Employee – 4500 Clock – Requesting Time Off

1. Select Request Time Off
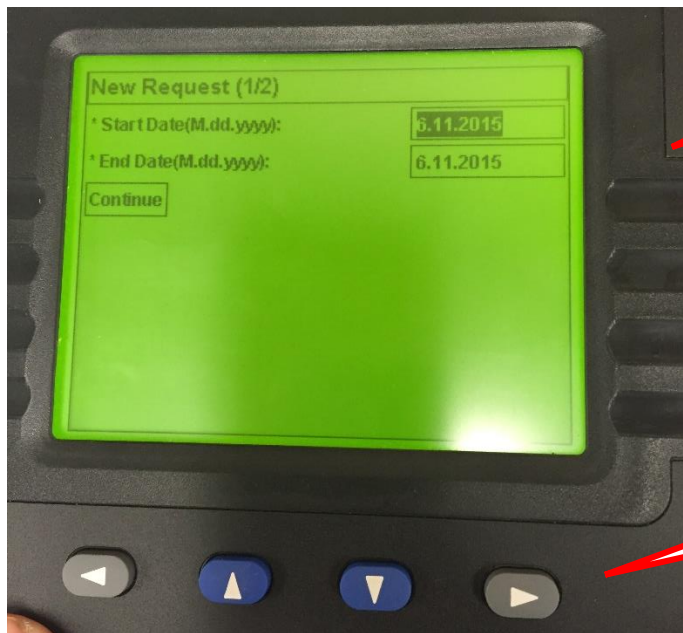
Select **Request Time Off**
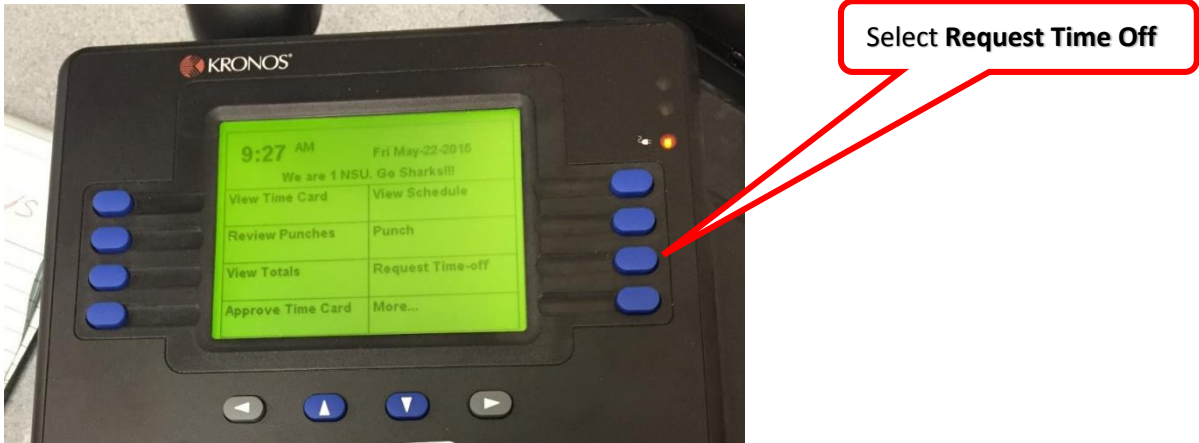
2. Tap badge and press index finger → screen below will appear:

Select **your type of Request**

Use arrows to scroll down → Hit Enter button
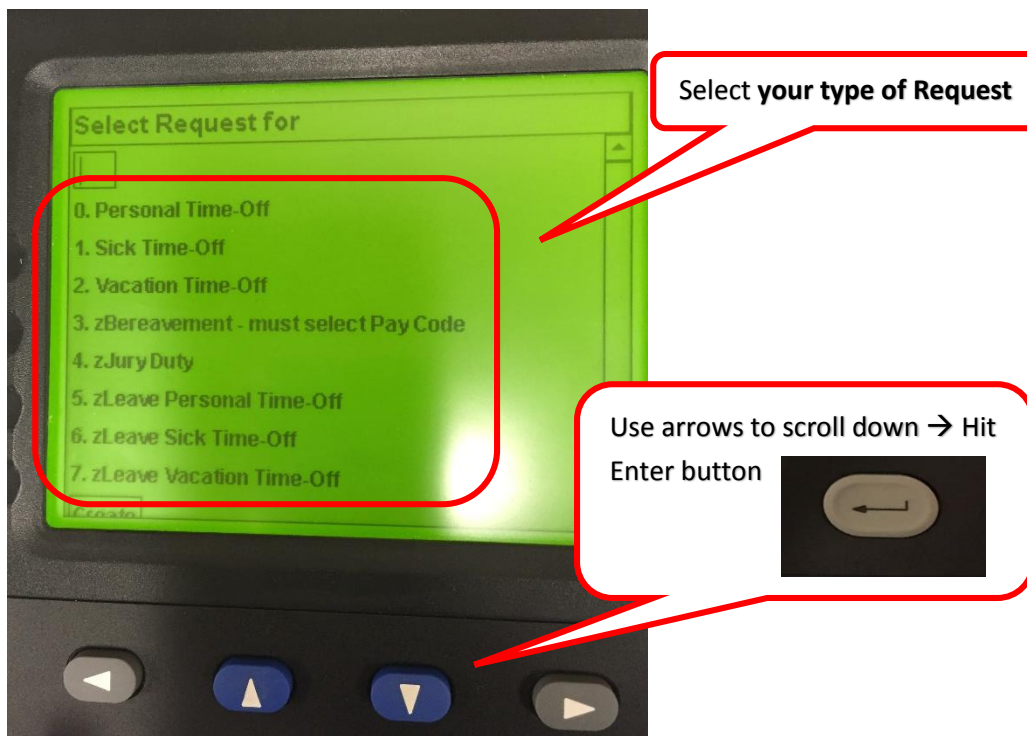
Employee – 4500 Clock – Requesting Time Off

