How to Access Your Leave & Training Balance Information Through Skyward Employee Access

Step #1

To Locate Skyward Login Page:
MISD Website > Staff Resources

Step #2

Select “Skyward Internet Access”
Step #3
Login to your Skyward account & select “All Areas”

Step #4
Select the “Employee Access” tag
Step #5

Select “Employee Information” and then “Personal Information”

This will appear
Step #6

Select "Time Off Status"
The “Remaining” column indicates the balance for each item as of the last payroll cut-off – if hours have been used since the payroll cut-off, they will not be reflected until the next payroll has been run.

Click on the “carrot” to access details about each item. Click the “carrot” again to return to the summary area.
This view shows the detail for the sick leave category only.

Once again, the information shown in Skyward is only accurate as of the last payroll cut-off.