

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:

The screenshot displays the 'Manage My Department' interface. The main area is an 'Exceptions' table with columns for Name, Missed Punch, Unexcused Absence, Late In, Early Out, Unscheduled, and Total. A red callout box points to the 'Manage Requests' widget in the right-hand sidebar, with the text 'Navigate to the Manage Request widget'.

Name	Missed Punch	Unexcused Absence	Late In	Early Out	Unscheduled	Total
	1	3	2	3	2	11
	1	7	1		1	10
	1	5	1		2	9
	3	3	2		1	9
	1	3	3	2		9
	1	4	2	2		9
	1	3				
	1	3				
	1	3				
	2	4	2		1	9
	2	3		1	3	9
	1	3	3	2		9
	1	3	3	2		9
	1	5	1		2	9
	3	4		1	1	9
	1	3	3	1	1	9
	1	4	2	1	1	9
	1	3	3	1		8
		3	2	3		8
	1	3	3	1		8
		4	2	1	1	8
	1	3	3	1		8
	2	3	3			8
	1	3	3	1		8
	2	3	3			8
	2	3	3			8
	3	3	3	2		8
	6			2		8
	1	4			3	8
	2	4	2			8
Total:	1310	3943	688	560	2192	8693

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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 "Hours²", **start time** and **length (hours per day)** are required, otherwise select "Full Day³"

6. Click **Submit**
Employee will be emailed.

Note: If entering a range of dates, DO NOT include NSU paid holidays¹, 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.

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.

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					