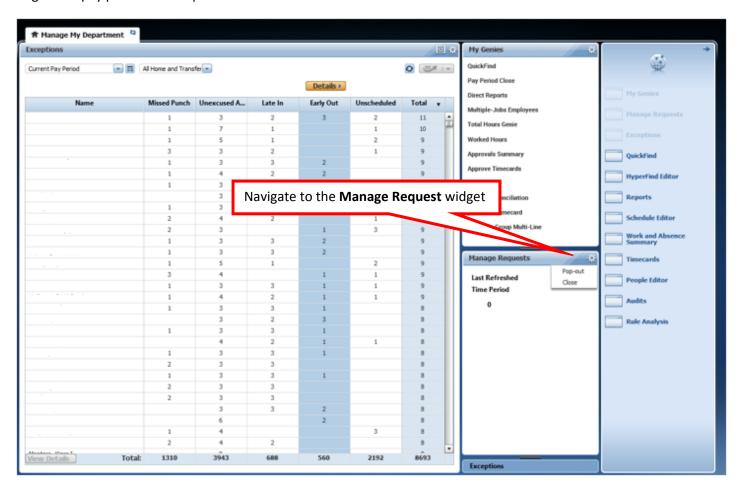
## Supervisor - PC - Requesting Time Off for an Employee

Important: Time off requests must be handled before the affected pay period is closed (signed- off) in SharkTime.

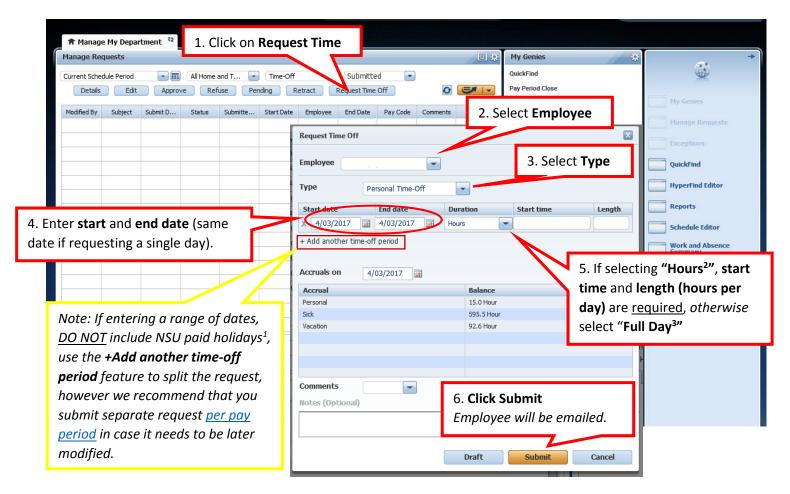
## **Requesting Time Off for an Employee**

Supervisors/Coordinators can also request time off on behalf of their employees in case of an unplanned absence as long as the pay period is still open in SharkTime:



## Supervisor - PC - Requesting Time Off for an Employee

Important: Time off requests must be handled before the affected pay period is closed (signed- off) in SharkTime.



## **IMPORTANT TIPS:**

<sup>1</sup>Requesting Time off during a holiday: 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 request period November 23-25 <u>and</u> a separate request for November 30.

<sup>2</sup>Duration when selecting "Hours": Start Time→ must be in increments of 15 minutes, 30 minutes, 45 minutes, or 1 hour. Length→ hours must be entered in increments of .25, .5, .75, or 1. Length is the amount of hours per day the employee will be out.

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

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

<sup>3</sup>Duration when selecting "Full Day": will use hours based on schedule. Please ensure that employee has an updated schedule in place.