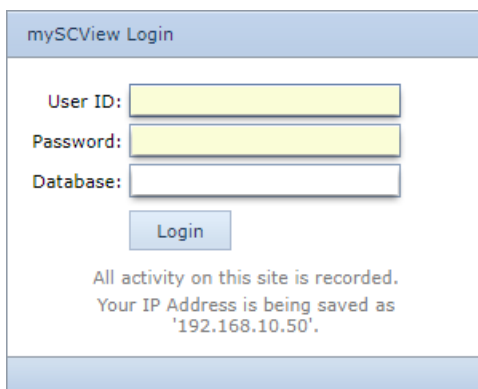


This help guide is intended to walk the user through the process of creating and submitting Professional and Sick Leave Forms for both hourly staff and daily staff members. It is assumed the user has already obtained his or hers mySCView username and password and has successfully logged into his or her account. This help guide does not cover any additional user setups. If additional information is needed, please email support@scview.zendesk.com.

[Logging in and accessing the Leave Request Form](#)

1. Log into your mySCView database @ www.myscview.com



mySCView Login

User ID:

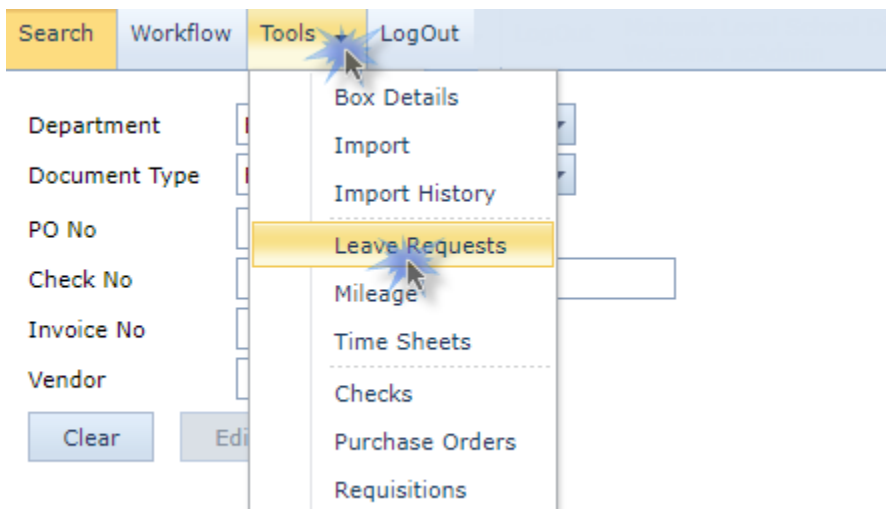
Password:

Database:

Login

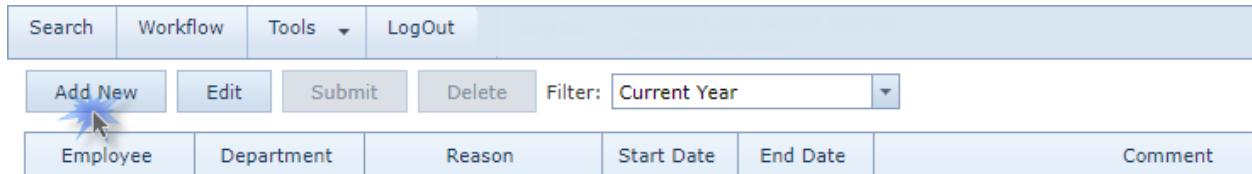
All activity on this site is recorded.
Your IP Address is being saved as '192.168.10.50'.

