

CATASTROPHIC ILLNESS OR INJURY SICK LEAVE BANK PROGRAM

HOW TO GUIDE

Log into skyward employee access. Select **Employee Information** then **Personal Information**.

SHARYLAND ISD

SKYWARD

Home Employee Information Time True Account Master Budget Management Purchasing Inventory Requisitions

▼ **Employee Information**

- Personal Information
- Calendar
- Modify HR Calendar Events
- Online Forms

▼ **Payroll**

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

Prof Development Assignments Certifications

▼ **Payroll**

- Checks
- Check Estimator
- Calendar YTD
- Fiscal YTD
- History Report
- W2 Information
- W4 Information

Time Off Status

Sub Transactions

▼ **Reports**

[Request Changes](#)

Name

Former Name: Conf.

Spouse Name: Conf.

Phone

Phone 1: Conf.

Phone 2: Conf.

Phone 3: Conf.

Email:

Race and Ethnicity

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Select **Time Off Status** then click the arrow by **Local Leave**.

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SKYWARD

Home Employee Information Time Off True Time Account Master Budget Management Purchasing Inventory Requisitions

Personal Information

Employee: CULBERSON DAVID

Time Off Status

Views: General Filter Skyward Default

Time Off	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid
▶ LOCAL LEAVE								
▶ NO CHARGE LV								
▶ NON-DUTY DAY/COMP								
▶ STATE PERSONAL								
▶ STATE SICK								

Time Off Status

Sub Transactions

20 5 records displayed

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HOW TO GUIDE

If you don't see **Donation to S/L Bank** then select the **More Time Off Transactions** and scroll down. If you do see **Donation to S/L Bank** then you have donated to the bank.

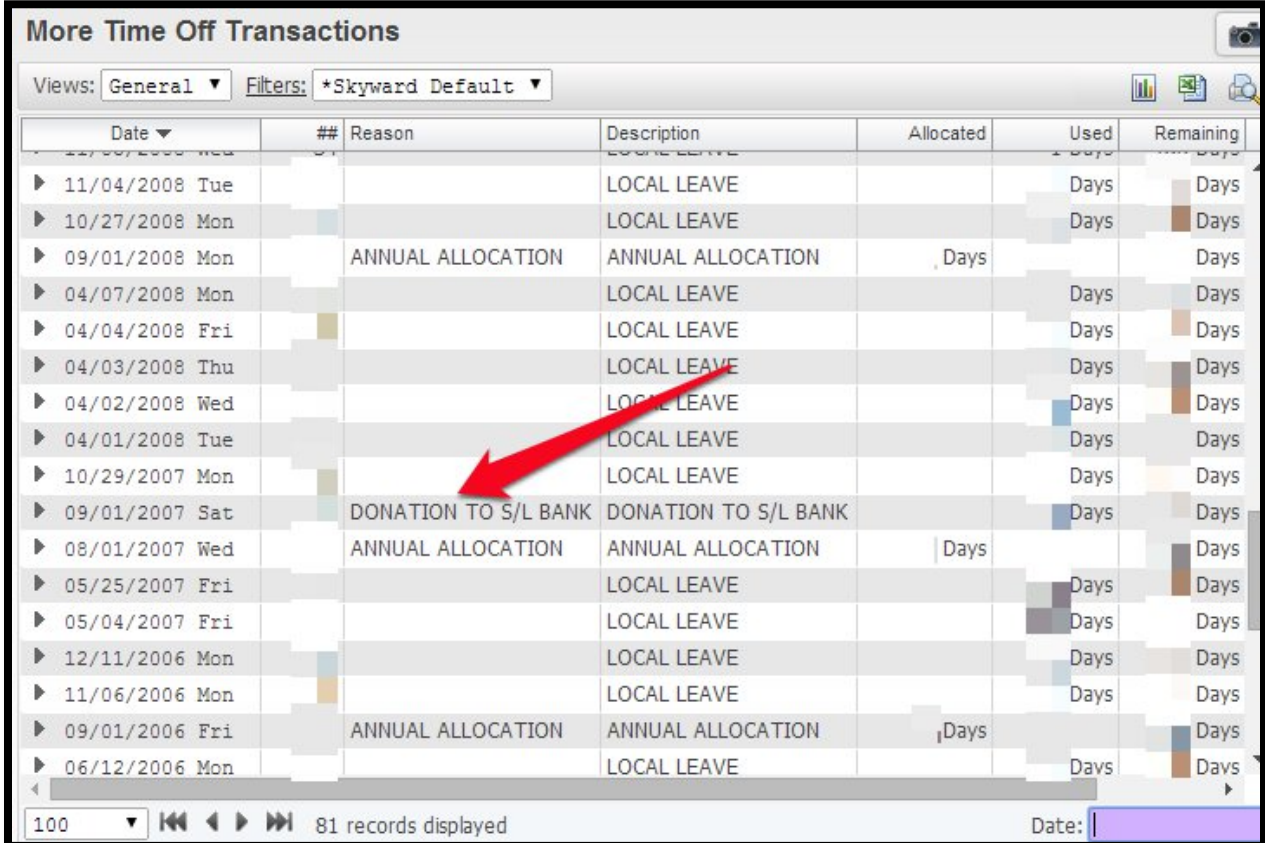
The screenshot shows the 'Time Off Status' page for employee CULBERSON DAVID. The page includes a navigation menu on the left with categories like Demographic, Personnel, Payroll, Time Off Status, Sub Transactions, and Reports. The main content area displays a table of time off transactions. A red arrow points to the 'More Time Off Transactions' link at the bottom of the table.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpa
▼ Pending Requests There are no Pending Requests available.								
▼ Time Off Transactions (up to today's date) Print Time Off Transactions								
Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A		
07/01/2014 Tue	ANNUAL ALLOC / ANNUAL ALL	Days	Days	Days				
10/29/2013 Tue	LOCAL LEAVE	Days	Days	Days				
10/28/2013 Mon	LOCAL LEAVE	Days	Days	Days				
10/18/2013 Fri	LOCAL LEAVE	Days	Days	Days				
10/17/2013 Thu	LOCAL LEAVE	Days	Days	Days				
10/16/2013 Wed	LOCAL LEAVE	Days	Days	Days				
09/09/2013 Mon	LOCAL LEAVE	Days	Days	Days				
08/05/2013 Mon	LOCAL LEAVE	Days	Days	Days				
07/24/2013 Wed	LOCAL LEAVE	Days	Days	Days				
07/23/2013 Tue	LOCAL LEAVE	Days	Days	Days				
More Time Off Transactions								

