

## Requesting Time Off

Start by visiting the district website at <http://www.easternhancock.org/>. Click on the *Staff* link at the top, right side.

Click on Skyward Financial  
(<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfineasthancockin/seplog01.w>).

**If this is your first time logging in:**

**Username:** firstname.lastname (ex: johhny.apple)

**Password:** Birthday in MMDDYYYY format (ex: 01012018)

The screenshot shows a web browser window titled "Employee Access - 05:17:10.00:10 - Google Chrome" displaying the Skyward Employee Access dashboard. The URL is <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfineasthancockin/semhom01.w>. The page header includes the Skyward logo and "CSC OF EASTERN HANCOCK COUNTY" with links for "Account", "Preferences", "Exit", and a help icon. A navigation menu has "Home", "Employee Information", and "Time Off". The main content area is titled "Employee Access" and features several widgets: "Jump to Other Dashboards" with links for "Employee", "Task Manager", "Reset Dashboards", and "Select Widgets"; "Recent Programs" listing "Employee Access Home", "Check History", "Calendar", and "My Status"; "Favorites" (empty); "District News" (empty); and "My Print Queue" (empty). The footer contains "© 2018 Skyward, Inc. All rights reserved.", "CSC OF EASTERN HANCOCK COUNTY", and "Windows 7 / Chrome 64".

Click on Time Off > My Status

Here you can view the number of days you have used and how many you have remaining.

My Time Off Status - 05.18.10.00.05-11.7 - Google Chrome  
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfineasthancockin/rtorqbrws007.w

CSC OF EASTERN HANCOCK COUNTY

Home Employee Information Time Off

My Time Off Status

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Av
PERSONAL CAFETERIA	3 Days	1 Days	2 Days	2 Days			2 Days				
SICK CAFETERIA		7 Days		7 Days			7 Days				

20 2 records displayed Time Off Code: ABC

### To request time off:

Click on Time Off > My Requests > Add

Select the proper time off code > Select proper reason code > Add description if necessary

Select date > Enter .5 or a half day or 1 for a full day

Bus Drivers are to enter their substitute that has been arranged.

Click Save

Your request will then route to your supervisor for approval.