

Monmouth University Office of Human Resources Time and Attendance – Attachment B

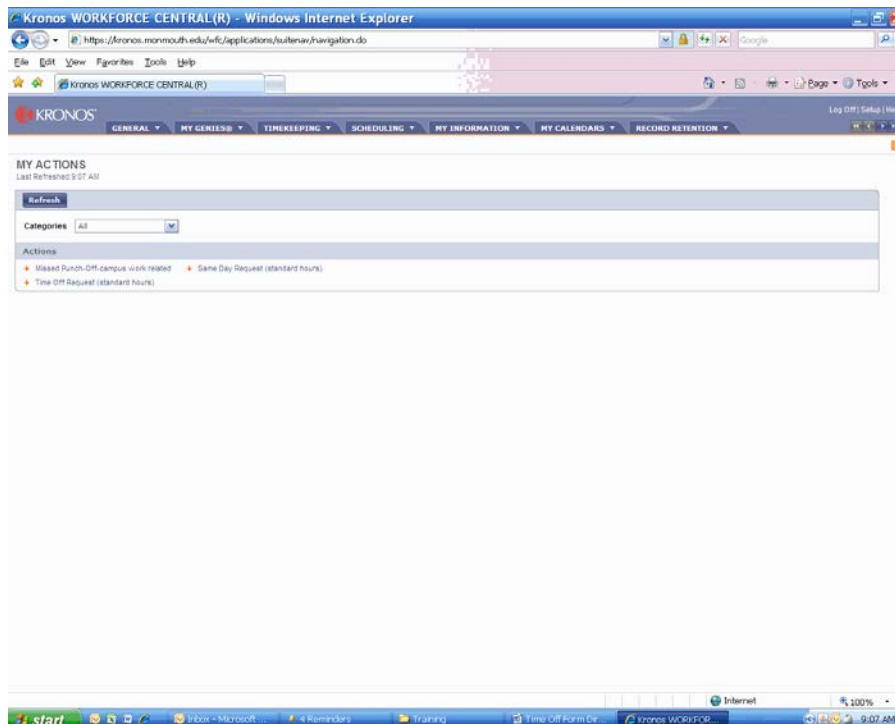
Requesting Time Off on the Same Day

These directions should be used for **UNEXPECTED** time off only; forms must be completed **ON THE DAY** you are leaving (i.e. going home sick, personal emergency).

**** EMPLOYEES SHOULD OBTAIN APPROVAL FROM HIS/HER SUPERVISOR PRIOR TO SUBMITTING FORMS TO THE TIMEKEEPER. ****

Note: Your personal information (name, department, etc.) are derived from your login. You do not need to enter this information on any of the forms.

Select My Actions from the menus on the left side of your screen, and you will see any forms that apply to your employee classification.



Select **Same Day Request (Standard Hours)** and the form will open:

The screenshot shows a web browser window titled "Time Off Request - Windows Internet Explorer". The address bar shows a URL from Aronson.monmouth.edu. The page content includes:

- Available Time Off Balances (in hours) Minus approved future requests:**
 - Bereavement: 21:45
 - Personal: 13:45
 - Sick: 500:21
 - Vacation: 219:00
- Request Time For Today:**
 - Request Type: BEREAVEMENT (dropdown menu)
 - Request Date: 5/15/2010
 - Message: (text input field)
 - Scheduled Start Time: (text input field)
 - Scheduled End Time: (text input field)
 - Requested Hours: 8 (dropdown menu)
- Buttons: Submit, Reset, Cancel

Your time available (in hours) is indicated at the top of the form. Any approved future requests have already been deducted from your balances.

Select **Request Type** by using the drop-down arrow.

