# Submitting an Online Leave Request

We now have the capability of submitting our leave requests online. If you're completing a TDE request that requires an attached agenda, you can either attach your documentation to your leave request online or you can turn the agenda in to your bookkeeper. The online process is simple:

First log into Skyward
https://skyward.nefec.org/
(or access it from our district website). Next choose our district and the **Business Web** Application.
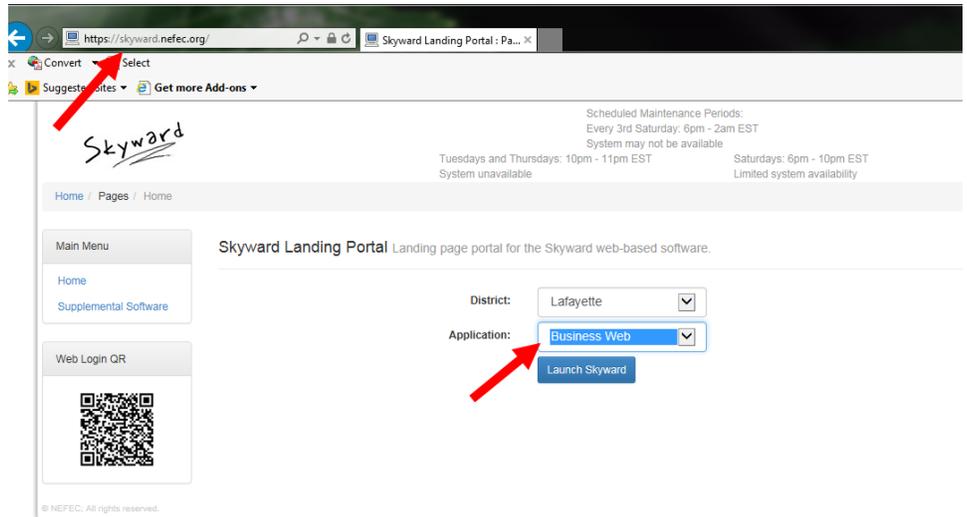
Type in your username and password for the Business application.

Click **Time Off** and select the icon for **My Requests**.

TWARD

Home   Employee Information   Time Off

▼ Time Off

My Status

My Requests

Reset Dashboards   Select Widgets   District

Recent Programs   No news

At the right, click **Add**.

📝 📷 ⭐Favorites▼ 🗐New Window 🖨My Print Queue

🔽 📊 📄 🔖 ← Add

Edit

e Off Code | Reason | Description | A
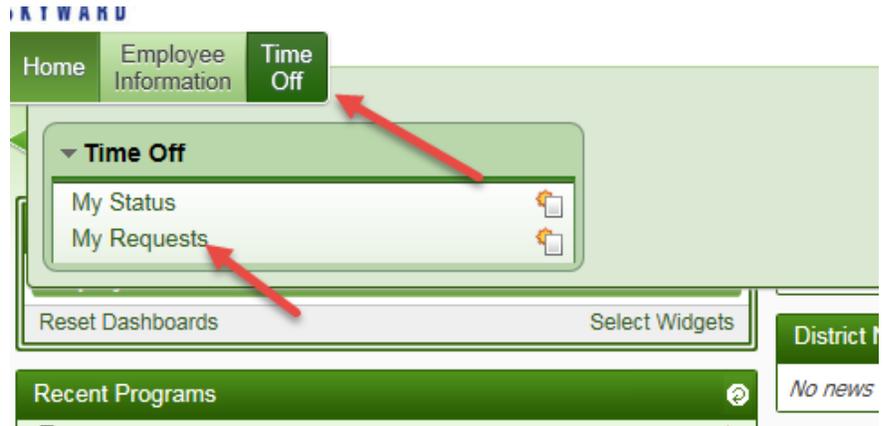
Select the appropriate information in the request. **Start time** refers to the time that your leave will begin. Selecting additional employees will notify anyone that you include there that your request has been submitted and if it is approved or denied. (This feature is optional. It may be useful to you if you want to notify a coworker of your leave. You do not need to include your supervisor here.)

Add   📷 🗐

Remaining Time Off

					Future	Future	Future
Time Off Code	Remaining	Approved	Waiting	Available	Remaining	Waiting	Available
SICK LEAVE	150h 30m	8h 00m		142h 30m			
TEMPORARY DUTY	-95h 00m			-95h 00m			

Time Off Request   Save

* Time Off Code: SICK LEAVE – Hours   ✔ Hours per Day: 8h 00m   Back
* Reason: PERSONAL   ✔ Detail...
Description: PERSONAL

Maximum characters: 200, Remaining characters: 200

Type: ⦿ Single Day
      ○ Date Range
* Start Date: 04/17/2015 🗓 **Friday**
Hours: ___0 hours 00 ✔ minutes
Start Time: 08:00   AM

Select additional employees to notify when this request is submitted and approved/denied
Select Employee(s):

Asterisk (*) denotes a required field

Click **Save** and your request is automatically sent to your supervisor. You will be notified of the status of your request via email. You can also log back in to check your status.

You are brought back to the screen that shows your requests. If you have no attachments, you are done. If this is a TDE request, and you want to attach an agenda from your computer, you will do that from this screen. To attach a document, **click to select the leave** that you are attaching to, and then click **Attach** at the right.


This opens the Attachment screen. Click **Add File** to add your attachment or **Add Link** to link to a webpage.

