

So you entered a time off request and no longer need or update to a different time off code? :

Instructions for Canceling a Time-Off Request in Skyward

1. Log into Skyward Employee Access and go to Request Time Off.
2. Select the original time-off request you submitted.
 - Use the same leave code, same date requested, and same amount of time (e.g., 1 day, 0.50 day, 3 hours comp time, etc.).
3. Enter the time as a negative value (example shown below).
 - Remember to click the save button!
4. Once your supervisor approves the negative entry, your day will be restored in your transaction detail.
5. If you still need to request time off, you may re-enter it at that point using the correct transaction code or date.

If you need further assistance, please contact the Payroll Department.

Time Off Request

* Time Off Code: LOCAL - Days

* Reason: EMPLOYEE ILLNESS [Detail...](#)

Description: EMPLOYEE ILLNESS

Maximum characters: 200, Remaining characters: 200

Type: Single Day

Date Range

* Start Date: 07/01/2025 Tuesday

Days: -1.0000

Start Time: 08:00 AM



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

Select Employee(s):

Empty text box for selecting additional employees to notify.