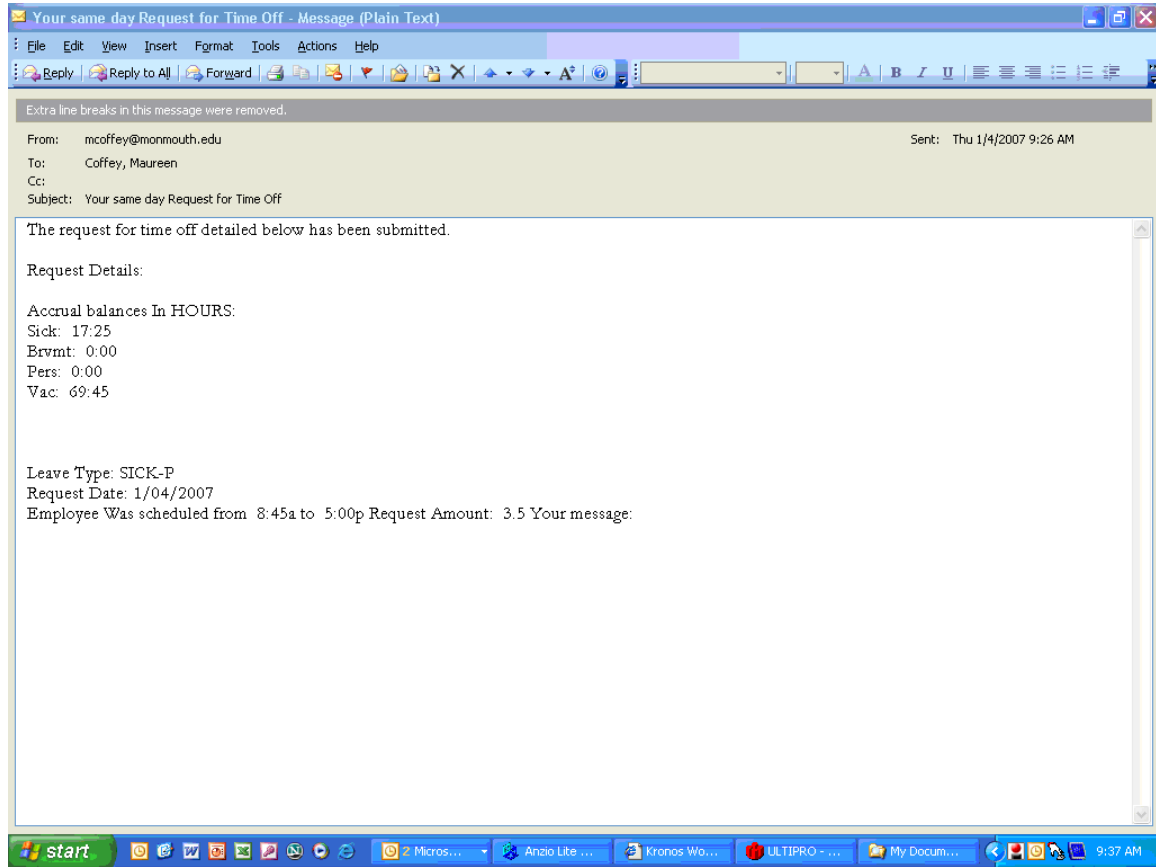
Enter a message if necessary.

Enter your **Scheduled Start Time** and **End Time**. This will assist the Timekeeper in adjusting your hours so you will receive your regular amount for the day.

Select **Hours per Day**. The standard selection for most administrative and staff personnel is 7.25 hours or 3.5 hours. Facilities Management, Police and some other employees should use 8 hours or 4 hours. Employees with unusual hours will receive special instructions. (If you are authorized to utilize a grace period, select 0 hours for Hours per Day.)

