Professional Leave Requisition Instructions

Please check off the items as you complete them.

A.\_\_\_\_\_\_ Fill out an electronic professional leave form. You will be attaching this form to your professional leave requisition

B.\_\_\_\_\_\_ If you have a registration form, please **fill out** and attach to your professional leave requisition.

C.\_\_\_\_\_\_ In Skyward, put in your Professional Leave Requisition. The instructions are below.

In Skyward:

Home tab in left corner has down triangle to the right click on it if Purchasing tab is not there and change to

Financial Management

Purchasing

Requisitions

1. Add (on right side)

2. Change Requisition Group: to (Your Bldg MHS314, MJHS 214) Professional Leave

3. Description:  Put in detail description of your event

4. Vendor: The name of the person attending the event  \*\*if not in the system, call Kim at the Unit Office\*\*

5.  Save and Add Detail - (on the right side)

6. Quantity: 1

7. Unit Cost: $1.00 (the least amount)

8. Description: Can copy and paste description above.

9. Save (on the right side)

10. Add Requisition Accounts (on right side at bottom)

11. Click in the selected column by the account number that says travel (3320)

12. Save Account Distrib (on right side at top)

13. Attachments

14.  Add file

15.  Type - click down arrow - select

16. Description -  "Professional Leave Form"

17. Upload file or scan - whichever applies

18. optional - click box by: email to vendor with Purchase Order

19. Save

20. Back

21. Submit for Approval (on right side)

Please put your time off in Skyward under employee access – this is for payroll purposes.