2. Once logged in, navigate and click onto your Tools tab (up at the top)
 - a. Then click on Leave Requests



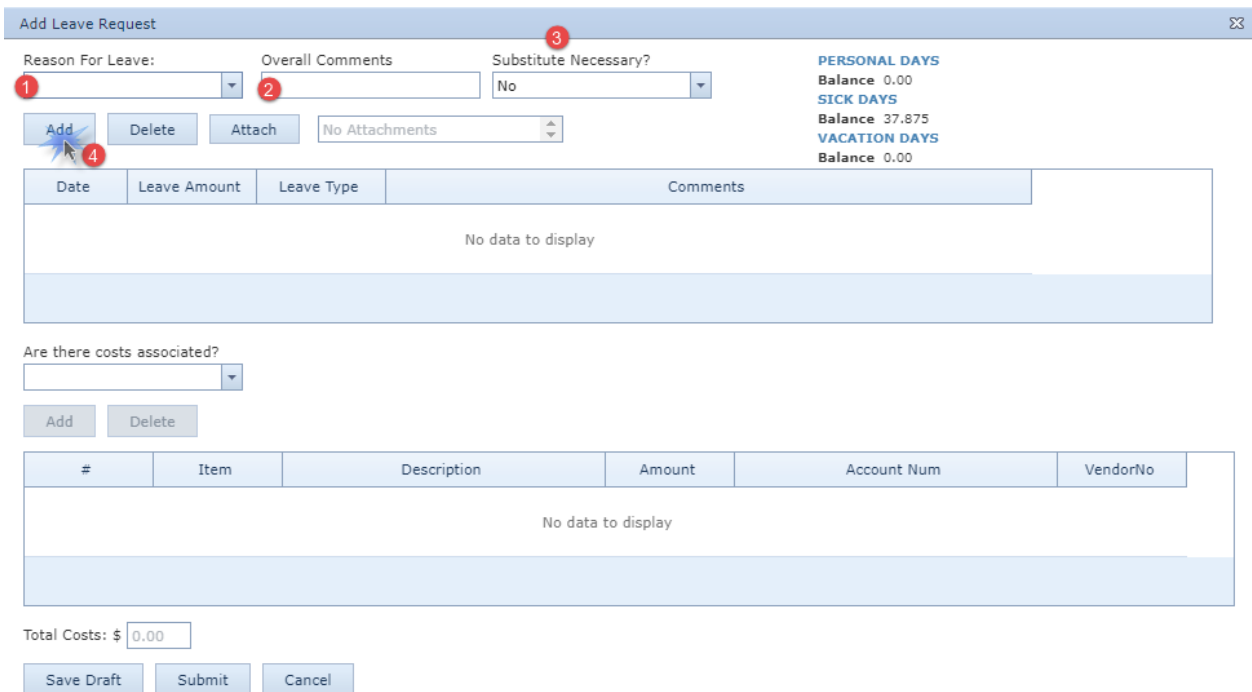
Entering both Professional & Sick leave into the Leave Request Form

Once in the Leave Requests screen click on the *Add New* button.

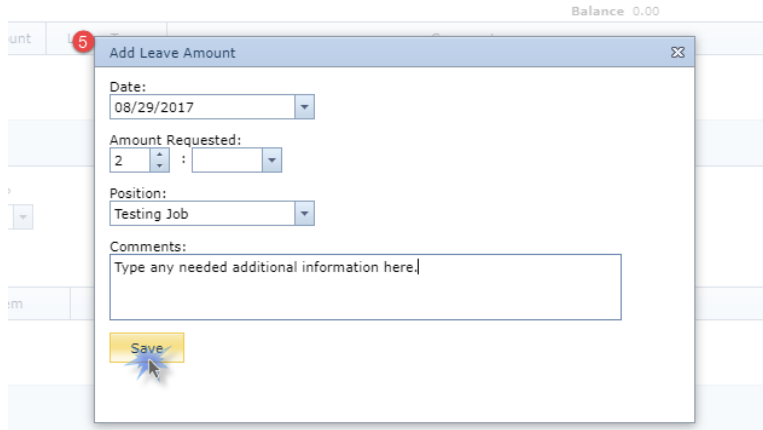


Once the Add New button has been clicked the Add Leave Request form box will populate for you to enter your need request.

1. Click on Reason For Leave drop down arrow to select your leave preference
2. You can add a comment for the leave action in the *Overall Comment* field.
3. Enter Yes or No (by selecting from the drop down arrow) in the *Substitute Necessary* field.
4. Click *Add*.

