

Access and edit time-off requests in Skyward Employee Access

1

Navigate to

<https://skyward.mfisd.txed.net/scripts/cgiip.exe/WService=wsFin/seplog01.w>

2

Click the "Login ID:" field.

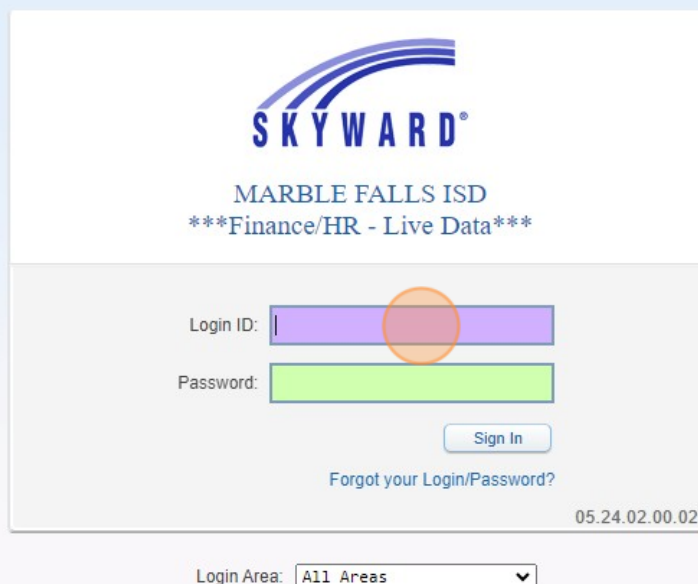
Login: first initial, last name + last 4 digits of social

Password: contract HR if you need to have password re-set

Haga clic en el campo "ID de inicio de sesión:".

Iniciar sesión: inicial del primer nombre, apellido + últimos 4 dígitos de la red social

Contraseña: contrate a HR si necesita restablecer la contraseña



SKYWARD[®]

MARBLE FALLS ISD

Finance/HR - Live Data

Login ID:

Password:

Sign In

Forgot your Login/Password?

05.24.02.00.02

Login Area:

3 Click "Sign In"

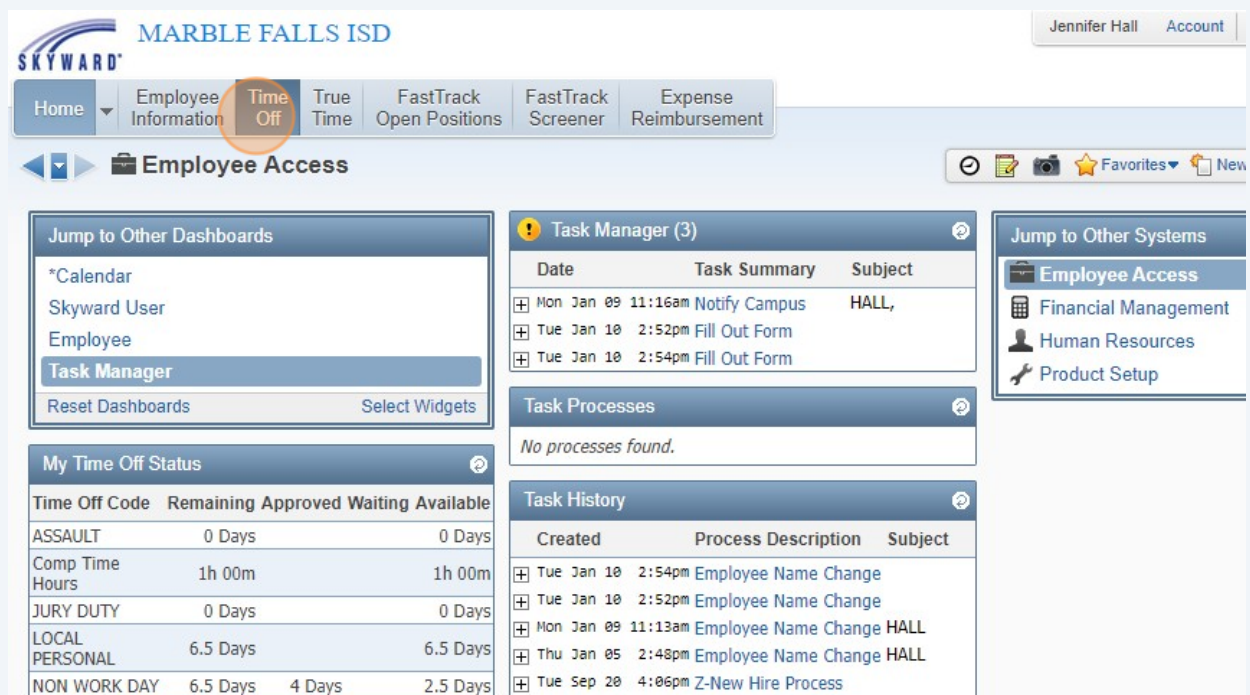
Haga clic en "Iniciar sesión"



