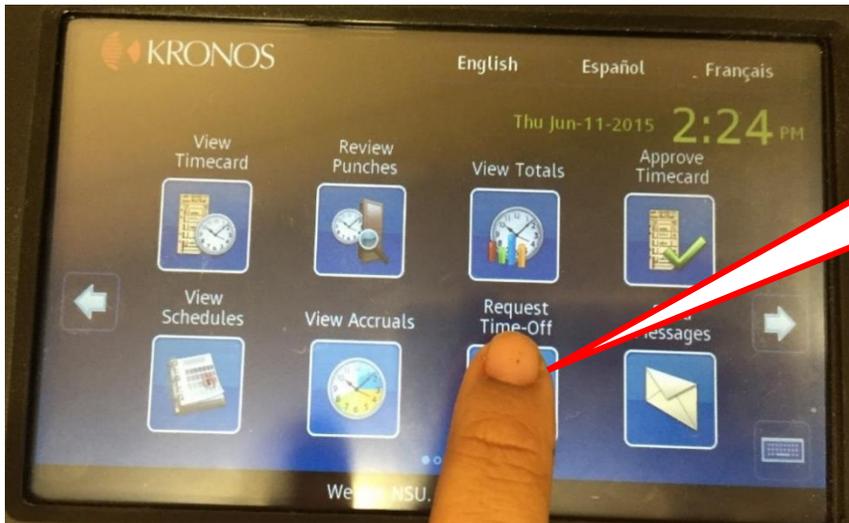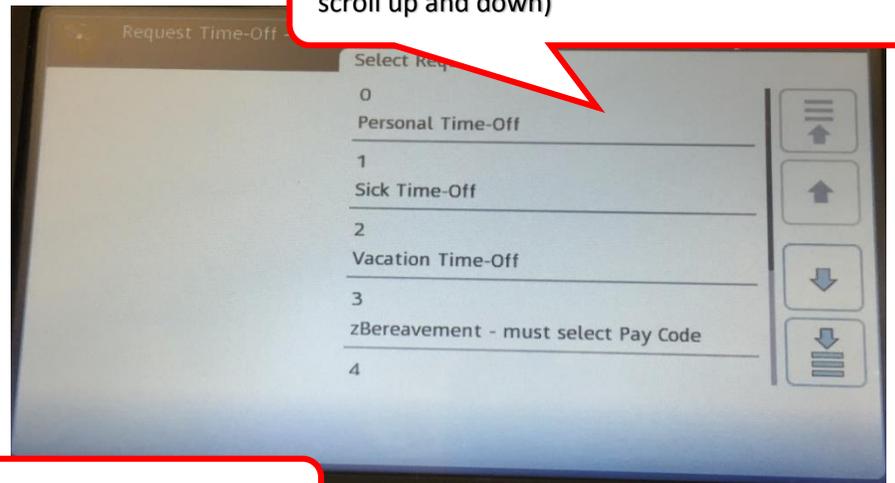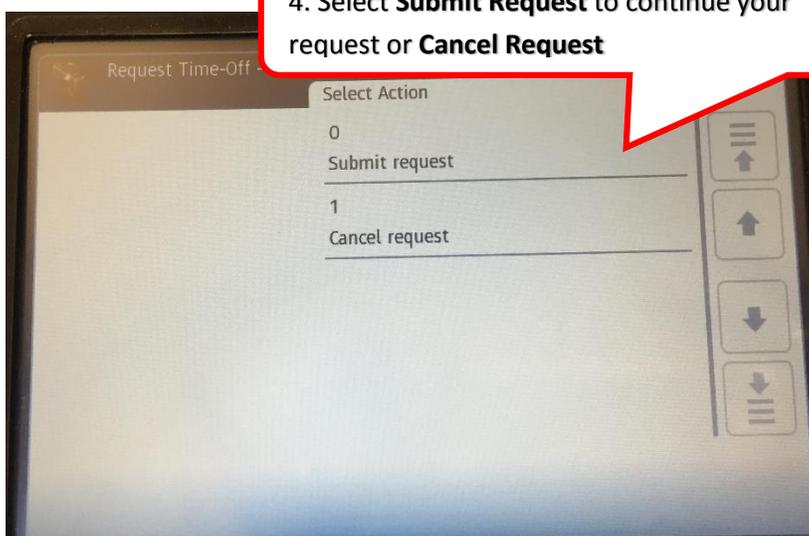# Employee – InTouch Clock – Requesting Time Off

