

REPORTING OFF THROUGH SKY-FI INSTRUCTIONS

1. EMPLOYEE ACCESS
2. TIME OFF
3. MY REQUESTS
4. ADD
5. TIME OFF CODE
6. TIME REASON
7. SINGLE DAY (for 1 day) DATE RANGE (for multiple days in sequence)
8. START DATE (the day you are taking off) START AND END DATE (if you are taking multiple days off in a row)
9. DAYS (the number of days you are taking off)
10. START TIME (the time you start)
11. SAVE

You will receive an email back with your approval or denial.

SIGNING IN, OUT OR EDITING THROUGH SKY-FI

1. SIGN IN TO SKY-FI
2. HIT THE TRUE TIME TAB
3. HIT QUICK ENTRY

YOU CAN SIGN IN, SIGN OUT OR EDIT YOUR TIMES HERE