

*Requesting Time Off  
Through Employee Access*

*Effective August 17, 2009 Kilgore ISD will begin requesting time off through Employee Access.*

*Please follow the simple instructions below when requesting time off:*

- 1. Go to START / Internet Explorer / KISD website/ Scroll to bottom and click on "Employee Access".*
- 2. Click on the Time Off button.*
- 3. You will open to a page that includes your Time Off Balances. Click on the "Add" button located just above the "Remaining Time Off" box.*
- 4. Request your time off by completing the information requested on this screen.*
  - a. Time Off Code: Type of leave you are requesting-sick, personal, etc...*
  - b. Reason: Select from choices available (choose the option that best represents your reason-you have the opportunity to give greater detail in the description area).*
  - c. Enter a description*
  - d. Type: Single day or date range*
  - e. Start date: Enter or select date*
  - f. Days: Enter number of days requested*
  - g. Start time: Enter 12 p.m. if requesting ½ day in afternoon*
- 5. Click in the "Select additional employees to notify..." if you need to inform multiple supervisors of your absence. You will be redirected to a page that allows you to type in the last name and search for individuals.*
- 6. Click the SAVE button and your request will be submitted for approval!*

*Your supervisor will be notified that is a request waiting for approval. Once approved or denied, you will receive an e-mail confirmation of that decision. Your leave balance will be immediately updated and you can view a history of your absences in the Time Off section of Employee Access.*