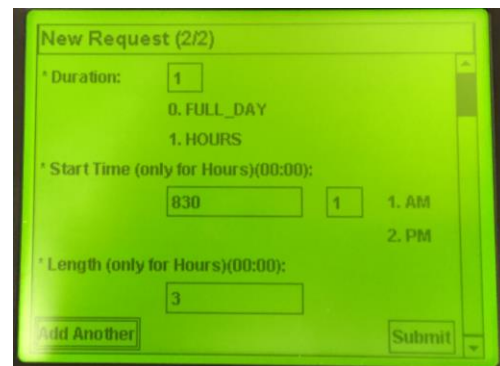3. The screen below will appear:

Enter the dates of your request

New Request (1/2)
* Start Date(M.dd.yyyy):   6.11.2015
* End Date(M.dd.yyyy):   6.11.2015
Continue

Use arrows to scroll down → Hit Enter button

4.

New Request (2/2)
Start Date: 6.11.2015
End Date: 6.11.2015
* Duration: ☐
                   0. FULL_DAY
                   1. HOURS
* Start Time (only for Hours)(00:00):
                            1. AM
                            2. PM
* Length (only for Hours)(00:00):
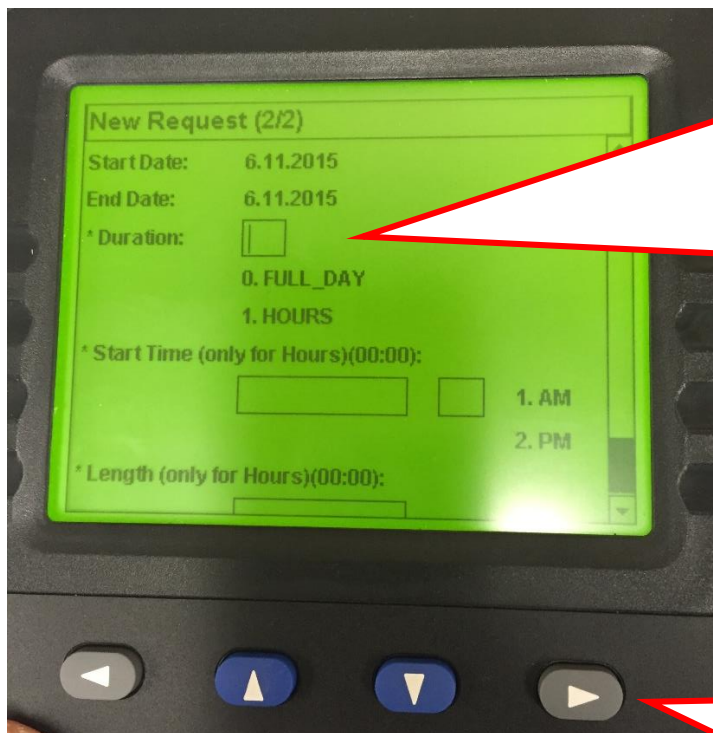
You can choose **Full Day** or **Hours**. *For Hours, Start Time and Length must be entered as below:*

New Request (2/2)
* Duration: 1
                   0. FULL_DAY
                   1. HOURS
* Start Time (only for Hours)(00:00):
                   830   1   1. AM
                                   2. PM
* Length (only for Hours)(00:00):
                   3
Add Another   Submit

Use arrows to scroll down → Hit Enter button

Employee – 4500 Clock – Requesting Time Off

5.