1. Select **Request Time Off**

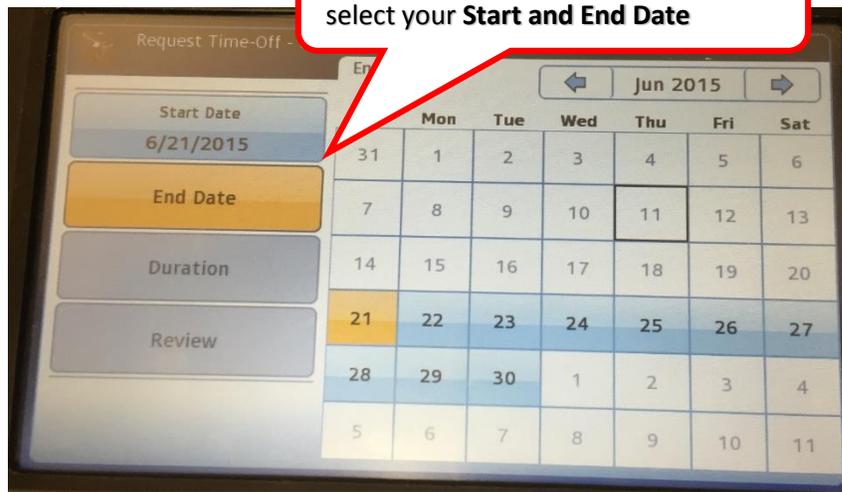2. Tap badge and press index finger

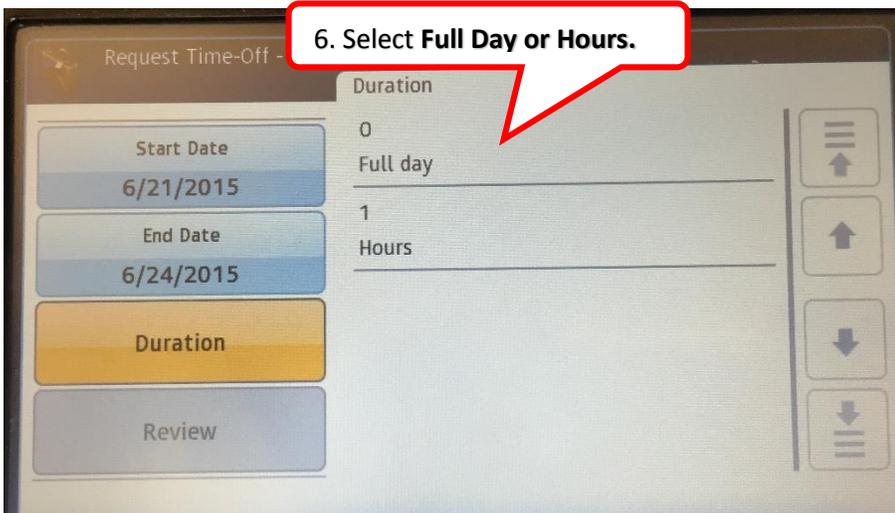3. Select **Time Off request type (**use arrows to scroll up and down)

