

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

## Requesting Time Off on the Same Day

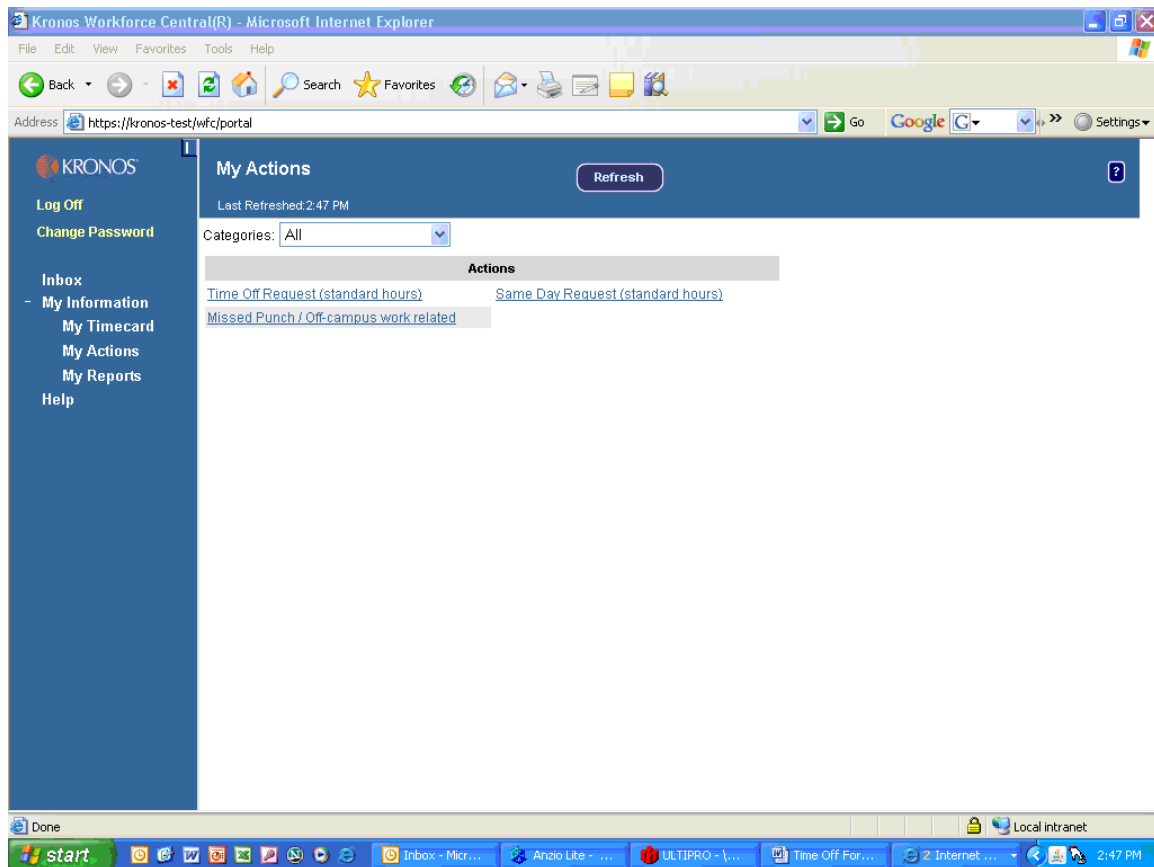
These directions should be used for **UNEXPECTED** time off only; forms must be completed **ON THE DAY** you are leaving (i.e. going home sick, personal emergency).

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**\*\* 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:

**Available Time Off Balances (in hours) Minus approved future requests**

Sick 17.25  
Brvmt 0.00  
Pers 0.00  
Vac 69.45

**Request Time For Today**

\* Request Type: SICK-P

Request Date: 1/04/2007

Message:

\* Scheduled Start Time: 8:45a

\* Scheduled End Time: 5:00p

Requested Hours: 3.5

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.

