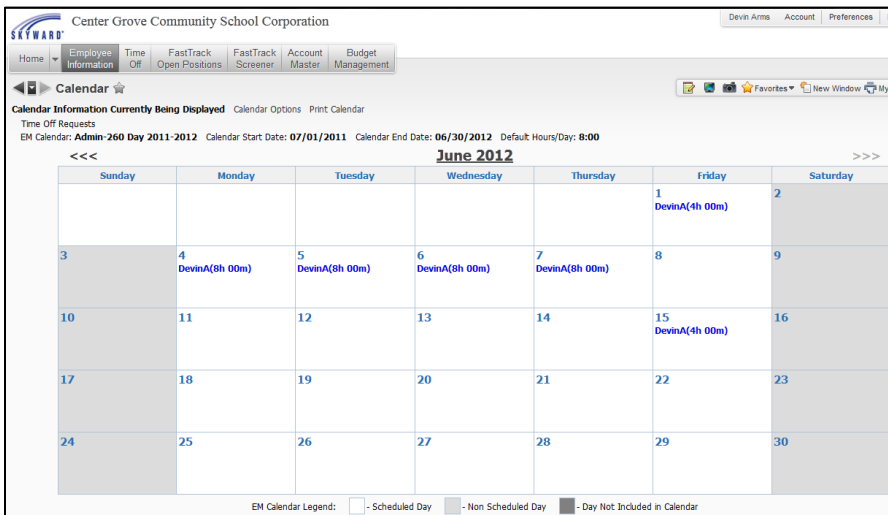


Center Grove Community School Corporation Skyward Employee Access Printing a Personnel/Time-Off Calendar

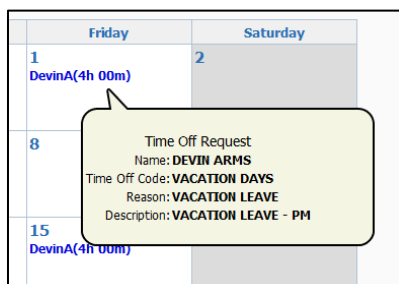
Within Skyward Employee Access, users have the ability to print a personnel/time-off calendar that will show the days/hours they have requested off for a given month(s). This calendar can be submitted to the Payroll Department for verification of time-off requests if necessary. Users who supervise other employees can also create and print a calendar that includes all of their employees' days/hours requested off.



From the Employee Access home screen, click the *Employee Information* dropdown menu. Then, select 'Calendar'.



After selecting 'Calendar' from the home screen, you'll see your personnel/time-off calendar. You can scroll through month by month to see the days/hours you have taken off.



If you scroll your mouse over one of the days you have taken off, a description caption will appear.

Center Grove Community School Corporation

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener Account Master Budget Management

Calendar ☆

Calendar Information Currently Being Displayed Calendar Options Print Calendar

Time Off Requests

EM Calendar: Admin-260 Day 2011-2012 Calendar Start Date: 07/01/2011 Calendar End Date: 06/30/2012 Default Hours/Day: 8:00

<<< **June 2012**

Sunday	Monday	Tuesday	Wednesday	Thursday

To print your calendar, select the 'Print Calendar' option.

Request Queued

Employee Access Calendar

Queued Time: 00:00:00

Wait: 1

My Print Queue Back

Your calendar will process in the Print Queue.

Request Complete

Employee Access Calendar has finished processing.

View Report Back

Once the calendar has finished processing, click 'View Report'.

Printed on 07/11/2012 at 3:10 PM

Admin-260 Day 2011-2012							Calendar Details
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1 Devina (4:00)	2	06/01/2012 TO DEVIN ARMS (4h 00m) 06/04/2012 TO DEVIN ARMS (8h 00m) 06/05/2012 TO DEVIN ARMS (8h 00m) 06/06/2012 TO DEVIN ARMS (8h 00m) 06/07/2012 TO DEVIN ARMS (8h 00m) 06/15/2012 TO DEVIN ARMS (4h 00m)
3	4 Devina(8:00)	5 Devina(8:00)	6 Devina(8:00)	7 Devina(8:00)	8	9	
10	11	12	13	14	15 Devina(4:00)	16	

A PDF version of your personnel/time-off calendar will now be available to view and print.

Center Grove Community School Corporation

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener Account Master Budget Management

Calendar

Calendar Information Currently Being Displayed Calendar Options Print Calendar

Time Off Requests
EM Calendar: Admin-260 Day 2011-2012 Calendar Start Date: 07/01/2011 Calendar End Date: 06/30/2012 Default Hours/Day: 8:00

<<< June 2012 >>>

Sunday	Monday	Tuesday	Wednesday	Thursday
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If you are a supervisor and would like to see a calendar-view of your employees' time-off, click 'Calendar Options' from the calendar screen.

Set Calendar Display Options

Calendar Display Options

- Display Calendar Events
- Display Calendar Events Details Below Calendar
- Display My Time Off Entries
- Display My Employees Time Off
 - Only Employees That Report Directly to Me
 - All Employees Under Me
- Display Time Off of Employees I Oversee
- Display Selected Employee Management Calendar
 - Display Employee Management Calendar Details Below Calendar

2011-2012 School Year
Admin-260 Day 2011-2012 (TECHNOLOGY / DATA & SOFTWARE INTEGR MGR / ESC)
Calendar Description (Position / Assignment / Building)

Save Back

To display your employees' time-off, select the option to 'Display My Employees Time Off'. Then, you can choose to view only employees that report directly to you, or all employees under you.

If you are a time-off overseer rather than a supervisor/approver, you can select the option to 'Display Time Off of Employees I Oversee'.

Calendar

Calendar Information Currently Being Displayed Calendar Options Print Calendar

Calendar Events
Time Off Requests

<<< June 2012 >>>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 (4h 00m)	2
3	4 (8h 00m)	5 (8h 00m) (3h 00m)	6 (8h 00m)	7 (8h 00m) (1h 00m)	8 (4h 00m) (00m)	9
10	11 (00m)	12	13 (00m)	14	15 (h 00m) (h 00m) (h 00m)	16
17	18 (8h 00m) (h 00m) (2h 00m)	19 (8h 00m) (2h 00m)	20 (12h 00m) (4h 30m)	21 (5h 00m) (5h 00m) (h 00m)	22 (4h 00m)	23
24	25 (2h 00m) (1h 30m) (h 00m)	26 (8h 00m)	27 (8h 00m)	28 (8h 00m)	29 (8h 00m)	30

You will then be able to see a calendar view of your employees' time-off. This calendar can also be printed if necessary. To print a copy of your time-off only, you'll have to go back into the 'Calendar Options' area and disable the option to include your employees.