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:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>When to Use</th>
<th>When Allotted</th>
<th>Maximum Time Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>Planned time off from work taken in one-half or full-day increments.</td>
<td>Accrue each pay period</td>
<td>Based on hire date up to 1 week over annual max</td>
</tr>
<tr>
<td>Personal Illness</td>
<td>Periodic time off for staff member’s own personal illness.</td>
<td>Rolling 12 months</td>
<td>6 months (26 weeks)*</td>
</tr>
<tr>
<td>Personal</td>
<td>Up to 2 days for personal business. Personal time is deducted from Family Illness balance of hours.</td>
<td>Per calendar year</td>
<td>2 days</td>
</tr>
<tr>
<td>Family Illness</td>
<td>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.</td>
<td>Per calendar year</td>
<td>10 days</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>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</td>
<td>Within 12 months of the birth or adoption</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Short Term Income Replacement (STIR)</td>
<td>Continuous time off for staff member’s own illness that exceeds 7 calendar days with medical review and determination through The Hartford.</td>
<td>Rolling 12 months</td>
<td>6 months (26 weeks)*</td>
</tr>
</tbody>
</table>

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

**My Time Off**

Date of Hire for staff member

Supervisor that will approve leave requests

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

Available Balance as of: 01/20/2017

- **Vacation Hours:** 142.81
- **Personal Hours:** 16
- **Family Illness Hours:** 80

*Personal Hours are deducted from Family Illness Hours.*

- **Hours Used as of:**
  - **Personal Illness Hours:**
  - **Parental Leave Hours:**
  - **Short Term Income Replacement Hours:**

- **Vacation Hours Accrual Per Pay Period:** 3.34

- **Date of Hire for staff member:** 07/05/2016

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

- **Family 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. 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

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

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

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

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.