

Supervisors & Sharktime Coordinators – PC – Entering Leave Time in place of Holiday Pay on Timecard of an Exempt Employee on paid leave.

Important: Please note that SharkTime is a timekeeping system, and not a leave administrator.

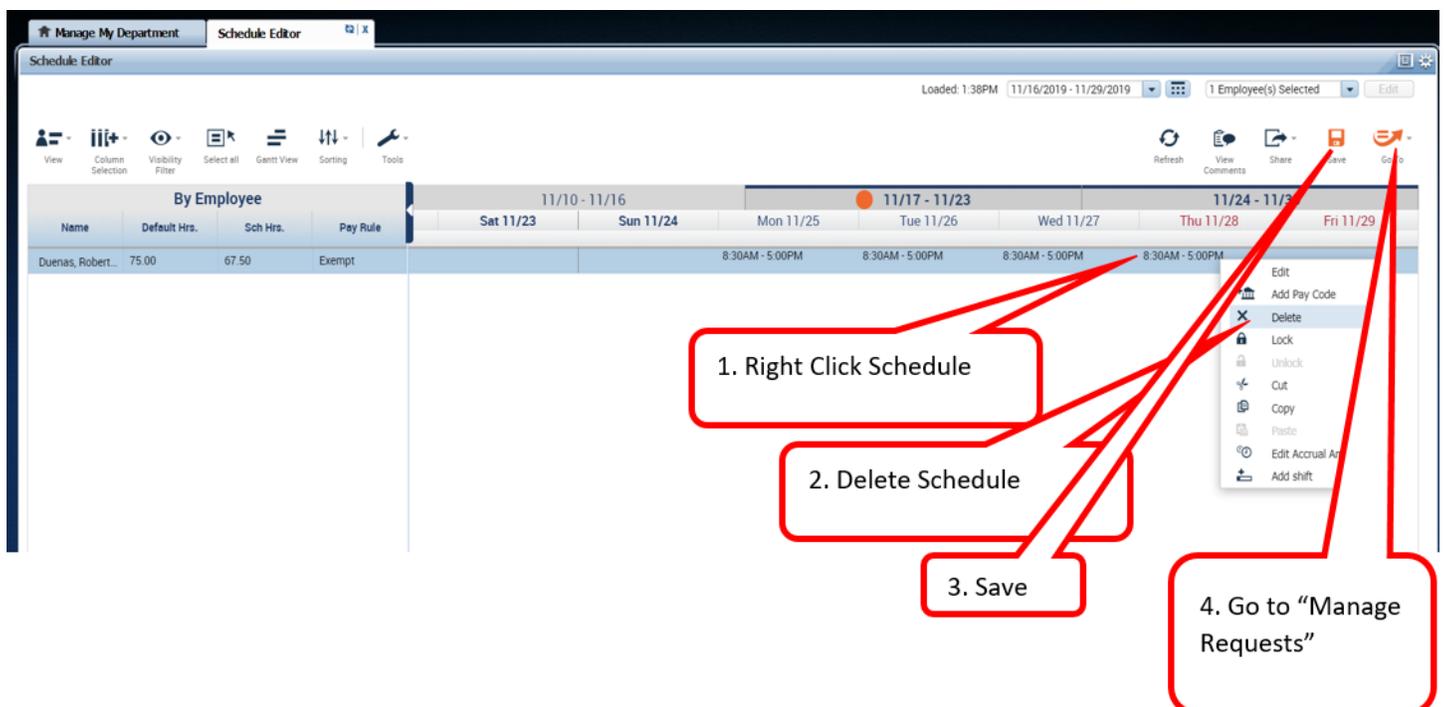
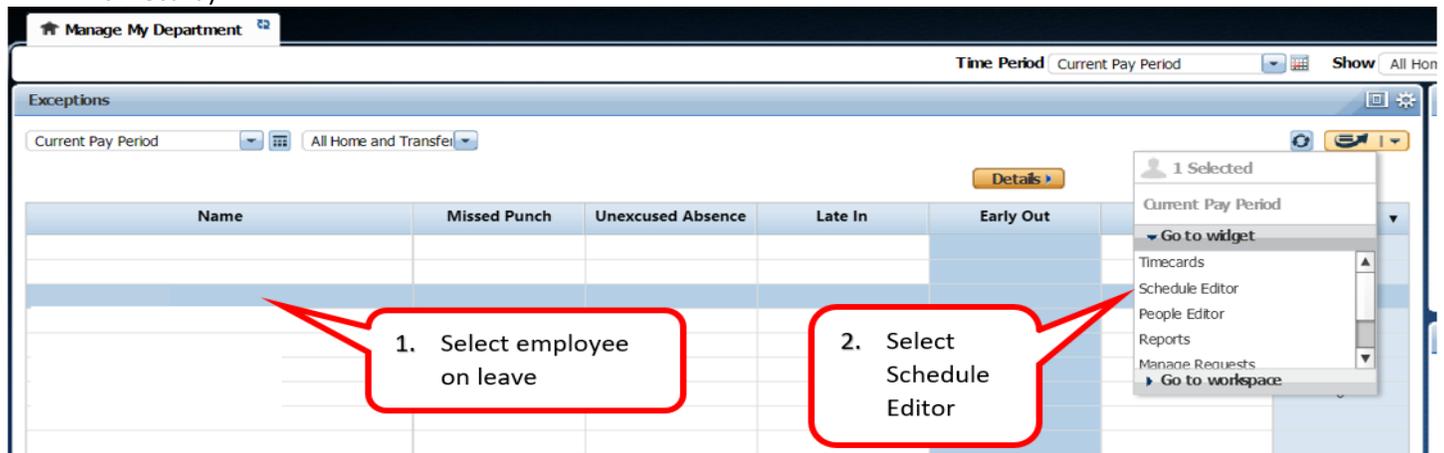
As per NSU [Leave Policy](#), “...Employees on a leave will not be paid for holidays.”