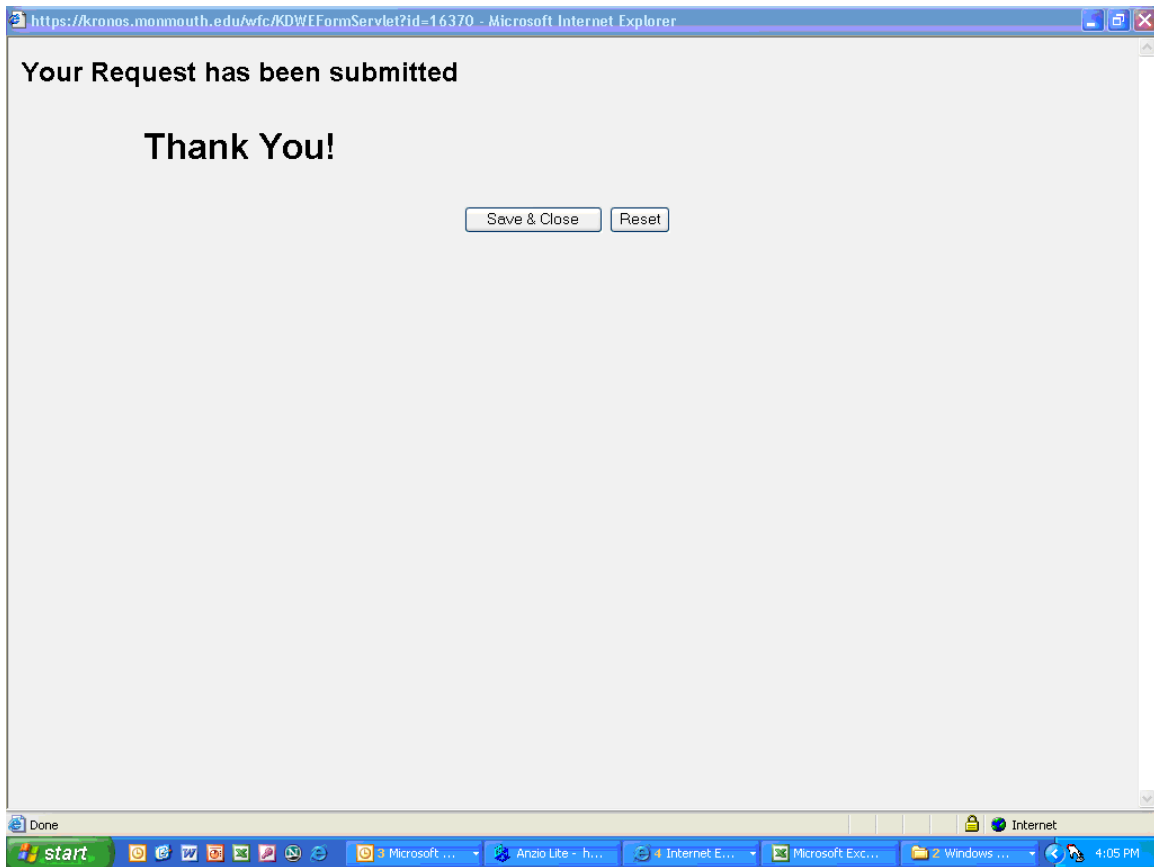
Enter a message if necessary.

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.

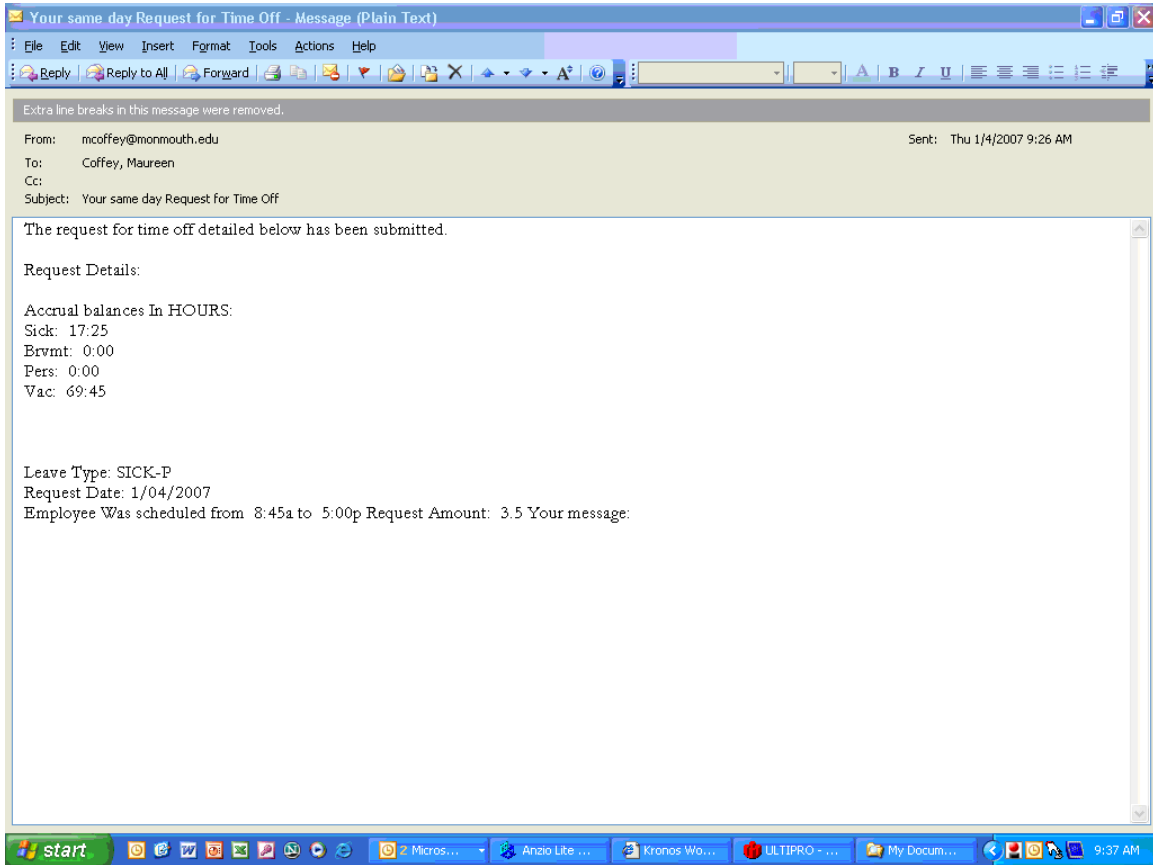
Select **Hours per Day**. The standard selection for most administrative and staff personnel is 7.25 hours or 3.5 hours. Facilities Management, Police and some other employees should use 8 hours or 4 hours. Employees with unusual hours will receive special instructions. (If you are authorized to utilize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

Click **Next**.