If you choose to add a file from your computer, you'll see this screen. (*For instructions on uploading an email or printed agenda to your computer, scroll to the end of this tutorial*)**. Here you'll select your **type** of attachment and enter a **description**. You will attach your file by selecting **Choose File** and attaching it from its location on your computer. Once you've completed the required fields, click **Save**.

If you choose to add a link to a webpage, you'll see this screen. Here you'll select your **type** of attachment and enter a **description**. Copy and paste the web address in the URL line. Once you've pasted in the URL, click Run to ensure the link works. Once you've ensured that your link is good, click **Save**.
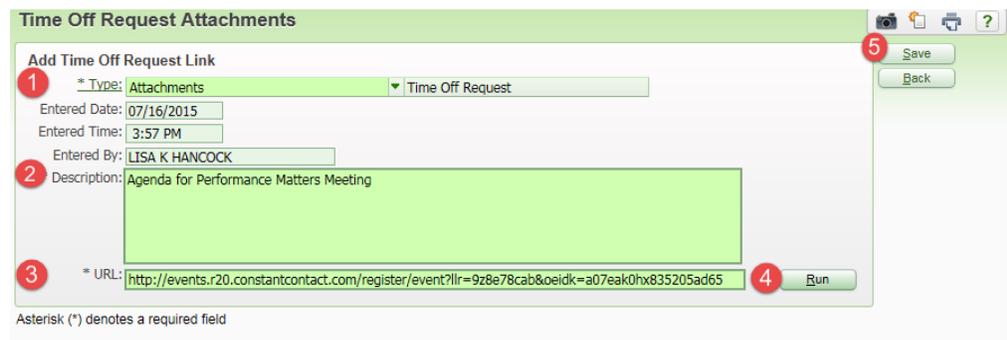

Now you're all done with submitting your request! If you have any questions regarding leave, please check with your school bookkeeper.

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**If you're completing a TDE leave, you may have questions about uploading your documentation (agenda, etc.) to your computer. The following are answers to common questions about uploading the documentation.

1. How do I upload an email?

If you have an email to attach to your leave, you'll need to save it as a pdf to your computer and attach it to your online leave request. To do this, **open the email** you wish to attach and select the **Printer Icon** at the top right.
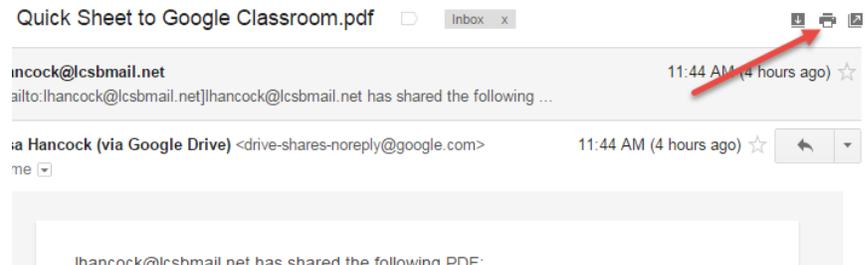
On the next screen that appears, look for **Destination** at the left, and click **Change.**
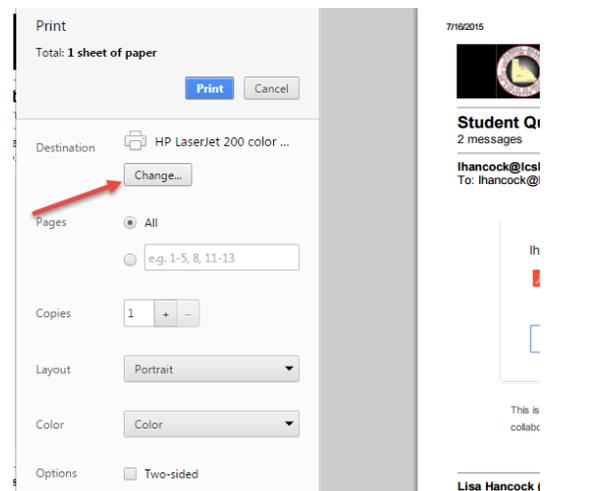
Click on **Save as PDF** and save to a location you'll remember on your computer. Once you've saved it, you can attach it as a File to your Leave Request.
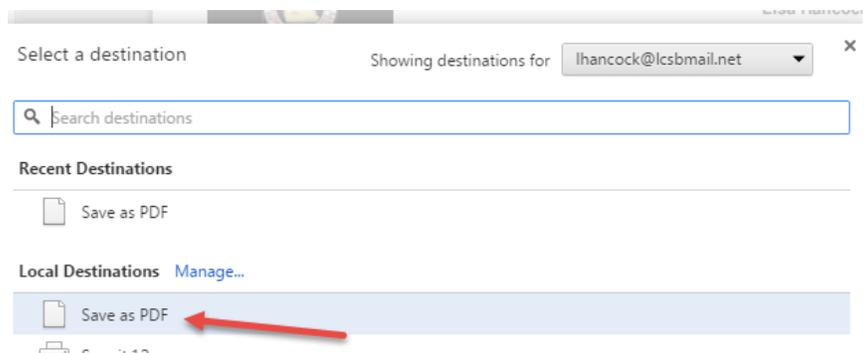
2. I only have a printed copy of the agenda. How can I upload a hard copy?

If you only have a handout, the best solution is to take a photo with your phone and send it to your email. Then follow the instructions in number one regarding email attachments.