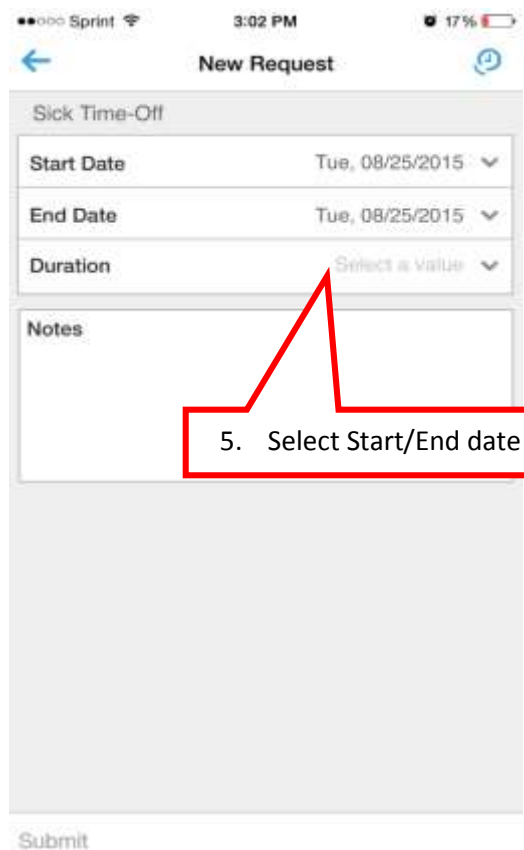
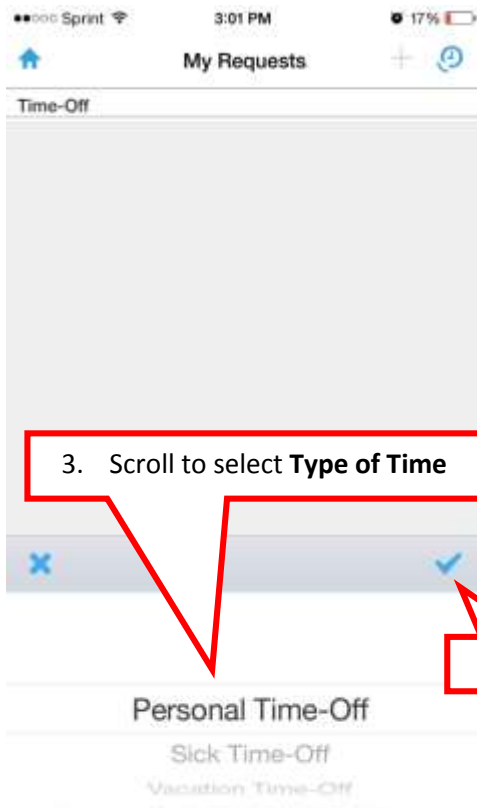
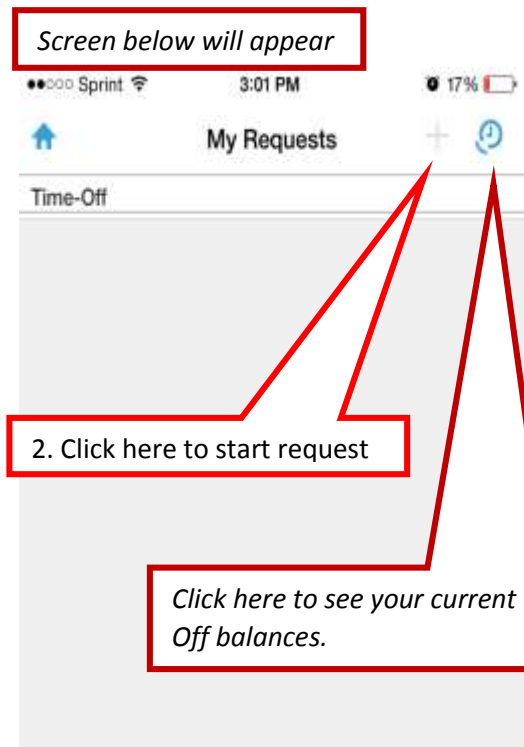
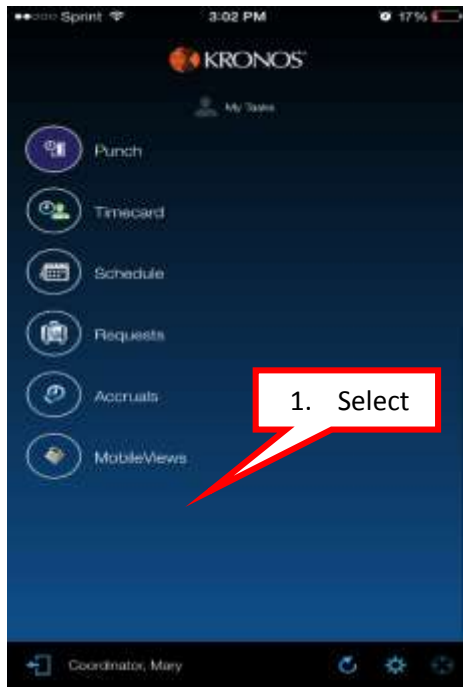


Employee- Mobile – Requesting Time Off

IMPORTANT: When requesting time off around a paid NSU holiday, employees must not include it in the request. If so, the employee will be charged for that day.



Employee- Mobile – Requesting Time Off

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Sick Time-Off

Start Date: Tue, 08/25/2015

End Date: Tue, 08/25/2015

Duration: Select a value

Notes

4. Click arrow down menu to select **Hours** or **Full Day** duration.

5. Select

Sick Time-Off

Start Date: Tue, 08/25/2015

End Date: Tue, 08/25/2015

Duration: Hours

Start Time: 3:57PM

Length: 1:00h

Notes

6. When Selecting "Hours" a start time and length is required. *Please note this is length PER DAY.*

7. Submit

Hours

Full day

My Requests

Time-Off

- Sick Time-Off 08/25 (Full) Submitted
- Sick Time-Off 08/26 (1h) Submitted

8. You will see request under **MY Requests**

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.

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