

VACATION REQUEST

FAMILY ILLNESS/PERSONAL DAYS – 80 hrs/year max*
(*Up to 16 hours for personal business)

PERSONAL ILLNESS/SHORT TERM INCOME REPLACEMENT (STIR)
1040 Hours per year max

PARENTAL LEAVE - 4 weeks max*
(*1 wk incr within 12 mos of event)

MyTimeOff.nd.edu is an online tool for requesting, approving, and recording leave requests.

FAQs

I am confused about the appropriate use of leave and vacation time, what should I do?

Please refer to the following table for a description of leave types:

Leave Type	When to Use	When Allotted	Maximum Time Available
Vacation	Planned time off from work taken in one-half or full-day increments.	Accrue each pay period	Based on hire date up to 1 week over annual maximum
Personal Illness	Periodic time off for staff member’s own personal illness.	Rolling 12 months	6 months (26 weeks)*
Personal	Up to 2 days for personal business. Personal time is deducted from Family Illness balance of hours.	Per calendar year	2 days
Family Illness	Up to 10 days per calendar year for care of staff member’s spouse, child or parent. Personal days included in this balance of hours.	Per calendar year	10 days
Parental Leave	Up to four (4) weeks of paid leave for the birth or adoption of a child. Must be taken in one-week increments within 12 months of the birth or adoption	Within 12 months of the birth or adoption	4 weeks
Short Term Income Replacement (STIR)	Continuous time off for staff member’s own illness that exceeds 7 calendar days with medical review and determination through The Hartford.	Rolling 12 months	6 months (26 weeks)*

**Personal Illness and STIR are the same balance of hours*

FAQs continued

I will be on an extended trip/vacation/leave, can someone approve time off requests in my absence or on my behalf?

Yes. The MyTimeOff tool offers two options. The manager can turn on the 'automatic approval' feature to automatically approve ALL submitted leave requests. Or, the manager can designate a proxy who can approve/reject leave requests on their behalf.

Can the manager submit a leave request on behalf of an employee?

Yes. The MyTimeOff tool grants managers the ability to submit leave requests on behalf of their employees.

Can I type a comment or note to the employee about their leave request?

Yes. The MyTimeOff tool allows the manager to enter a comment about the leave request. The comment is only visible to the manager and the employee.

I need to know the order in which leave requests were submitted. Are leave requests time-stamped?

The MyTimeOff tool displays the date of the leave request submission. In addition, the email notification sent to the manager is time stamped.

When will leave hours be deducted from current available hours?

Leave hours will be deducted from their respective balances on the first day of the leave. However, the accrual of vacation time will accrue on the previous payroll balance in the University's payroll system. To avoid maxing out, you will need to take time off in the pay periods *prior* to the pay period you will max out. Please note, any leave time submitted between January 1st and the first semi-monthly pay of the year will not show as time taken for the current year. You will be able to view all leave time taken in "Leave History" tab.

My staff member's time was deducted in the MyTimeOff system; when will the leave hours be deducted from current available hours in the University's payroll system?

Leave hours will be deducted from their respective balances **on the first day** of the leave. Please note, any leave time submitted between January 1st and the first semi-monthly pay of the year will not show as time taken for the current year. You will be able to view all leave time taken in "Leave History" tab.

My staff member reported vacation time last week and it was deducted in the MyTimeOff system, however they did not receive their entire vacation accrual because they reached their maximum balance of vacation, why?

MyTimeOff shows the balance of when you record the time, but the time is not actually deducted until the first date of leave (the actual day(s) off). If the day(s) off is within the same pay period you are maxing out, you will receive accrual first, then time is deducted. To avoid maxing out, you will need to take time off in the pay periods *prior* to the pay period you will max out.

FAQs continued

Can the manager submit a request for leave hours that have already been taken (in the past)?

Yes. The MyTimeOff tool allows the manager to enter (and approve) leave requests that have already taken place (in the past).

How can I make a correction to leave hours after the leave request has been applied?

In the event the manager needs to correct leave balances please call *askHR* at 574-631-5900 or email askHR@nd.edu. If the leave date is in the future you or your staff member may simply cancel the request and no leave will be deducted.

