

# Electronic Entry of Extended Days

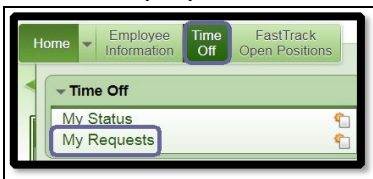
Additional days for psychologists, special education teachers, occupational therapists, speech language pathologists and physical therapists will be used for the purpose of writing and implementing IEPs and evaluations, program management, and classified scheduling. They will not be used for other purposes.

## INSTRUCTIONS FOR EMPLOYEE ACCESS

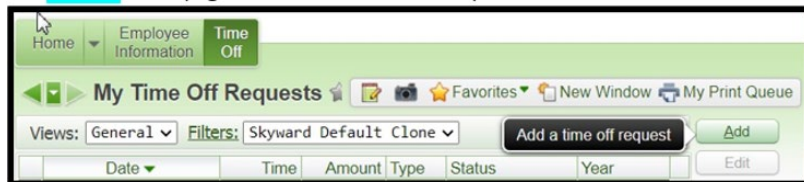
- 1) Employee Access is located in Skyward. Log in and select the Employee Access tab.



- 2) Once in Employee Access, select "Time Off", then "My Requests"



- 3) Select: "Add" (right hand side of screen)



**Time Off Request**

**You have self approval. Once you save this request, it will immediately become a Time Off record.**

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

\* Reason:

Description:  Maximum characters: 200, Remaining characters: 187

Type:  Single Day  Date Range

\* Start Date:

Hours:  hours  minutes

Start Time:

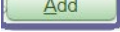
Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Detailed Instructions on next page



4) To enter an Extended Day entry, go to “My Requests”

- a. Add (right hand side of screen) 
- b. **Submit To:** This should be your Administrator, please use the drop down if your Administrator is not showing.
- c. **Time Off Code:** This should be **Extended Days - Hours**
- d. **Reason code:** **Extended Days**
- e. **Description:** Please add a **full description** of the activity you performed
- f. **Type:** Single Day is the most common selection
- g. **Start Date:** Date activity was performed
- h. **Hours:** Number of hours approved for activity
- i. **Start Time:** Activities should be performed outside of your normal work hours per your CBA. If you are entering an activity performed in the afternoon or morning before your regular contract work hours, please ensure the start time you enter is before or after your regular work scheduled time.
- j. **Select additional employees:** If you report to multiple Administrators you can add additional names at this time. Otherwise, leave this field blank.
- k. Click **“Save.”** This will send your request to your Administrator for approval

## FAQs

- **Can the additional days be within my normal workday?**
  - a. Extended Days entered into Skyward cannot overlap with Professional Development Days, Teacher Directed Professional Development time, additional pay or paid contract days. The additional days must occur outside of your normal working hours per CBA.
- **What happens when I submit my request?**
  - a. A notification is sent to your Administrator that you have submitted a request for approval.
- **Can my Administrator deny my request?**
  - a. Yes, if your Administrator does not see a description, if the description does not align with what Extended Days are for, or if your entry has a time overlap with your regular contract work days they have the ability to deny the request. You will receive an email notification if this occurs.
- **Where can I see my balance?**
  - a. Once approved, your entries will show in Employee Access, Time Off, My Status
- **Can I enter more than the allocation?**
  - a. No, you will only be able to enter up to the amount that was allocated for you to complete
- **When should I enter my request?**
  - a. As soon as you complete the activity so you are not surprised and scrambling at the end of the year to remember what you did.

**Extended Day Hours must be reported in Skyward by June 30<sup>th</sup>.  
Unreported hours will be deducted from your August paycheck.**