Select to **Submit Request** or **Cancel Request** →Use arrows to scroll down → Hit Enter button
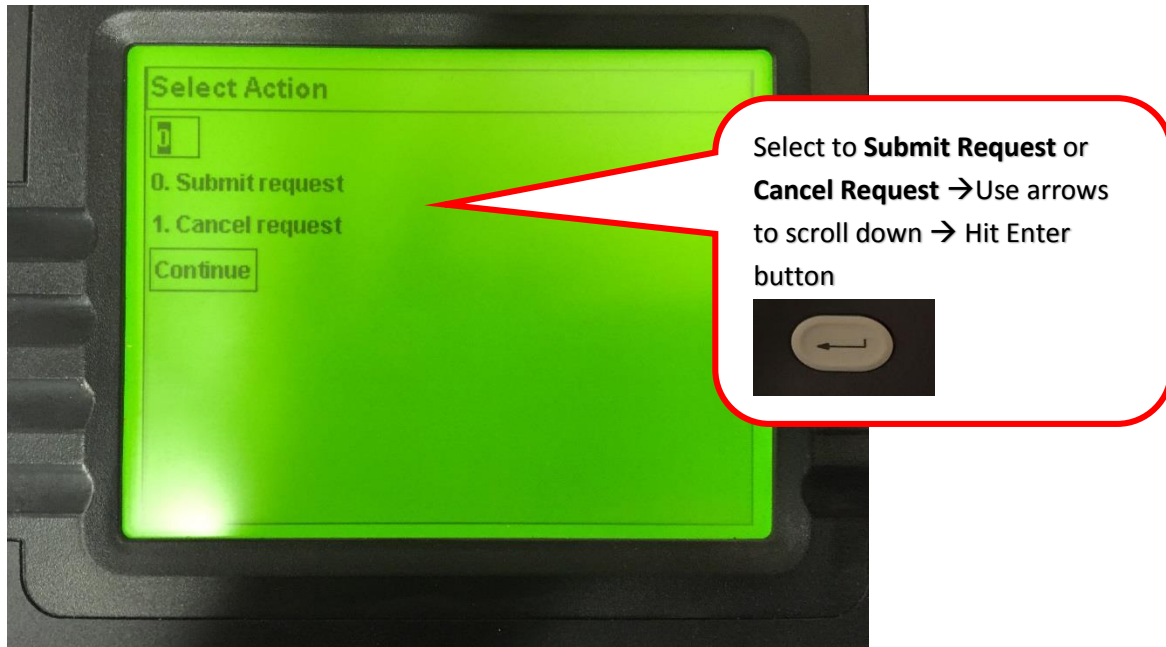
6. After the request has been submitted, a confirmation message will appear.:
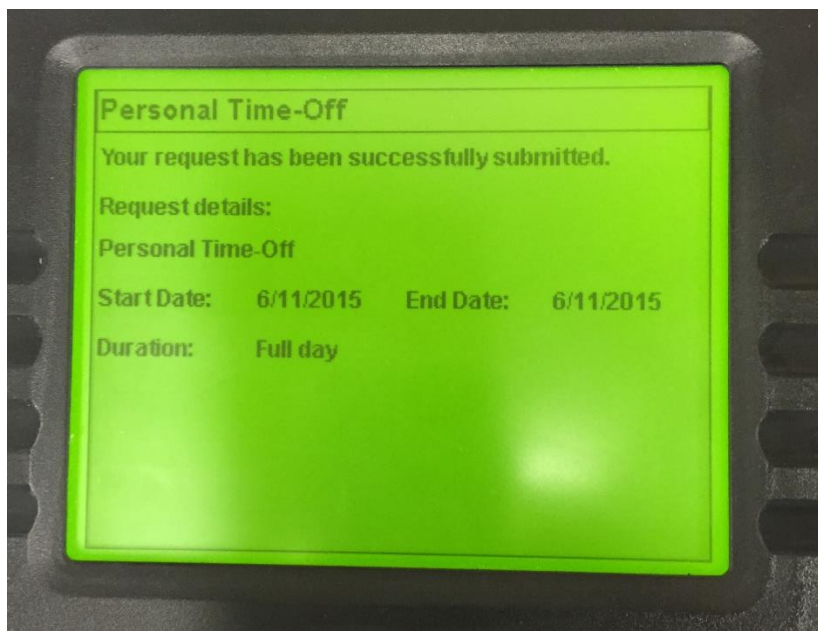
Employee – 4500 Clock – Requesting Time Off

IMPORTANT: When requesting time off around a NSU paid holiday, employees must not include the paid holiday date. If they do, the employee will be charged for that day.

Example: November 26 and 27 are NSU paid holidays- Employee wants to take off November 23-30. Employee must select a period November 23-25 <u>and</u> November 30.

November 2015						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

[2] **Duration "Hours" selected:** When selecting hours "Start Time" must be entered in increments 15min, 30min, 45min, 1hr. When selecting "Length", hours must be entered in increments of .25, .5, .75, 1. "Length" is the amount of hours **per day** the employee will be out.

Example: Employee will take off 2 hours each day for 2 days (7/24-7/25), 8am-10am. **Enter→** Dates: 7/24-7/25 Duration: 2hrs Start time: 8am Length: 2 hours