Can the manager use MyTimeOff to approve absences under approved FMLA leave?

No. MyTimeOff is not currently used to report absences under FMLA leave. Time off for absences under FMLA should continue to be tracked at the department level within their FMLA employee file after the absence is reported to The Hartford.

Can a manager view the time of an employee who is not their direct report?

No. The MyTimeOff management hierarchy is based off of Endeavor. Currently this cannot be changed.

What if I want to see all my Exempt and Non-Exempt staff listed?

Please refer to the Absence Report tool available through insideND. The information in MyTimeOff for Exempt is also in the Absence Report tool. Please note, the balance of the Family Illness for Exempt staff will appear in the "Family Illness/Incidental" column in the Absence Report tool.

Available Balances

UNIVERSITY of NOTRE DAME OFFICE of HUMAN RESOURCES

My Time Off

Home | New Leave Request | Pending Leaves | Approve Leave Requests | Leave History | Manager ▾

You are signed in as _____

New Leave Request for _____

Hire Date: 07/05/2016 **Supervisor:** _____ **Vacation Hours Accrual Per Pay Period:** 3.34

<p>Available Balances of last payroll cycle</p> <p>Available Balance as of: 01/20/2017</p> <p>Vacation Hours: 142.81</p> <p>Personal Hours: 16</p> <p>Family Illness Hours: 80</p> <p><small>* Personal Hours are deducted from Family Illness Hours.</small></p>	<p>Used Balances as of last payroll cycle</p> <p>Hours Used as of: 01/20/2017</p> <p>Personal Illness Hours: 0</p> <p>Parental Leave Hours: 0</p> <p>Short Term Income Replacement Hours: 0</p>
--	--

Date of Hire for staff member

Supervisor that will approve leave requests

You are signed in as _____
The rate you accrue Vacation Hours per pay period

Your current balance of Vacation Hours

Available Balances of last payroll cycle

Used Balances as of last payroll cycle

Current available balance of Family Illness Hours for the calendar year

Current available balance of Personal Hours for the calendar year

Current available balance of Family Illness Hours for the calendar year

Family Illness and Personal Hours are the same balance of hours. Personal Hours are *deducted from* Family Illness Hours.

Personal Illness and Short Term Income Replacement Hours are the same balance of hours. Personal Illness Hours are *deducted from* Short Term Income Replacement Hours.

Approve/Reject Employee Leave Request

1

You are signed in as

Employee Leave Requests

Select	Employee	Current Balance or Used Hours	Leave Type	Hours	Start Date	End Date	Submission Date	Comment
<input checked="" type="checkbox"/>	-----	184.04	Vacation	8	01/30/2017	01/30/2017	01/26/2017	

2

3

4

Approve Selected

Reject Selected

Approve/Reject Employee Leave Request

1. Go to 'Approve Leave Requests'.
2. **Select a Leave Request.** Toggle the check box for the leave request(s) you want to approve/reject. All submitted leave requests appear in a grid with submission details.
3. **Optional: Enter a Comment.** Place your cursor in the 'Comment' box to type a short comment.
4. **Approve/Reject Leave Request.** Click the 'Approve Selected' or 'Reject Selected' button.