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HOW TO GUIDE

You will see the **Donation to S/L Bank** listed if you donated to the bank. In this instance I scrolled down back to September of 2007 and found that I donated then. Please contact the payroll department <http://www.sharylandisd.org/Domain/19> if you have further questions.



The screenshot shows a table titled "More Time Off Transactions" with columns for Date, #, Reason, Description, Allocated, Used, and Remaining. A red arrow points to the entry dated 09/01/2007, which is labeled "DONATION TO S/L BANK".

Date	#	Reason	Description	Allocated	Used	Remaining
11/04/2008 Tue			LOCAL LEAVE		Days	Days
10/27/2008 Mon			LOCAL LEAVE		Days	Days
09/01/2008 Mon		ANNUAL ALLOCATION	ANNUAL ALLOCATION	Days		Days
04/07/2008 Mon			LOCAL LEAVE		Days	Days
04/04/2008 Fri			LOCAL LEAVE		Days	Days
04/03/2008 Thu			LOCAL LEAVE		Days	Days
04/02/2008 Wed			LOCAL LEAVE		Days	Days
04/01/2008 Tue			LOCAL LEAVE		Days	Days
10/29/2007 Mon			LOCAL LEAVE		Days	Days
09/01/2007 Sat		DONATION TO S/L BANK	DONATION TO S/L BANK		Days	Days
08/01/2007 Wed		ANNUAL ALLOCATION	ANNUAL ALLOCATION	Days		Days
05/25/2007 Fri			LOCAL LEAVE		Days	Days
05/04/2007 Fri			LOCAL LEAVE		Days	Days
12/11/2006 Mon			LOCAL LEAVE		Days	Days
11/06/2006 Mon			LOCAL LEAVE		Days	Days
09/01/2006 Fri		ANNUAL ALLOCATION	ANNUAL ALLOCATION	Days		Days
06/12/2006 Mon			LOCAL LEAVE		Days	Days