Supervisor - PC - Requesting Time Off for an Employee

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

Requesting Time Off for an Employee

Supervisors/Coordinators can also request time off on behalf of their employees in case of an unplanned absence as long as the pay period is still open in SharkTime:

Navigate to the Manage Request widget
Supervisor - PC - Requesting Time Off for an Employee

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

IMPORTANT TIPS:

1. Requesting Time off during a holiday: 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 request period November 23-25 and a separate request for November 30.

2. Duration when selecting “Hours”: Start Time must be in increments of 15 minutes, 30 minutes, 45 minutes, or 1 hour. Length hours must be entered in increments of .25, .5, .75, or 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: 2 hours Start time: 8 am Length: 2 hours

3. Duration when selecting “Full Day”: will use hours based on schedule. Please ensure that employee has an updated schedule in place.

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1. Click on Request Time
2. Select Employee
3. Select Type
4. Enter start and end date (same date if requesting a single day).
5. If selecting “Hours”, start time and length (hours per day) are required, otherwise select “Full Day”.
6. Click Submit Employee will be emailed.