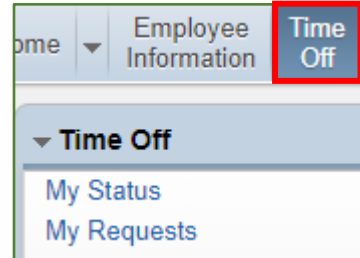# Time Off Tutorial

Log in to your Skyward Employee Access - call the Help Desk at 801-567-8737 if login assistance is needed

Select *TIME OFF* tab

    Select *MY STATUS* to view your leave days balances
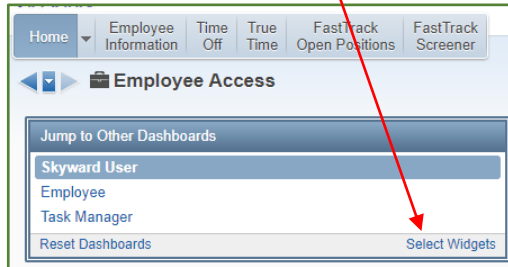
    Select *MY REQUESTS* to add, delete, or view your leave days

        or

You can also set up a Widget to have access to your leave days from your homepage

    Click on *SELECT WIDGETS* in the *JUMP TO OTHER DASHBOARDS* box

Check the *MY TIME OFF STATUS* box and select *SAVE*

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Remember to use the date range feature when entering multiple consecutive days

If you need a sub: Click the *SUB NEEDED* box to take you to Frontline to request a sub