

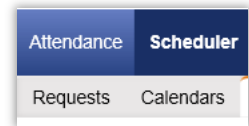
| Employee – Requesting leave | | | |
|-----------------------------|---------------------------|---------------|--|
| Date Created: | 2/23/16 | Date Revised: | |
| Created by: | NTI Professional Services | Approval: | |

Summary

The purpose of this document is to provide basic instruction regarding the process an employee will use to request leave time. The advantage of using the Request Leave feature is that, once approved, an employee’s leave request will automatically populate on the employee timesheet requiring no further action on the part of the supervisor or the employee.

Detail

There are typically two pages visible when an employee logs into NOVAtime: Attendance and Scheduler. Under the Scheduler Tab there are typically two sub-tabs: Requests and Calendars.

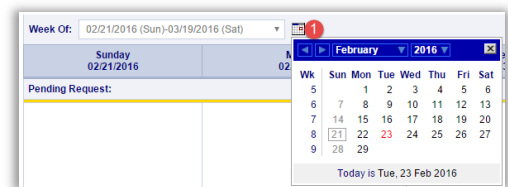


■ Scheduler

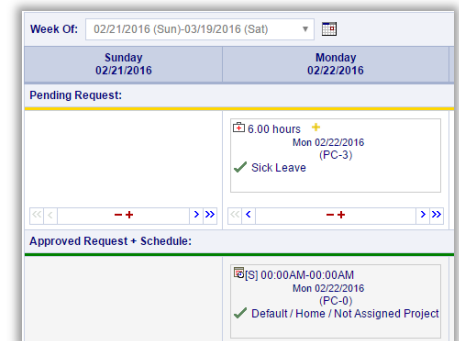
Scheduler/Requests:

There are two sections to this page: leave templates and the calendar. To request leave:

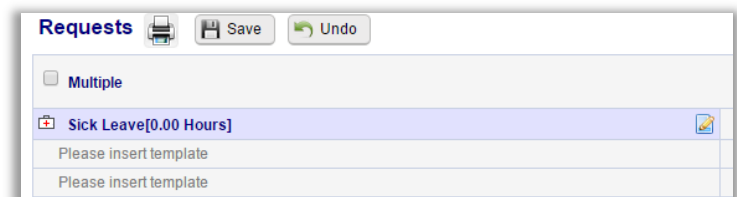
1. **Click on the Calendar icon** and click on the date that you want to request leave for.



Notice that there are two rows for each day. The upper row (yellow band across top) is for Pending Requests. The second row (green band across the top) shows your scheduled work hours as well as any leave that has already been approved.

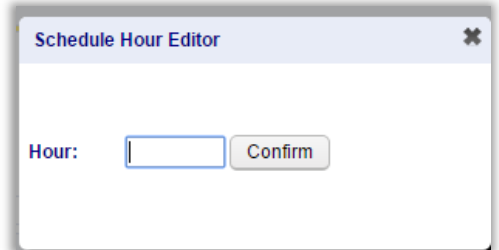


2. **Select desired leave type:** Once you have navigated to the date you want to be gone, scroll to the top of the screen and click on the correct type of leave you want to use for this request. The leave box will then be shaded in blue.



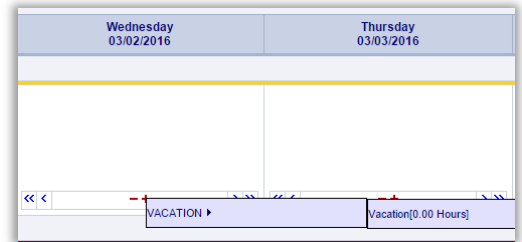
3. Click in the "Pending Request" box for the date you are requesting leave.

NOTE: Leave templates with 0.00 hours allow an employee to designate the number of hours requested. E.g., Select Sick Leave[0.00 Hours]. Enter the desired number of hours in the dialog box

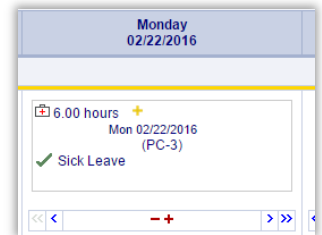


3a. Alternate method for selecting leave type:

- a) Click on the red + in the bottom of the date box
- b) A flyout box will appear with types of leave available.
- c) A secondary flyout box will appear with available leave options for the selected leave type.
- d) Click on the desired leave type



4. Optional: If you wish to send a note to your supervisor with your request click on the Yellow + sign. Click on the type of leave you want to use, e.g., "Taking the morning off."



5. **CLICK SAVE!** Saving your leave request will forward a message to your supervisor that your request is awaiting approval. If you navigate off this page without saving your leave request will not be forwarded to your supervisor.

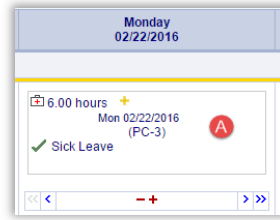


Your leave request will remain in pending status (in the line with the yellow bar) until it has been approved. Once approved, the request will move down to the second row of Approved Requests and Schedules.

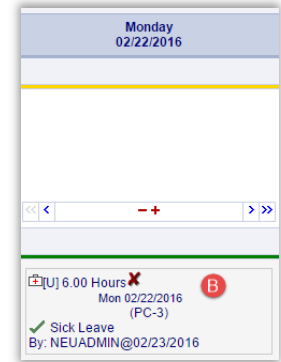
■ NOTE – You are encouraged to check the status of leave requests prior to submitting your timecard. If your leave request is still in pending status, please notify your supervisor before submitting your timecard. Once a leave request has been approved by a supervisor, the leave hours will be automatically populated on your timecard.

■ **To withdraw, remove, or change a leave request:**

A) To remove a request that is still in "pending" status, click on the red "minus" sign along the bottom border of that request.



B) If the leave request has already been approved then click on the red "X" on the top row for the requested day.



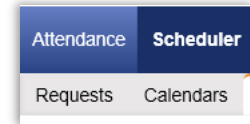
C) If you need to change a request (e.g., from 8 hours to 4 hours) then remove the previous request and submit a new request.

7. Using the << and >> indicators:

The carats allow an employee to copy the desired leave request to the left and/or to the right.

■ **Scheduler/Calendar/Requests**

On the Scheduler / Calendar / Requests tab you will see the status of your leave that has been requested through NOVAtime. Days highlighted in **Green** indicate approved leave, days in **Yellow** are still in pending status (have not yet been approved by your supervisor), and **Red** days indicate leave requests that have been denied.



| October 2015 | | | | | | |
|--------------|----|----|----|----|----|----|
| | T | F | S | S | M | T |
| Edit | 24 | 25 | 26 | 27 | 28 | 29 |
| Edit | 1 | 2 | 3 | 4 | 5 | 6 |
| Edit | 8 | 9 | 10 | 11 | 12 | 13 |
| Edit | 15 | 16 | 17 | 18 | 19 | 20 |
| Edit | 22 | 23 | 24 | 25 | 26 | 27 |
| Edit | 29 | 30 | 31 | 1 | 2 | 3 |