4. Select **Submit Request** to continue your request or **Cancel Request**

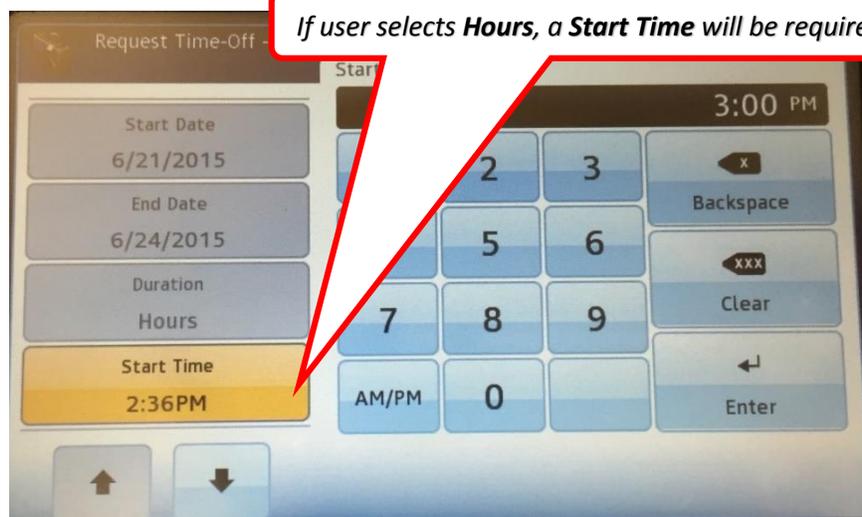# Employee – InTouch Clock – Requesting Time Off

5. Navigate through the calendar and select your Start and End Date

Request Time-Off -

Start Date	6/21/2015
End Date	
Duration	
Review	

	Mon	Tue	Wed	Thu	Fri	Sat
				Jun 2015		
	31	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	1	2	3	4
	5	6	7	8	9	10	11

6. Select Full Day or Hours.

Request Time-Off -

Duration

Start Date	6/21/2015
End Date	6/24/2015
Duration	
Review	

0
Full day

1
Hours

*If user selects **Hours**, a **Start Time** will be required*

Request Time-Off –

Start

Start Date	6/21/2015
End Date	6/24/2015
Duration	Hours
Start Time	2:36PM

3:00 PM

	2	3	Backspace
	5	6	
7	8	9	Clear
AM/PM	0		Enter

Employee – InTouch Clock – Requesting Time Off

If user selects **Hours**, **Length** of time will also need to be entered.

Request Time-Off

			2:00
End Date			
6/24/2015	2	3	Backspace
Duration			
Hours	4	5	6
Start Time			Clear
3:00PM	7	8	9
Length			
1:00	+/-	0	Enter

Review

Start Date	6/21/2015
End Date	6/24/2015
Duration	Hours
Start Time	3:00PM
Length	2:00

Back   Add Another   Submit

7. From the *Review* screen select one of the 3 options.

After the request has been submitted a confirmation message will appear

Request Time-Off
Your request has been successfully submitted.

Name:
6/11/2015, 2:37PM
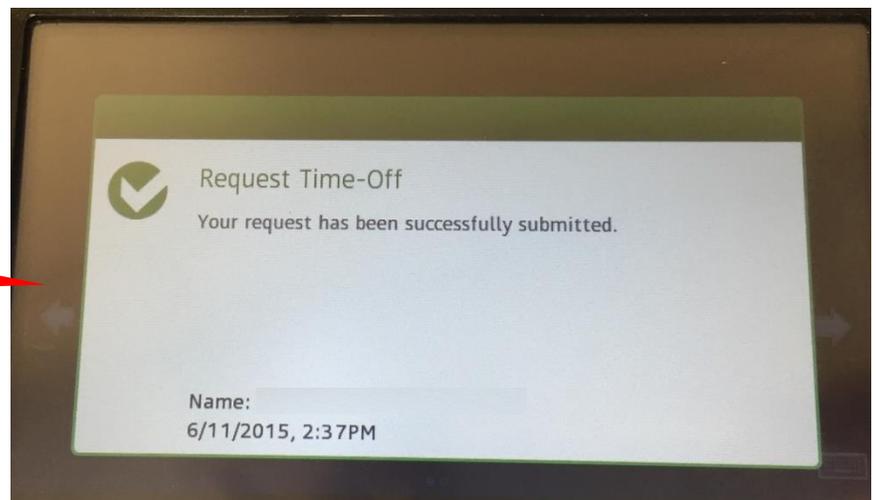
Employee – InTouch Clock – Requesting Time Off

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.

<u>Example:</u> 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.

<u>Example:</u> 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