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 <u>Leave Policy</u>, "...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 <u>Managers/Supervisors</u> and <u>SharkTime Coordinators</u> 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)



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Pay Rule

Exempt

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

8:30AM - 5:00PM

Personal [7.5]

8:30AM - 5:00PM

Personal [7.5]

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Process for Sharktime Coordinators to complete <u>after</u> all steps above:

- 1. Review Schedule Editor for Leave Type and Hours to enter
- 2. Enter Leave time on timecard as Hours (not full scheduled day as there is no longer a schedule for the day)
- 3. Save changes

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