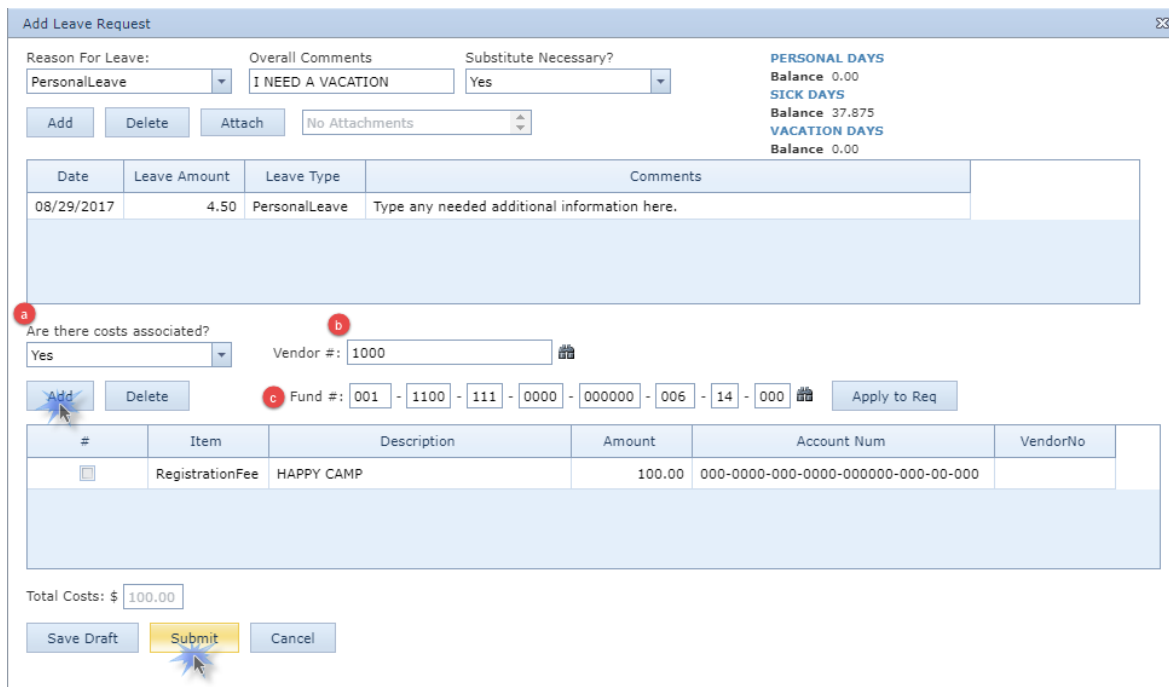


5. Once Add has been clicked a new *Add Leave Amount* box form will populate to add in the *Date of the leave*, the *Amount Requested*, your *Position* title and any additional *Comments* that need to be added. Once complete, click *Save*.



6. The final section needed to be completed will be the costs associated with your leave.
 - *If there are No fees – this step can be skipped*
 - a. Click on the *Are there costs associated?* drop down arrow and select *Yes* or *No*.
 - b. If there are costs associated - enter the *Vendor#*
 - c. Enter the *Fund account numbers* (*you can also click on the binocular symbol to search*).

Once added, click *Add* then *Submit*



Date	Leave Amount	Leave Type	Comments
08/29/2017	4.50	PersonalLeave	Type any needed additional information here.

Are there costs associated? Yes

Vendor #: 1000

Fund #: 001 - 1100 - 111 - 0000 - 000000 - 006 - 14 - 000

#	Item	Description	Amount	Account Num	VendorNo
	RegistrationFee	HAPPY CAMP	100.00	000-0000-000-0000-0000000-000-00-000	

Total Costs: \$ 100.00



Employee	Department	Reason	Start Date	End Date	Comment	Amount	Req Amt	Submission Status	Sub	Submitted Date
DUM000001	Admin	PersonalLeave	08/14/2017	08/14/2017		10.5 Days	\$0.00	Draft	No	
FEA000003	Admin	PersonalLeave	07/28/2017	07/28/2017	(TEST) Fix for Balance	1 Day	\$0.00	Submitted to USPS	No	07/28/2017
KOV000001	Admin	VacationLeave	07/28/2017	07/28/2017	(TEST) Fix for Balance	1 Day	\$0.00	Submitted to USPS	No	07/28/2017
DUM000001	Superintendent	SickLeave	07/12/2017	07/12/2017		4 Hours	\$0.00	Submitted for Approval	No	07/11/2017
DUM000001	Superintendent	ProfessionalLeave	07/05/2017	07/06/2017		16 Hours	\$45.92	Draft	No	
DUM000001	Superintendent	SickLeave	07/03/2017	07/03/2017		8 Hours	\$0.00	Submitted for Approval	No	07/03/2017
DUM000001	Superintendent	SickLeave	06/12/2017	06/12/2017		0 Hours	\$0.00	Submitted for Approval	Yes	
DUM000001	Superintendent	SickLeave	06/06/2017	06/06/2017		0 Hours	\$0.00	Draft	No	
DUM000001	Superintendent	SickLeave	06/05/2017	06/05/2017		0 Hours	\$0.00	Submitted for Approval	No	
DUM000001	Superintendent	SickLeave	06/04/2017	06/04/2017		0 Hours	\$0.00	Submitted for Approval	No	
DUM000001	Superintendent	PersonalLeave	06/01/2017	06/01/2017		0 Hours	\$0.00	Submitted for Approval	No	

You have now submitted your Leave Request Form!