**MyTimeOff.nd.edu** is an online tool for requesting, approving, and tracking non illness related leave requests.

- **VACATION REQUEST**
- **PERSONAL LEAVE REQUEST**
  - 16 hours per year max
- **FAMILY SICK LEAVE REQUEST**
  - 40 hours per year max

**MyTimeOff.nd.edu** eliminates paper request forms and makes requesting, approving, and tracking leave requests simpler and faster for exempt employees and their managers.

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**FAQs**

**Can someone approve vacation requests on my behalf?**
Yes. The MyTimeOff tool allows the manager to designate a proxy who can approve/reject leave requests on their behalf.

**I will be on an extended trip/vacation/leave, how can vacation requests be approved in my absence?**
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 to approve 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.

**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.

**Can the manager use MyTimeOff to approve sick days / FMLA leave?**
No. MyTimeOff is not currently used to track sick or FMLA leave. Sick leave for personal illness will be added to the MyTimeOff tool at a future date.

**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 can not be changed.
**Available Balances**

- **Your Supervisor:**
  - Available Balance as of: 15-Feb-12
  - Vacation Hours: 87.2
  - Personal Hours: 16
  - Vacation Hours Accrual Per Pay Period: 3.34
  - Family Sick Hours: 40

**Manage Employee Leave Requests**

**Approve/Reject Employee Leave Request**

1. Go to ‘Employee 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.

**Automatically Approve Leave Requests**

1. Go to ‘Employee Leave Requests’.
2. Turn on Automatic Approval. Toggle the ‘Automatically Approve My Requests’ check box.
3. Save. Click the ‘Save Auto Approve Option’ button.

**Designate a Proxy Approver**

1. Go to ‘Employee Leave Requests’.
2. Enter Proxy NetID. Place cursor in the ‘Proxy NetID’ box and type the NetID of the proxy you want to designate.
3. Enter Proxy Name. Place cursor in the ‘Proxy Name’ box and type the Name of the proxy you want to designate.
4. Route Requests to Proxy. Toggle the ‘Route to Proxy’ check box. **Box must be checked for Proxy to receive leave requests.**

**Submit a Leave Request on Behalf of Someone**

1. Go to ‘Employee Leave Requests’.
2. Select Employee. In the third pane, click the down arrow next to the ‘Select Employee’ box and select the name of the employee.
3. Submit on Behalf of. Click the ‘Submit on Behalf of’ button. You will be taken to the ‘Employee Leave Requests’ tab.
4. Enter Request Details. 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.
5. Submit Request. Click the ‘Submit for Approval’ button. Once submitted, you will be taken to the ‘Employee Leave Requests’ tab.