

Supervisor- Managing Time Off Requests

Important: Time off requests must be handled before the affected pay period is closed (signed-off) in SharkTime.

IMPORTANT: All Supervisors/Coordinators must verify their employees schedule for accuracy in SharkTime.

Note:

- Time off request by **Hours** ignores employees' schedule.
- Time off requests by **Full Days** follow employees' schedule in SharkTime.

1. Click the Calendar Alert icon to easily find all active requests

The screenshot shows the SharkTime interface. At the top, there is a navigation bar with a 'Calendar Alert' icon (a calendar with a red exclamation mark) highlighted by a red box. A red arrow points from this icon to a 'My Requests Alert' pop-up window. The pop-up window has a title bar 'My Requests Alert' and a sub-header 'Request Manager Alert (1)'. Below this, there is a list item 'Time-Off 1' with a red exclamation mark icon. A red box highlights this list item, and a red arrow points from it to a text box that says '2. Double Click to see details of requests.' Below the list item is a 'View All' button. The background shows the 'Exceptions' table with columns: Name, Missed Punch, Unexcused ..., Early In, Late Out, Unscheduled, and Total. The table has a total row at the bottom with values: 0, 0, 3, 5, 2, 10.

****If user goes directly to the Manage Requests widget, a date range corresponding to the request MUST be selected in order to view it. To ensure all request are being seen, supervisors/coordinators should use Calendar Alerts icon**

Supervisor- Managing Time Off Requests

Important: Time off requests must be handled before the affected pay period is closed (signed-off) in SharkTime.

The image shows a screenshot of the SharkTime web application interface for managing time off requests. The main window displays a table of requests with columns for Employee, Status, Pay Code, Start Date, End Date, Submitted By, Submit Date, Modified By, and Comments. A red box highlights a row with status 'Submitted'. A callout box labeled '3. Highlight the request' points to this row. Another callout box labeled '4. Click to Approve or Refuse' points to the 'Approve' and 'Refuse' buttons in the toolbar above the table. A third callout box labeled 'Click to view different request status' points to a dropdown menu in the toolbar. A fourth callout box labeled 'Double Click to see detail of request or click on the Details button' points to the 'Details' button. A fifth callout box labeled 'Pending- can be used to notify the employee the request is being reviewed.' points to the 'Pending' button. A sixth callout box labeled 'Comments' points to the 'Comments' field in the 'Approve Time-Off Request' dialog box. A seventh callout box labeled '*To send a message to your employee select comment from the drop-down and enter message in the Notes box.' points to the 'Notes (Optional)' field in the same dialog box. An eighth callout box labeled '*Emails are sent to employees every time the request changes status.' points to the 'Status History' section in the 'Time-Off Request Details' dialog box. The 'Refuse Time-Off Request' dialog box is also shown, with a callout box labeled '3. Highlight the request' pointing to the 'Refuse' button. The 'Approve Time-Off Request' dialog box is shown with a callout box labeled '4. Click to Approve or Refuse' pointing to the 'Approve' button. The 'Time-Off Request Details' dialog box is shown with a callout box labeled 'Double Click to see detail of request or click on the Details button' pointing to the 'Details' button. The 'Time-Off Request Details' dialog box also shows a 'Status History' section with a callout box labeled '*Emails are sent to employees every time the request changes status.' pointing to the status history entry.

3. Highlight the request

4. Click to Approve or Refuse

Pending- can be used to notify the employee the request is being reviewed.

Double Click to see detail of request or **click** on the **Details** button

Comments

**To send a message to your employee select comment from the drop-down and enter message in the Notes box.*

**Emails are sent to employees every time the request changes status.*

Refuse Time-Off Request

Submitted 5/28/2015-6:39:23PM
Modified
Employee
Requested
Type: Vacation Time-Off
Start date: 5/29/2015 End date: 5/29/2015
Duration: Full Day
Comments
Notes (Optional)
Refuse Cancel

Approve Time-Off Request

Submitted 5/28/2015-6:39:23PM
Modified by
Employee
Details
Requested
Type: Vacation Time-Off
Start date: 5/29/2015 End date: 5/29/2015
Duration: Full Day
Edit
Comments
Notes (Optional)
Approve Cancel

Time-Off Request Details

Submitted 5/28/2015-6:39:23PM
Modified by
Employee
Requested
Type: Vacation Time-Off
Start date: 5/29/2015 End date: 5/29/2015
Duration: Full Day
Status History
5/28/2015 - 6:39:23PM
Evans, Erin
Close

Click to view different request status