

## Quick Reference for Entering Time Off

- 1) Go to [www.jordandistrict.org](http://www.jordandistrict.org). Pull down the **Faculty & Staff** menu. (Or go to the Skyward Gateway page.)
- 2) Click **Jordan Employee Access**. Enter your **login** and **password**.
- 3) Click **Time Off**, then **My Requests**.
- 4) Click the **Add** button.
- 5) Select the **Time Off Code**.
- 6) Select the **Reason**.
- 7) Enter a **Description**, if needed.
- 8) Select the **Type of absence**.
- 9) Select the **Start Date** (or enter dates for a range of days).
- 10) Enter portion of **Day** you will be absent.
- 11) Enter a **Start Time**: (optional).
- 12) **Check the box** if you need to go to AESOP (for teachers only).
- 13) To notify others, click **Select Employee(s)**: & an email will be sent.
- 14) **\*\*\*Click SAVE\*\*\***



Any questions, call the Information Systems User Support Help Desk  
between the hours of  
7 a.m. and 5 p.m. at 801.567.8737.

**Add**

**Remaining Time Off**

Time Off Code	Remaining	Approved	Waiting	Available	Future
Alt Leave	1 Days			1 Days	
Family Sick	0.4375 Days			0.4375 Days	
Other	0 Days			0 Days	
Personal	4.3775 Days			4.3775 Days	
Sick	49.5 Days			49.5 Days	
Vacation	12.8125 Days			12.8125 Days	

**Time Off Request**

\* Time Off Code: **Family Sick - Days** Hours per Day: 8h 00m

\* Reason: **Family Sick** [Detail...](#)

Description: **Son**  
Maximum characters: 200, Remaining characters: 197

Type:  Single Day  
 Date Range

\* Start Date: **04/04/2012** **Wednesday**

Days: **1.0000**

Start Time: **08**:**00** **am**

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

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

[Check Spelling](#)  
[Save](#)  
[Back](#)

## Portion of the Day Percentages & Notes

<b>8 Hours =</b>	<b>1.0</b>	
7.5	=	0.9375
7.0	=	0.875
6.5	=	0.8125
<b>6 Hours =</b>	<b>0.75</b>	
5.5	=	0.6875
5.0	=	0.625
4.5	=	0.5625
<b>4 Hours =</b>	<b>0.5</b>	
3.5	=	0.4375
3.0	=	0.375
2.5	=	0.3125
<b>2 Hours =</b>	<b>0.25</b>	
1.5	=	0.1875
1.0	=	0.125
0.5	=	0.0625
0.25	=	0.03125

- Make sure you enter a “relationship” in the description for Bereavement and Family Sick.
- Can request a previous day.
- Can delete a current or future date if not already approved.
- Can do a “negative day” to reverse a day not taken.
- For FMLA, contact HR.
- If “Sub Needed” box is checked, you will be linked to the AESOP login page when you click Save on your request. You will then need to login to AESOP to complete your substitute request.