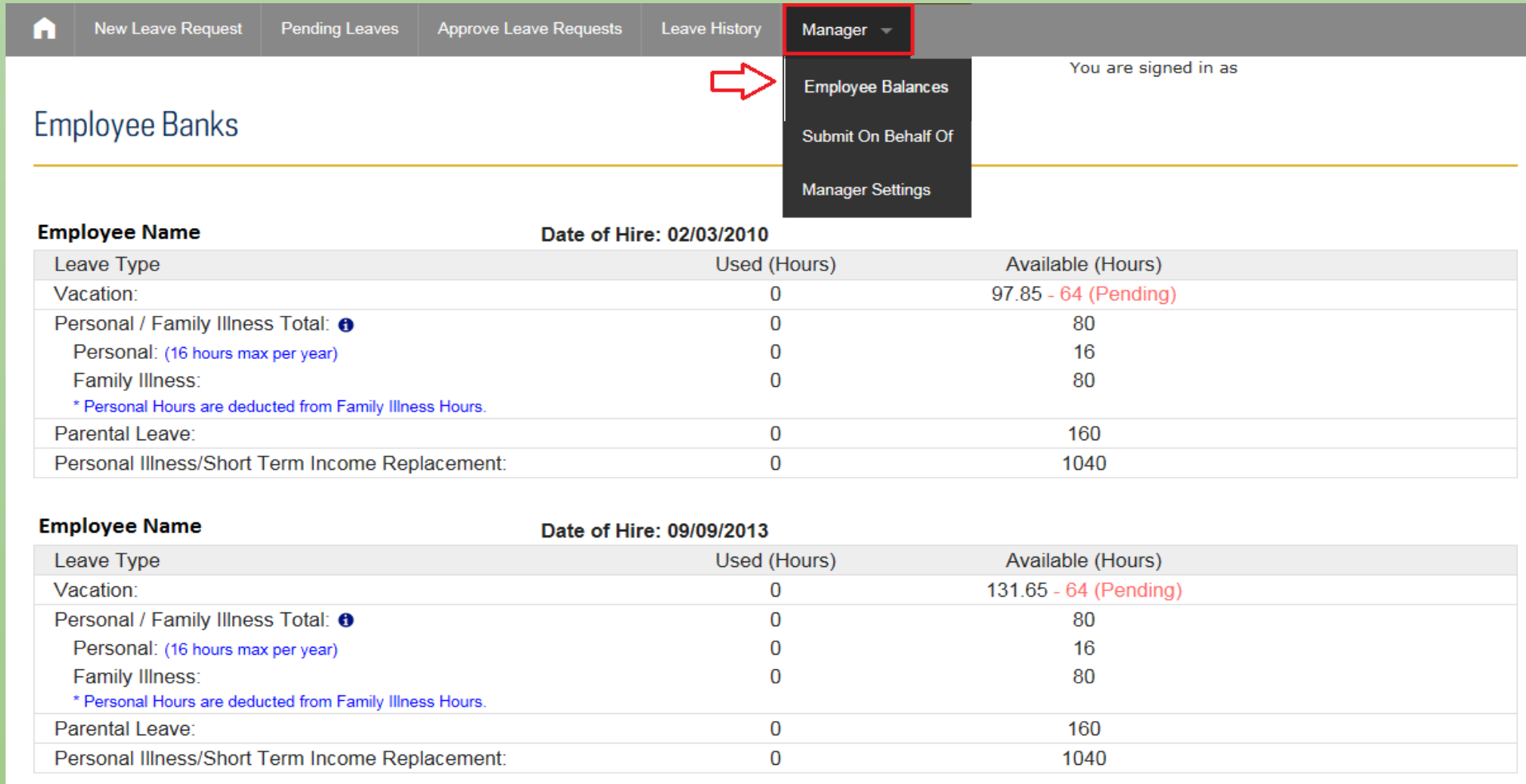
View Employee's Leave History

The screenshot shows a web application interface for viewing leave history. At the top, there is a navigation bar with a home icon, 'New Leave Request', 'Pending Leaves', 'Approve Leave Requests', 'Leave History' (highlighted with a red circle '1'), and 'Manager' with a dropdown arrow. Below the navigation bar, the text 'You are signed in as' is visible. The main heading is 'Leave History'. Below this, there is a 'Select Employee:' label followed by a dropdown menu (callout '2'). To the left of the dropdown are 'Start Date:' and 'End Date:' labels with input boxes; a red arrow points from the 'End Date' label to the 'Start Date' box, and another red arrow points from the 'Start Date' label to the 'End Date' box. To the right is a 'Leave Type' label (callout '3') with a dropdown menu showing 'Vacation'. At the bottom left is a dark blue 'Search' button.

View Leave History

1. Go to 'Leave History'.
2. **Select an Employee to View and Date Range.** Click the down arrow to select the employee to view. Choose a date range to view.
3. **Select a Leave Type.** Click the down arrow in the Leave Type box and select the type of leave request
4. **Search.** Click 'Search' to view the history of leaves. The history will appear in a list format.