For employees on paid leaves of absence, this requires removing holiday pay and replacing with available leave time.

To facilitate this process a joint effort between [Managers/Supervisors](#) and [SharkTime Coordinators](#) is required.

Process for Managers/Supervisor of Employee on Leave of Absence:

1. Select employee and “Go to” Schedule Editor
2. Select the Holiday and remove the schedule for the day
3. **Save** changes
4. Go to [Manage Requests](#)
5. Click on “Request Time Off”
6. **Select** leave time type (sick, personal, vacation), **Enter** Start and End dates, **Enter** Time Unit as **Hours**
7. Submit Request (notification sent to employee and supervisor)
8. Approve request (notification is sent to employee)
9. Advise Departmental SharkTime Coordinator when completed (note that time entered will display as 0.00 on timecard)



1. Click on Request Time

2. Select Employee

3. Select Type

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

5. Select "Hours", start time and length (Hours are per day)
If entering a start date and end date that span over several days, hours are still per day (i.e. 11/28 thru 11/29; Hours = 7.5, NOT 15)

6. Click Submit
Employee will be emailed.

Highlight the request(s)

Click to Approve
****Employee will be sent an email**

Empty schedule will be replaced with leave time and hours. Contact your departmental Sharktime Coordinator when completed.

Timecards

1 of 1 N01235005

Loaded: 2:26 PM Current Pay Period 1 Employee(s) Selected

Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Wed 11/20	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	22.5
Thu 11/21	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	30.0
Fri 11/22	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	37.5
Sat 11/23												37.5
Sun 11/24												37.5
Mon 11/25	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	45.0
Tue 11/26	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	52.5
Wed 11/27	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	60.0
Thu 11/28		Thanksgiving ...	0.0									60.0
Fri 11/29		Thanksgiving ...	0.0									60.0

Click "+" to add a row

**Holiday will be 0.00

Timecards

1 of 1 N01235005

Loaded: 2:26 PM Current Pay Period 1 Employee(s) Selected

Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Fri 11/22	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	37.5
Sat 11/23												37.5
Sun 11/24												37.5
Mon 11/25	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	45.0
Tue 11/26	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	52.5
Wed 11/27	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	60.0
Thu 11/28		Thanksgiving ...	0.0									60.0
Fri 11/29												60.0

1. On new row, enter time

2. Select Leave time requested by Manager

3. Enter Hours (*Do not select "Full sched day" or "Half sched day" as they will not work without a schedule)

4. Save Changes

Timecards

1 of 1 N01235005

Loaded: 2:28 PM Current Pay Period 1 Employee(s) Selected

Approve Timecard

Print Timecard Refresh Calculate Totals Save Go To

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Fri 11/22	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	37.5
Sat 11/23												37.5
Sun 11/24												37.5
Mon 11/25	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	45.0
Tue 11/26	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	52.5
Wed 11/27	8:30AM-5:00PM			8:30AM		12:00PM	1:00PM		5:00PM	7.5	7.5	60.0
Thu 11/28		Sick	7.5									67.5
Fri 11/29		Thanksgiving ...	0.0								7.5	67.5
		Sick	7.5									75.0
		Thanksgiving ...	0.0								7.5	75.0

Make sure total hours are correct

Leave Time will populate