You will see a confirmation:

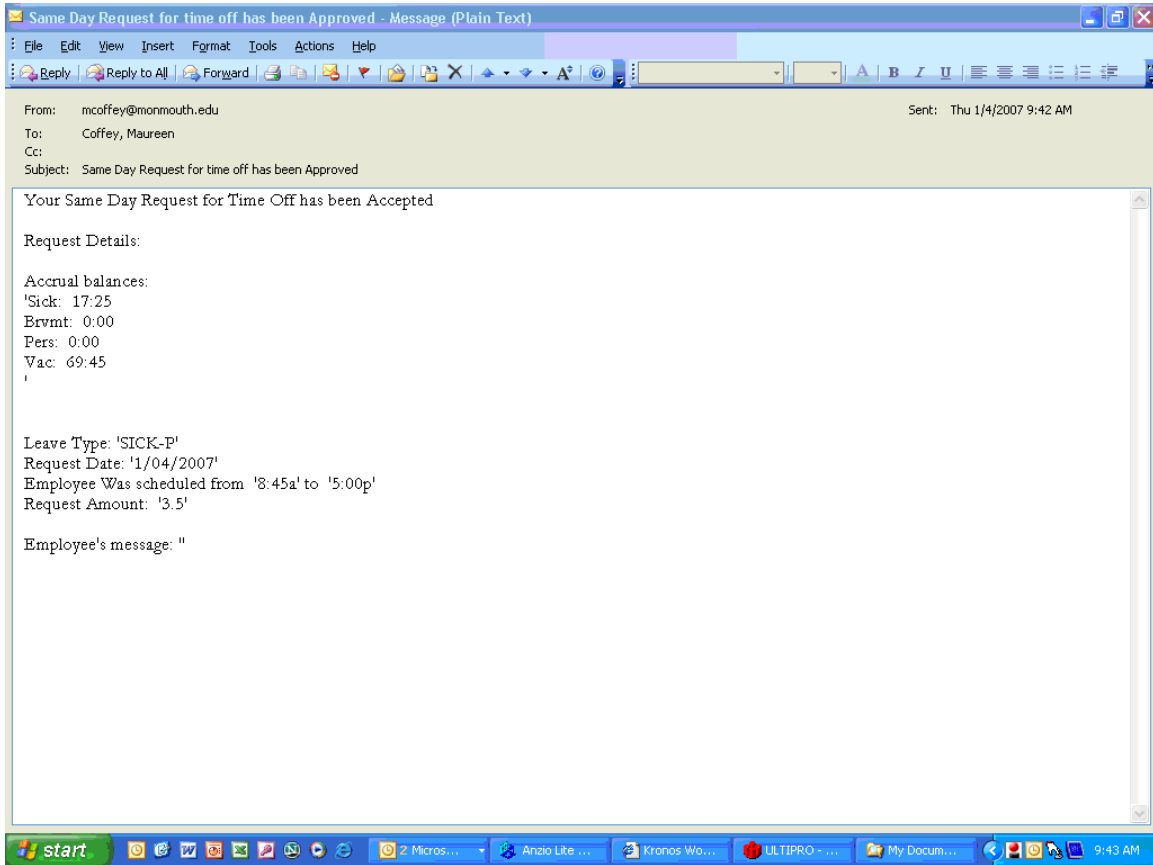


You will also receive an e-mail in your Outlook mailbox, confirming receipt of your request.



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**  
 Name & ID: **Employee, Test** **9996**  
 Loaded: 5:46PM  
 Time Period: 1/17/2007, Specific Date

**Save | Actions | Approvals | Reports**

	Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cum...
	Wed 1/17			8:45AM	10:30AM				1.75	
	Wed 1/17	REGULAR	2.0							
	Wed 1/17	VACATION	3.5						7.25	7.25

**Totals & Schedule | Accruals | Audits**

Account	Pay Code	Amount
...SVCS.J00/605403/10000/S1/ASST2AVP	VACATION	3.5
...SVCS.J00/605403/10000/S1/ASST2AVP	REGULAR	3.75
...SVCS.J00/605403/10000/S1/ASST2AVP	Grand Total	7.25

Accrual Code	Bal. on Selec...	Units
Brvmt	0.0	Hour
Pers	14.83	Hour

Date	Start Time	End Time	Pay Code	An
Wed 1/17				

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

