Adding Widgets - Time Off & True Time Approvals
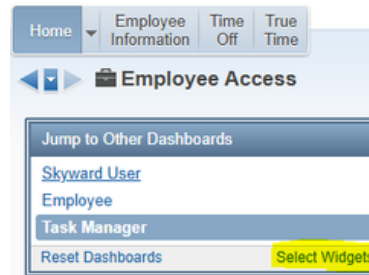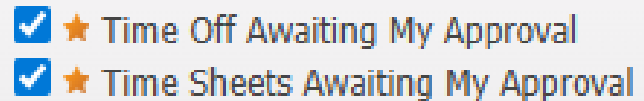
1. Log in to Skyward – Employee Access. Click on Select Widgets:

Jump to Other Dashboards
Skyward User
Employee
Task Manager
Reset Dashboards — Select Widgets

2. Check these two boxes to view TIME OFF and TRUE TIME waiting for your approval:

☑ ★ Time Off Awaiting My Approval
☑ ★ Time Sheets Awaiting My Approval

3. These widgets will show on your Skyward home page. You can move them wherever you wish. To open up the menu to approve time simply select the title.

Time Off Awaiting My Approval

| YOUNG, PAULI | 08/11/2025 | 1 Days | Vacation |
| KATSULES, ALLYSA | 08/25/2025 | 1 Days | Vacation |

Time Sheets Awaiting My Approval

You do not have any Time Sheets waiting for your approval.

Time Off Awaiting My Approval

| YOUNG, PAULI | 08/11/2025 | 1 Days | Vacation |
| KATSULES, ALLYSA | 08/25/2025 | 1 Days | Vacation |

My Approvals

Number of Time Off Requests set to Approve: 1
Number of Time Off Requests set to Deny: 1

Views: Waiting for Approval (sorted by date)
Filters: *Requests Waiting for Approval (sorted by date)

Date ▲	Name	Approve	Deny	Notes	Requested	Type
▶ 08/11/2025 Mon	PAULI OLSON YOUNG	☑	☐	No	1 Days	Used
▶ 08/25/2025 Mon	ALLYSA A KATSULES	☐	☑	No	1 Days	Used

My Employees Unapproved Time Sheets

Views: Unapproved Time Sheets - By Name   Filters: *Status -

Last Name ▲	First	Middle	Week Start

There are no records to display; check your filter settings.

My Employees Unapproved Time Sheets

Views: Unapproved Time Sheets - By Name   Filters: *Status - A

Last Name ▲	First	Middle	Week Start

There are no records to display; check your filter settings.