Employee - Requesting Time Off

All Benefit Eligible employees will be using Kronos when requesting time off on SharkTime Navigator.

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.

Note: Supervisors/Coordinators must navigate to the My Information workspace by clicking on the workspaces carousel and selecting My Information Workspace. See below:
Employee - Requesting Time Off

All Benefit Eligible employees will be using Kronos when requesting time off on SharkTime Navigator.

The following pop up will appear:

1. 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. TYPE of time off request MUST be selected (use Matrix for extended sick leave).

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

Note: If entering a range of dates, DO NOT include NSU holidays use the +Add another time-off period feature to split the request, however we recommend that you submit separate request per pay period in case it needs to be later modified.

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

Note: Only approved requests will decrease your balance, pending request and future accruals will not be reflected.

4. If selecting “Hours”, start time and length (hours per day) are required, otherwise select “Full Day”

5. “Submit”
Current Supervisor will be emailed with request.