The image shows the Skyward login interface for Marble Falls ISD. At the top, the Skyward logo is displayed above the text "MARBLE FALLS ISD" and "***Finance/HR - Live Data***". Below this is a login form with two input fields: "Login ID:" containing "jhall6839" and "Password:" with masked characters. A "Sign In" button is highlighted with an orange circle. Below the button is a link that says "Forgot your Login/Password?". At the bottom right of the login area, the date and time "05.24.02.00.02" are shown. Below the login form is a "Login Area:" dropdown menu currently set to "All Areas".

4 Click "Time Off"

Haga clic en "Tiempo libre"



The image shows the Skyward Employee Access dashboard for Jennifer Hall. The top navigation bar includes links for Home, Employee Information, Time Off (highlighted with an orange circle), True Time, FastTrack Open Positions, FastTrack Screener, and Expense Reimbursement. The main content area is titled "Employee Access" and contains several widgets:

- Jump to Other Dashboards:** A list of links including *Calendar, Skyward User, Employee, Task Manager (highlighted), Reset Dashboards, and Select Widgets.
- My Time Off Status:** A table showing time off codes and their status.
- Task Manager (3):** A table listing tasks with columns for Date, Task Summary, and Subject.
- Task Processes:** A section indicating "No processes found."
- Task History:** A table listing task history with columns for Created, Process Description, and Subject.
- Jump to Other Systems:** A list of links including Employee Access (highlighted), Financial Management, Human Resources, and Product Setup.

Time Off Code	Remaining	Approved	Waiting	Available
ASSAULT	0 Days			0 Days
Comp Time	1h 00m			1h 00m
JURY DUTY	0 Days			0 Days
LOCAL PERSONAL	6.5 Days			6.5 Days
NON WORK DAY	6.5 Days	4 Days		2.5 Days

Date	Task Summary	Subject
Mon Jan 09 11:16am	Notify Campus	HALL,
Tue Jan 10 2:52pm	Fill Out Form	
Tue Jan 10 2:54pm	Fill Out Form	

Created	Process Description	Subject
Tue Jan 10 2:54pm	Employee Name Change	
Tue Jan 10 2:52pm	Employee Name Change	
Mon Jan 09 11:13am	Employee Name Change	HALL
Thu Jan 05 2:48pm	Employee Name Change	HALL
Tue Sep 20 4:06pm	Z-New Hire Process	

5 Click "My Requests"

Haga clic en "Mis solicitudes"



MARBLE FALLS ISD

Jennifer Hall Account

Home Employee Information **Time Off** True Time FastTrack Open Positions FastTrack Screener Expense Reimbursement

Time Off

- My Status
- My Requests**

▶ ASSAULT				0 Days			0 Days		
▶ Comp Time Hours		130h 45m	129h 45m	1h 00m			1h 00m		
▶ JURY DUTY				0 Days			0 Days		
▶ LOCAL PERSONAL		30 Days	23.5 Days	6.5 Days			6.5 Days		
▶ NON WORK DAY		62.5 Days	56 Days	6.5 Days	4 Days		2.5 Days		
▶ PROFESSIONAL		2 Days	2 Days	0 Days			0 Days		
▶ STATE PERSONAL		30 Days	3.5 Days	26.5 Days			26.5 Days		

6 Click "Add"

Haga clic en "Agregar"

E FALLS ISD

Jennifer Hall Account Preferences Exit ?

Time Off True Time FastTrack Open Positions FastTrack Screener Expense Reimbursement

Requests

Favorites New Window My Print Queue

*Skyward Default

Time	Amount	Status	Year	Time Off Code	Reason	Description	A	SN
8:00 am	1 Days	Approved	Current	NON WORK DAY	Personal Business			
8:00 am	1 Days	Approved	Current	NON WORK DAY	Personal Business			
8:00 am	1 Days	Approved	Current	NON WORK DAY	Personal Business			
8:00 am	1 Days	Approved	Current	NON WORK DAY	Personal Business			
8:00 am	1 Days	Approved	Current	NON WORK DAY	Illness			
8:00 am	1 Days	Approved	Current	NON WORK DAY	Illness			
8:00 am	1 Days	Approved	Current	NON WORK DAY	Illness			
12:00 pm	0.5 Days	Approved	Current	NON WORK DAY	Illness			
8:00 am	1 Days	Approved	Current	LOCAL PERSONAL	Personal Business			
8:00 am	8h 00m	Approved	Current	Comp Time Hours	Comp Time	Christmas Flex Day		
8:00 am	8h 00m	Approved	Current	Comp Time Hours	Non Work Day	Thanksgiving Flex Days		
8:00 am	8h 00m	Approved	Current	Comp Time Hours	Non Work Day	Thanksgiving Flex Days		
8:00 am	8h 00m	Approved	Current	Comp Time Hours	Non Work Day	Thanksgiving Flex Days		
8:00 am	1 Days	Approved	Current	NON WORK DAY	Non Work Day			

