

Slide 1

To access Skyward EMPLOYEE ACCESS, do the following:

1. Open a web browser
2. Go to the Mifflin County School District website, <http://www.mcSDK12.org/>
3. Click the STAFF link and then SKYWARD EMPLOYEE ACCESS
4. District employees will use their NETWORK credentials; otherwise, please contact the MCSD Payroll Department for your credentials.

Skyward School District

Bobby Cistrunkscr Account Preferences Exit ?

Home Employee Information Time Off Inventory Requisitions Expense Reimbursement

Employee Information

- Previous Version of General Information
- Personal Information
- Calendar
- Modify HR Calendar Events
- Accounts Payable Payments
- Surveys

Payroll

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information

The **Employee Information** area includes Personal Information, Calendar, AP Payments, and Surveys.

This area also includes detailed information about the **employee's payroll** such as Check History, Check Estimator, Calendar YTD, Fiscal YTD, Direct Deposit Information, and W2 and W4 Information.

Requisitions
Chart of Accounts
View My Purchase Orders

District News
It's almost Jam
Happy Birthday!

Programs
Employee Access Home
FastTrack Open Positions
Quick Entry
Financial Management Home
WF
Requisitions
WF\PU\MR\RE\RQ
My Status
Check History
Chart of Accounts
WF\AM\CA\CA
History
Unsubmitted

Edit Favorites

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Slide 2

Skyward School District

Bobby Cistrunscr Account Preferences Exit ?

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Inventory Requisitions Expense Reimbursement

Time Off

- My Status
- My Requests

Click the My Requests link to enter requested time off.

The **Time Off** area is where the employee enters a request for a day off and can see time off balances in real time.

Employee Access

- Financial Management
- Human Resources
- Student Management
- Product Setup

District News Edit

It's almost Jamie's Birthday
Happy Birthday!

Recent Programs

- Employee Access Home
- FastTrack Open Positions
- Quick Entry
- Financial Management Home WF
- Requisitions WF\PU\MR\RE\RQ
- My Status
- Check History
- Chart of Accounts WF\AM\CA\CA
- History
- Unsubmitted

Edit Favorites

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Slide 3

Click the ADD button to enter your daily request.
Note: you must enter each day you are requesting.

Date	Time	Amount	Type	Status	Year	Cascading Group	Time Off Code	Reason	Description	A
11/05/2015 Thu	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
11/04/2015 Wed	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
11/03/2015 Tue	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
11/02/2015 Mon	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
09/16/2015 Wed	8:00 am	1 Days	Used	Waiting	Current		SICK	SICK SELF	SICK SELF	
09/08/2015 Tue	8:00 am	1 Days	Used	Approved	Current		SICK	SICK SELF	SICK SELF - Doctors	
09/02/2015 Wed	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	
09/01/2015 Tue	8:00 am	1 Days	Used	Approved	Current	VACATION AND C	VACATION	VACATION	VACATION	

Slide 4

Enter your Time Off Request, then click SAVE. Your request will be submitted to your Supervisor for approval. You will receive an Email response stating whether your request is approved or denied.

https://mcsdky.mcsdk12.org:444/?isPopup=true - Add - 05.15.06.00.03 - Internet Explorer, enhanced for Bing and MSN

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
BEREAVEMENT	0 Days			0 Days			
CONFERENCE	0 Days			0 Days			
DEDUCT	0 Days			0 Days			
EMERGENCY	0 Days			0 Days			
JURY DUTY	0 Days			0 Days			
MISCELLANEOUS/FIELD TRIP	0 Days			0 Days			
SICK	134 Days		1 Days	133 Days			
VACATION AND CARRYOVER	17.5 Days	4 Days		13.5 Days			

Time Off Request

* Time Off Code: Hours per Day: 8h 00m

* Reason:

Description:
Maximum characters: 200, Remaining characters: 200

* Start Date:

Days:

Start Time: AM

Substitute:

Select additional employees to notify when this request is submitted

[Select Employee\(s\):](#)

Asterisk (*) denotes a required field

Days should be ...

1.25 = 1 1/4 Days (summer hours)

1.0000 = Full Day

.5000 = 1/2 Day