Access Employee Leave Balances



The screenshot shows a navigation bar with the following items: Home, New Leave Request, Pending Leaves, Approve Leave Requests, Leave History, and Manager. The Manager dropdown menu is open, showing options: Employee Balances (highlighted with a red arrow), Submit On Behalf Of, and Manager Settings. The page title is "Employee Banks" and the user is signed in as "You are signed in as".

Employee Name **Date of Hire: 02/03/2010**

Leave Type	Used (Hours)	Available (Hours)
Vacation:	0	97.85 - 64 (Pending)
Personal / Family Illness Total: ⓘ	0	80
Personal: (16 hours max per year)	0	16
Family Illness:	0	80
* Personal Hours are deducted from Family Illness Hours.		
Parental Leave:	0	160
Personal Illness/Short Term Income Replacement:	0	1040

Employee Name **Date of Hire: 09/09/2013**

Leave Type	Used (Hours)	Available (Hours)
Vacation:	0	131.65 - 64 (Pending)
Personal / Family Illness Total: ⓘ	0	80
Personal: (16 hours max per year)	0	16
Family Illness:	0	80
* Personal Hours are deducted from Family Illness Hours.		
Parental Leave:	0	160
Personal Illness/Short Term Income Replacement:	0	1040

To view employee leave balances go to 'Manager' > 'Employee Balances'

Here you will see a summary of the Leave Balances (hours used and hours available) for all of your Exempt staff direct reports*

**Non-exempt staff direct reports can be viewed in the Absence Report tool through InsideND*

Submit a Leave on Behalf of Someone

Submit a New Leave Request on Behalf of an Employee

Select Employee:

Submit a New Leave Request on Behalf of an Employee

Submitting For:

Hire Date: 07/05/2016 Supervisor: Vacation Hours Accrual Per Pay Period: 3.34

Available Balance as of:	01/24/2017	Hours Used as of:	01/24/2017
Vacation Hours:	42.81	Personal Illness Hours:	0
Personal Hours:	16	Parental Leave Hours:	0
Family Illness Hours:	80	Short Term Income Replacement Hours:	0

* Personal Hours are deducted from Family Illness Hours.

Leave Type: 3
Vacation

Start Date End Date Hours * Include Weekends?

Submit 4

Submit a Leave Request on Behalf of Someone

1. Go to 'Manager' > 'Submit on Behalf Of'
2. **Select Employee.** Click the down arrow next to the 'Select Employee' box, choose the name of the employee, click 'Select Employee' button
3. **Enter Request Details.** After selecting the employee, you will be routed to the 'Submit a New Leave Request on Behalf of an Employee' screen. Click the down arrow next to 'Leave Type' and select the type of leave request. Click the Start/End Date box, a calendar will open. Select a date using the calendar tool or type a date into the box.
4. **Submit Request.** Click the 'Submit' button.

Auto Approval and Proxy Designation

Home | New Leave Request | Pending Leaves | Approve Leave Requests | Leave History | **Manager** ▼ | You are signed in as

Employee Balances
Submit On Behalf Of
Manager Settings

Settings

Auto Approve Option

Automatically Approve My Requests

* You will receive an email notification when a vacation request is automatically approved.

Approval Proxy

Route to Proxy?

Proxy NetID:

Proxy Name:

Save Settings

To setup Automatic Approval for Leave Requests

1. Go to 'Manager' > 'Manager Settings'
2. Turn on **Automatic Approval**. Toggle the 'Automatically Approve My Requests' check box.
3. **Save**. Click the 'Save Settings' button.

To Designate a Proxy Approver

1. Go to 'Manager' > 'Manager Settings'
2. **Route Requests to Proxy**. Toggle the 'Route to Proxy' check box. **Box must be checked for Proxy to receive leave requests.**
3. **Enter Proxy NetID**. Place cursor in the 'Proxy NetID' box and type the NetID of the proxy you want to designate;
4. **Enter Proxy Name**. Place cursor in the 'Proxy Name' box and type the Name of the proxy you want to designate.
5. **Save**. Click the 'Save Settings' button.