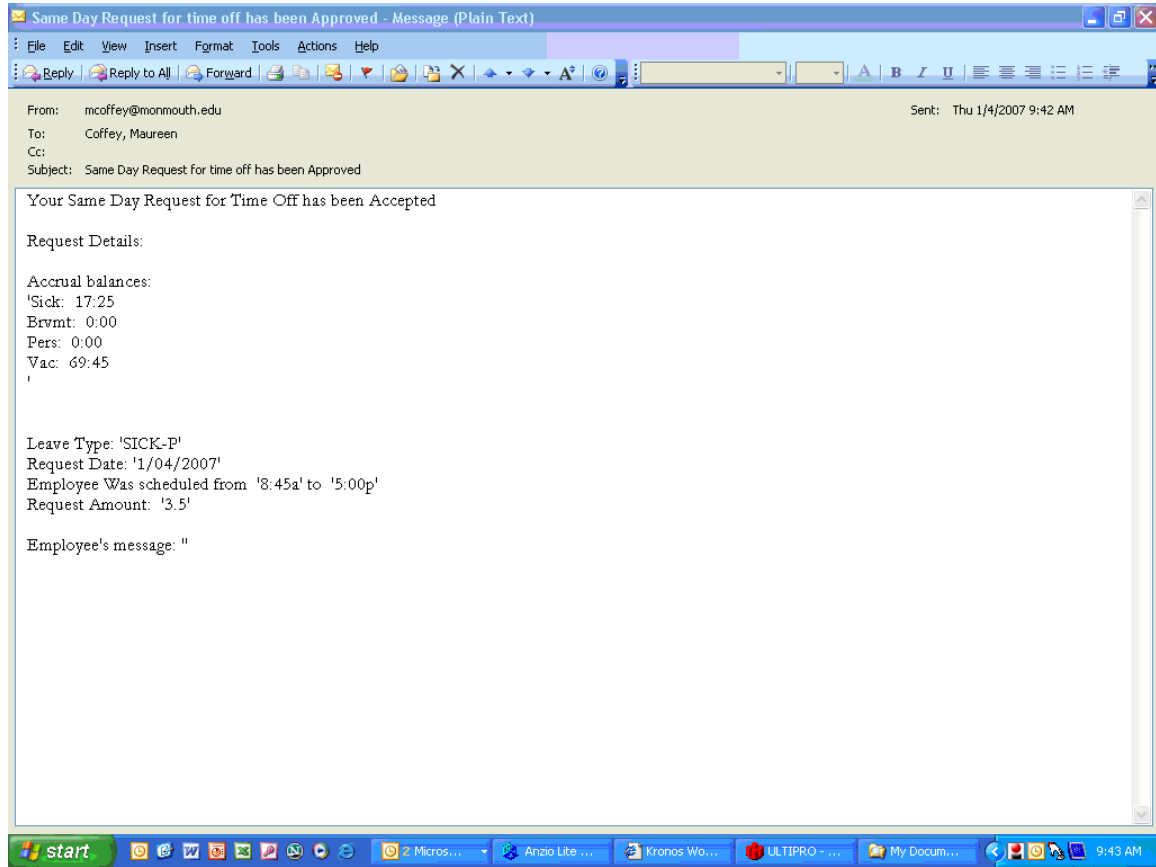
Click **Next**.

You will also receive an e-mail in your Outlook mailbox, confirming receipt of your request.



Your manager will receive a copy as well.

Once the Timekeeper has processed your request, you will receive an acknowledgement:



And the transaction will appear in your timecard (with any necessary adjustments):

MY TIMECARD
Loaded 9/8/08

Name & ID: COFFEY, MAURIE - H418
Time Period: 5/6/2010 - 5/18/2010, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Wed 5/05											
Thu 5/06	SICK-P	3.5								3.5	3.5
Fri 5/07											3.5
Sat 5/08											3.5
Sun 5/09											3.5
Mon 5/10											3.5
Tue 5/11											3.5
Wed 5/12											3.5
Thu 5/13											3.5
Fri 5/14											3.5
Sat 5/15											3.5
Sun 5/16											3.5
Mon 5/17											3.5
Tue 5/18	VACATION	3.5								3.5	7.0
Wed 5/18											7.0
Thu 5/20											7.0

TOTALS & SCHEDULES | ACCRUALS REPORTING PERIOD | ACCRUALS | AUDITS | SICK-OFFS, REQUESTS & APPROVALS

Account	Pay Code	Amount	Wages
...	Grand Total	7.0	
...	SICK-P	3.5	
...	VACATION	3.5	

If the Timekeeper rejects your request, you will receive this message, with further information added as necessary in the message area:

