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.

1. Select
2. Click here to start request
3. Scroll to select Type of Time
4. Select
5. Select Start/End date

Screen below will appear

Click here to see your current Time Off balances.
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.

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

5. Select

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

7. Submit

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, 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