

# Employee- Requesting Time Off

All Benefit Eligible employees will be using Kronos when requesting time off on SharkTime Navigator.

**IMPORTANT:** When requesting time off around a paid NSU holiday, employees must not include it in the request. If so, the employee will be charged for that day.

**"My Information" tab**

1. Select "Request time off"

If you do not see a schedule please contact your supervisor/ coordinator

Accual Code	Reporting Period	Accual Unit	Available Bala...	Vested Balance	Probationary ...	Earned to Date	Take
Personal	1/01/2015 - 12/31/2...	Hour	22.5	22.5		0.0	
Sick	1/01/2015 - 12/31/2...	Hour	965.0	965.0		0.0	
Vacation	1/01/2015 - 12/31/2...	Hour	72.5	72.5		0.0	

*Note: Supervisors/ Coordinators must navigate to the My Information workspace by clicking on the workspaces carrousel and selecting My Information Workspace. See below:*

Click on "My Information" Workspace

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The following pop up will appear:

3. Enter **start** and **end date** (same date if requesting a single day).

2. **TYPE** of time off request **MUST** be selected (use Matrix for extended sick leave).

Note: If entering a range of dates, **DO NOT** include NSU holidays use the **+Add another time-off period** feature to split the request, however we recommend that you submit separate request **per pay period** in case it needs to be later modified.

4. If selecting "Hours", **start time** and **length (hours per day)** are **required**, otherwise select "Full Day"

5. "Submit"  
Current Supervisor will be emailed with request.

Note: Only approved requests will decrease your balance, pending request and future accruals will not be reflected.

**<sup>1</sup>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 and 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					

**<sup>2</sup>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