Add
Edit
Delete
Clone
Attach

7 Click on the dropdown for Time Off Code

Choose Time Off code (Local or State Days)

Choose Reason

Haga clic en el menú desplegable para obtener el código de tiempo libre

Elija el código de tiempo libre (días locales o estatales)

Elige el motivo

Add

Remaining Time Off				Future	Future	Future
Time Off Code	Remaining	Approved	Waiting	Remaining	Waiting	Available
ASSAULT	0 Days			0 Days		
Comp Time Hours	1h 00m			1h 00m		
JURY DUTY	0 Days			0 Days		
LOCAL PERSONAL	6.5 Days			6.5 Days		
NON WORK DAY	6.5 Days	4 Days		2.5 Days		
PROFESSIONAL	0 Days			0 Days		
STATE PERSONAL	26.5 Days			26.5 Days		

Time Off Request

* Time Off Code: NON WORK DAY - Days 

* Reason: Illness  [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 02/21/2024  Wednesday

Days:

Start Time: 08:00 AM 

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

[Save](#)
[Back](#)

8 Chose a Single Day or Date Range

Elija un solo día o rango de fechas

LOCAL PERSONAL	0.5 Days		0.5 Days
NON WORK DAY	6.5 Days	4 Days	2.5 Days
PROFESSIONAL	0 Days		0 Days
STATE PERSONAL	26.5 Days		26.5 Days

Time Off Request

* Time Off Code: LOCAL PERSONAL - Days

* Reason: Illness [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 02/21/2024 Wednesday

Days: 0.0000

Start Time: 08:00 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

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

[Save](#)

[Back](#)

9 Choose your Start Date

Elige tu fecha de inicio

Time Off Request

* Time Off Code: LOCAL PERSONAL - Days

* Reason: Illness [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 02/21/2024

< February > < 2024 >

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
Today						

Days: 0.0000

Start Time: 08:00 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

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

[Save](#)

[Back](#)

Asterisk (*) denotes a required field

10 Enter whether it's a full day (1) or half day (.5) in the Days field

If you are child nutrition, transportation, or maintenance, enter this amount in hours

Click on Save if you don't need a Sub

Ingrese si es un día completo (1) o medio día (.5) en el campo Días

Si es nutrición, transporte o manutención infantil, ingrese esta cantidad en horas

Haga clic en Guardar si no necesita un Sub

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
ASSAULT	0 Days			0 Days			
Comp Time Hours	1h 00m			1h 00m			
JURY DUTY	0 Days			0 Days			
LOCAL PERSONAL	6.5 Days			6.5 Days			
NON WORK DAY	6.5 Days	4 Days		2.5 Days			
PROFESSIONAL	0 Days			0 Days			
STATE PERSONAL	26.5 Days			26.5 Days			

Time Off Request

* Time Off Code: LOCAL PERSONAL - Days

* Reason: Illness [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 02/22/2024 Thursday

Days: 1.0000

Start Time: 08:00 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

[Save](#) [Back](#)

11 If you require a sub, click the "Sub Needed" field.

The system will take you to WillSub+ to enter your absence for a sub to pick up

Si necesita un sub, haga clic en el campo "Sub necesario".

El sistema lo llevará a WillSub+ para ingresar su ausencia para que un sustituto lo recoja.

PROFESSIONAL	0 Days	0 Days
STATE PERSONAL	26.5 Days	26.5 Days

Time Off Request

* Time Off Code: LOCAL PERSONAL - Days

* Reason: Illness [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

* Start Date: 02/22/2024

Thursday

Days: 1.0000

Start Time: 08:00 AM

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

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

Save

Back

Asterisk (*) denotes a required field

12 Click "Save"

Clic en Guardar"

Edit



Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
ASSAULT	0 Days			0 Days			
Comp Time Hours	1h 00m			1h 00m			
JURY DUTY	0 Days			0 Days			
LOCAL PERSONAL	6.5 Days		1 Days	5.5 Days			
NON WORK DAY	6.5 Days	4 Days		2.5 Days			
PROFESSIONAL	0 Days			0 Days			
STATE PERSONAL	26.5 Days			26.5 Days			

Time Off Request

* Time Off Code: LOCAL PERSONAL - Days

* Reason: Illness [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

* Start Date: 02/22/2024 Thursday

Days: 1.0000

Start Time: 08:00 AM

☒ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

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

Save

Back