

Removing Hours when Approving Time Off Requests

This job aid covers how to remove hours when approving time off requests for employees.

1. Click the **My To Do** icon

2. Select the request in the left panel by clicking on it.

3. Review the request details using the text and links shown in the right panel.

4. Click the **APPROVE** button in the bottom right of the screen.

The screenshot shows the SharkTime interface with the following elements:

- Header: NSU SharkTime, MY MAILBOX
- Navigation: My To Do Items (958), My Notifications (45)
- Left Panel: My To Do Items list with a selected item: "Approve/Reject Time Off Request 1 - Vacation SharkTime Manager Created Jul 31, 2021, 1:45 am"
- Right Panel: Details for the selected request, including "SharkTime Manager (N0222222)", "View Time Off Counts", "Modify", "Open Timesheet", "View Scheduled People", and "View Workflow".
- Table:

Manager 1			
Created	Jul 31, 2021, 1:45 am	Time Off	1 - Vacation
Date	Jul 29, 2021	Total Hours	7.50

Buttons: REJECT, APPROVE

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5. ***IMPORTANT*** A notification will be displayed informing you that the total for the day will exceed the regular hours based on the employee's assigned schedule.

Select the appropriate check box corresponding to the request type, whether it is a full or partial day.

Note: Notifications will not be displayed for future requests beyond 3 pay periods in advance. Timesheet will automatically add difference if time off hours are already entered for the day.

Full Day Request

Click the check box to remove all regular hours for the requested date.

(Only applies to Exempt Employees)

Date	Amount	Time Off
Jul 29, 2021	7.50 hrs	1 - Vacation

⚠ 07/29/2021

• The total for this day will exceed 7.50 hours.

Remove 7.50 (All) regular hours from 07/29/2021.

Remove 2.00 regular hours from 07/29/2021.

Comment

CANCEL APPROVE

Date	Amount	Time Off
Jul 28, 2021	2.00 hrs	3 - Sick

⚠ 07/28/2021

• The total for this day will exceed 7.50 hours.

Remove 7.50 (All) regular hours from 07/28/2021.

Remove 2.00 regular hours from 07/28/2021.

Comment

CANCEL APPROVE

Partial Day Request

(Only applies to Exempt Employees, hours should not be removed for Non-Exempt employees)*

Exempt Employees: Check the box to remove only the number of hours for the requested date.

***Non-Exempt Employees: DO NOT CHECK THE BOX.** Hours worked should not be removed as the partial time-off request will make their scheduled hours whole for the day. Click Approve to continue.

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Note: When approving multiple requests by selecting the check boxes and clicking the approve option in the upper right of the screen, the notification to remove regular hours will be displayed and a selection will need to be made for each request.

1. Select multiple requests using the checkboxes.

2. Click the **APPROVE** option in the upper right of the screen.

MY MAILBOX

Search

REJECT APPROVE

Page 1 of 102 1 - 5 of 958 Rows

Select all (2/4) Saved: [System]

NSU SharkTime Manager (N02222222) Approve/Reject Time Off Request 1 - Vacation SharkTime Manager Created Jul 31, 2021, 1:37 am

NSU SharkTime Manager (N02222222) Approve/Reject Time Off Request 3 - Sick SharkTime Manager Created Jul 31, 2021, 1:45 am

Modify Open Timesheet View Scheduled People View Workflow

Items to Resolve

The following items need to be resolved before continuing with request.

SharkTime Manager (N02222222)
Jul 28, 2021
3 - Sick

The total for this day will exceed 7.50 hours.

Remove 7.50 (All) regular hours from 07/28/2021.

Remove 2.00 regular hours from 07/28/2021.

Approve Time Off Request

Skip

SharkTime Manager (N02222222)
Jul 29, 2021
1 - Vacation

The total for this day will exceed 7.50 hours.

Remove 7.50 (All) regular hours from 07/29/2021.

Approve Time Off Request

Skip

CANCEL SUBMIT

3. Click the **APPROVE** button to confirm.

Approve Time Off Request(s)?

You are about to approve 2 time off request(s).

Comment

CANCEL APPROVE

4. Select the appropriate check boxes to remove hours for each request and click to **Approve Time Off Request**

5. Click **SUBMIT**.

6. Click **OK**.

Hooray!

2 of 2 time off request(s) have been successfully approved.

OK

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SharkTime Manager | July 24, 2021 - August 06, 2021 | Open all

Time Entry | Exceptions | Calc Detail | Calc Summary | Counters | Summary By Day

75.00 hrs Calc. Total | 15.00 hrs Vacation | 2.00 hrs Sick | 0.00 hrs Personal

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Activity	On Call	Job Worked
SAT Jul 24			0.00 hrs	0.00 hrs					
SUN Jul 25			0.00 hrs	0.00 hrs					
MON Jul 26	830a-5p 1 Hr Lunch		0.00	7.50	MON Jul 26				
TUE Jul 27	830a-5p 1 Hr Lunch		7.50	7.50	TUE Jul 27	1 - Vacation			
WED Jul 28	830a-5p 1 Hr Lunch		5.50	5.50	WED Jul 28				
	08:30 am	10:30 am	2.00	2.00	WED Jul 28	3 - Sick			
			7.50 hrs	7.50 hrs					
THU Jul 29	830a-5p 1 Hr Lunch		7.50	7.50	THU Jul 29	1 - Vacation			
FRI Jul 30	830a-5p 1 Hr Lunch		7.50	7.50	FRI Jul 30				

7. CORRECT: Review time off entry on Timesheet. Total hours for day should not exceed scheduled hours.

NSU SharkTime 02:00 PM (EDT) | TIME | Search | 1042

SharkTime Manager | Time Entry | SAVE | SUBMIT | APPROVE

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Activity	On Call	Job Worked
MON Jul 26			0.00 hrs	7.50 hrs					
TUE Jul 27			7.50 hrs	7.50 hrs					
WED Jul 28			7.50 hrs	7.50 hrs					
THU Jul 29			7.50 hrs	7.50 hrs					
FRI Jul 30			7.50 hrs	7.50 hrs					
SAT Jul 31			0.00 hrs	0.00 hrs					
SUN Aug 1			0.00 hrs	0.00 hrs					
MON Aug 2			7.50 hrs	7.50 hrs					
TUE Aug 3	830a-5p 1 Hr Lunch		7.50	7.50	TUE Aug 3	2 - Personal			
	08:30 am	12:00 pm	3.50	3.50	TUE Aug 3				
			4.00	4.00	TUE Aug 3				
			0.00	0.00	TUE Aug 3				
			15.00 hrs	15.00 hrs					
WED Aug 4			7.50 hrs	7.50 hrs					
THU Aug 5			7.50 hrs	7.50 hrs					
FRI Aug 6			7.50 hrs	7.50 hrs					

INCORRECT: Should the total hours exceed scheduled hours, click the ellipses and delete the rows of regular hours so that only the time off hours remain.