NOVA SOUTHEASTERN UNIVERSITY | **NSU** Florida

Requesting Time Off for An Employee

Job Aid

As a manager, there may be times that an employee needs you to initiate a time off request on his behalf. This job aid covers how to request time off for another employee.

Requesting time off for an employee

1. Click **Show Menu** ☰, click the **Team** tab, then navigate to **Time > Time Off > Request**.
2. In the **Choose Employee** field, select the name of the employee.
3. In the **Time off type** field, select the name of the time off you are requesting.
4. Click **Start Request**.
5. In the **Request type** field, select the type of request you wish to make. (Refer to the table in this job aid for a description of each request type.)
6. Complete the date and time fields that appear for the selected request type.
7. In the **Comment** field, enter any additional notes about the request. (Optional.)
8. Click **Submit Request**.

Note: As a manager, you will likely need to perform additional steps to approve the time off request after you have submitted it.

Time > Time Off > Request

← **Time Off Request**

	Employee *		Time Off Type		
2	🌐 SharkTime Employee ⊗ 🔍		1 - Vacation ⊗ 🔍	**3**	**4** → **Start Request**

Request Time Off

TUE JUN 11

■ Schedule (0.00hrs)

12 am | 3 am | 6 am | 9 am | 12 pm | 3 pm | 6 pm | 9 pm | 12 am

Time Off Type *
1 - Vacation ⊗ 🔍

Request Type *
Partial Day ▼ **5**

Date *
06/11/2024 📅 **6**

From *
01:00 pm ⏱

To *
05:00 pm ⏱

Total
4.00 ⏱

Comment
Half of day off. **7**

Cancel **Submit Request** **8**

Request Type	Description
Full Day	Select a single date.
Partial Day	Select a single date and enter # of hours.
Multiple Days	Select a date range