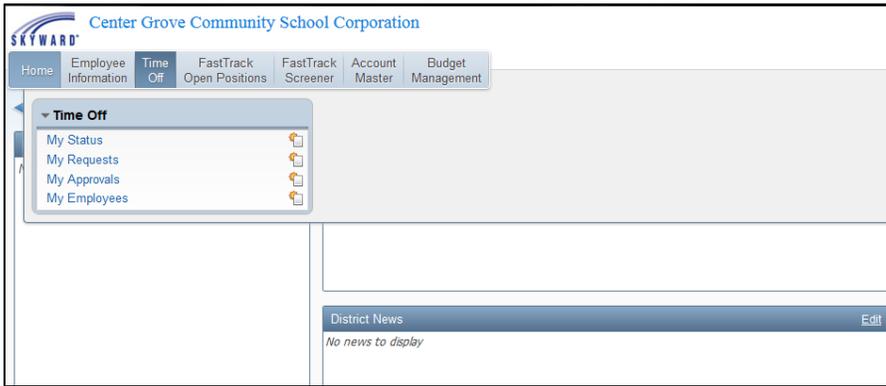# Center Grove Community School Corporation
Skyward Employee Access – Time Off Approvals

Skyward Employee Access can be accessed from the CG District webpage (www.centergrove.k12.in.us).
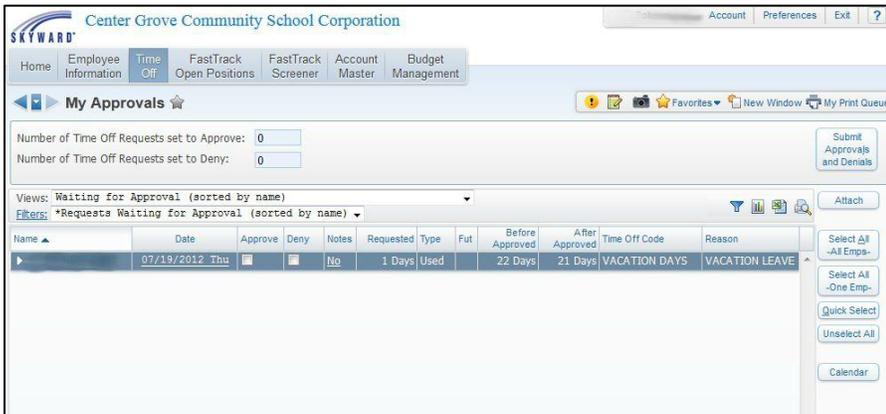
From the District Webpage, click on the Staff section.

From the Staff Resources page, click on Skyward Employee Access. You can also access the Employee Access login screen directly at: www.centergrove.k12.in.us/employeeaccess
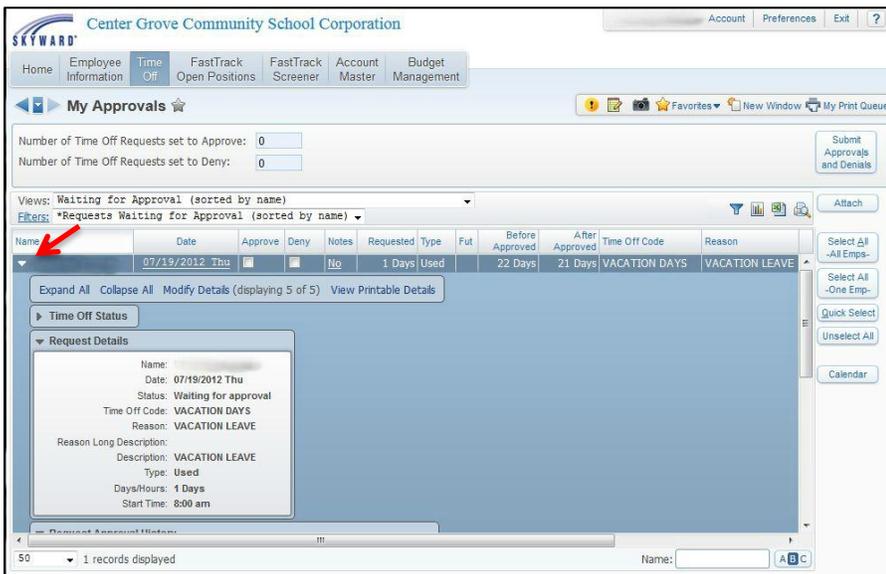
From the Employee Access home screen, click the 'Time Off' dropdown menu, then select 'My Approvals'.
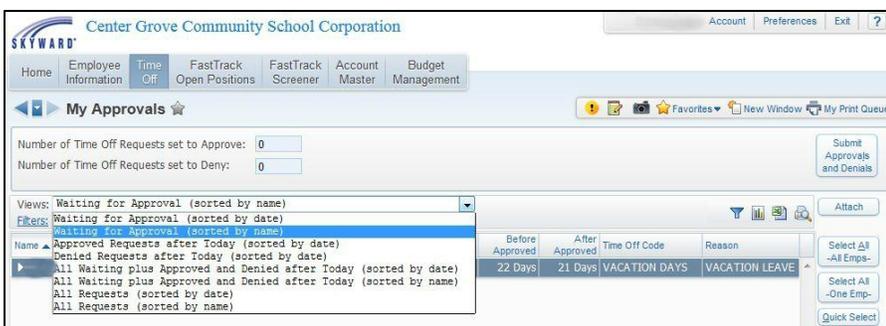
Clicking 'My Employees' will display a list of all your employees and their time-off status/history.

The 'My Approvals' area will list your employees' time-off requests that are waiting for your approval.

Clicking the expansion arrow will expand each record, showing all related information to that request and the employee's time-off status (remaining hours/days, etc.)

You have the ability to change the 'view' of the records by selecting a different option from the 'Views' dropdown menu. You can choose to order the requests by date, by employee, etc.

Selecting the 'Calendar' option will take you to your time-off calendar. From here, you can change the 'Calendar Options' to display all of your employees' time-off, or you can just show your own.

Requests shown in red are waiting for your approval. Requests shown in blue have already been approved.

You can approve/deny each request individually by checking the approve/deny box, then clicking 'Submit Approvals and Denials'.

As soon as you submit the approval/denial, the employee will receive an email notifying them of this action.

If you have more than one request waiting for your approval, you can use the 'Select All' option to check all requests to either approve or deny, then Submit the approvals/denials.

Clicking the 'No' link in the 'Notes' column will allow you to enter an approval note that will be stored with the request.

Clicking the 'Attach' option will allow you to attach a file and/or hyperlink to the approval that will be stored with the request.