1. Select **Request Time Off**

2. Tap badge and press index finger

3. Select **Time Off request type** (use arrows to scroll up and down)

4. Select **Submit Request** to continue your request or **Cancel Request**
5. Navigate through the calendar and select your **Start and End Date**

6. Select **Full Day or Hours**.

*If user selects Hours, a Start Time will be required*
Employee – InTouch Clock – Requesting Time Off

If user selects **Hours**, **Length** of time will also need to be entered.

7. From the Review screen select one of the 3 options.

After the request has been submitted a confirmation message will appear.
Employee – InTouch Clock – Requesting Time Off

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.

2 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