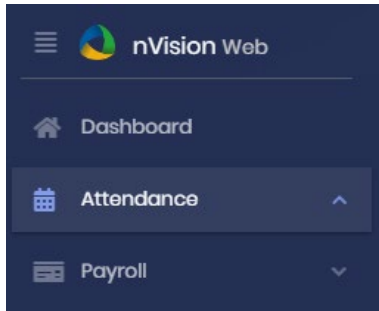


nVision Web / HR Portal

How to Enter a Time Off Request

1. Go here: wilson.nvisiononline.net and log in.
2. Click on "Attendance"



3. Click on  in the upper right-hand corner of the screen.

4. A new box will pop up. Next to Requested Days, click on the calendar icon.

A screenshot of the 'New Time Off Request' form. The form is titled 'New Time Off Request' with a close button. It shows the user 'Teachers - Teachers-HS'. There are four fields: 'Requested Days *' with a calendar icon circled in orange, 'Request Type *' set to 'Full Day', 'Time Off Type *' with a dropdown arrow, and 'Building *' set to 'ELEM SCHOOL #86'.

5. The current date should be highlighted in blue. Note that the calendar will gray out nonworking days such as recess, holidays, etc.

A screenshot of the date selection calendar. It shows two months: November 2025 and December 2025. The 'Start Date' is set to November 19, 2025, and the 'End Date' is set to December 19, 2025. The calendar shows days of the week (S, M, T, W, T, F, S) and dates. The date 19 in November is highlighted in blue. Below the calendar are 'Cancel' and 'Apply' buttons.

Hover over the date you would like to request. If you are entering for ONE day only, click the day in the calendar to populate the Start Date, THEN click the **same day** in the calendar to populate the End Date and click "Apply".

If you would like to request a range of sequential FULL days off (and save time in the next step), hover over the first day and click to select, then hover over the last day and click to select. Then click "Apply". The system will automatically skip over nonworking days.

6. Once your dates are selected, finish populating the request.

- Use the drop down to select the Request Type – Full Day, Half Day, Quarter Day or Partial Day.

- Use the drop-down to choose the Time Off Type, e.g., Sick, Personal, Vacation, etc.
 - The Building defaults to the primary building for your position/job. If you work in more than one building, use the drop-down to choose the building.
- ★ Note: For Full/Half/Quarter Days, the “Requested Time” field is automatically populated and calculated based on the number of hours for the standard work day for your position. The Requested Time is displayed in days and hours and cannot be modified.

- For hourly employees who are requesting time off that doesn't fit into the above categories (e.g., 1 hour), select Request Type = Partial Day
- The window will update showing Partial Day Start and Partial Day end. You will enter the time you need your leave request to cover your absence.
- The Available Time field is automatically calculated in days and hours and is displayed for information purposes only.
- The Date of Request automatically defaults to today's date.
- The Approval Status is entered as Pending, as it is pending approval.
- Enter a Comment if needed.
- When you are finished, click Submit.

The time off requested is displayed in the listing window. If you have requested a partial day, the system will convert the hours to days by default.

Actions	Requested Date(s)	Requested Days	Approval Status	Request Type
Actions ▾	6/10/2024 - 6/13/2024	4	● Pending	Sick - Sick Time
Actions ▾	5/28/2024 - 5/28/2024	0.214 	● Pending	Sick - Sick Time
Actions ▾	5/15/2024 - 5/16/2024	2	● Pending	Sick - Sick Time

The Actions drop-down next to each request indicate what can be performed or viewed for each request.

Actions ▾ 5/28/2024 - 5/28/2024

Edit Request

- 5/16/2024

Delete Request

Approval History

Editing the Request

Actions ▾ 5/28/2024 - 5/28/2024

Edit Request

- 5/16/2024

Delete Request

Approval History

Update Time Off Request

Teachers - Teachers-HS

Requested Days *

5/28/2024 - 5/28/2024

Request Type *

Partial Day ▾

Partial Day Start *

8:30 AM

Partial Day End *

10:30 AM

Time Off Type *

Sick - Sick Time ▾

Requested Time

0.286 Days / 2 Hours

Date of Request

5/28/2024

Approval Status

Pending

Comment

Doctor's appointment AM

Cancel

Submit

Make changes as needed, then click Submit.

The requested time is adjusted in the listing window.

Actions	Requested Date(s)	Requested Days	Approval Status	Request Type
Actions ▾	6/10/2024 - 6/13/2024	4	● Pending	Sick - Sick Time
Actions ▾	5/28/2024 - 5/28/2024	0.286 	● Pending	Sick - Sick Time
Actions ▾	5/15/2024 - 5/16/2024	2	● Pending	Sick - Sick Time

Deleting a Request

Under the Actions menu to the left of the request date, choose “Delete Request”. You can only do this action **before** your supervisor approves the request.

Actions

Requested Date(s)

Actions ▾

6/10/2024 - 6/13/2024

Actions ▾

5/28/2024 - 5/28/2024

Edit Request

- 5/16/2024

Delete Request

Approval History

Delete Request

?

Are you sure you want to delete your 'Sick - Sick Time' time off request for 5/28/2024 - 5/28/2024?

Cancel

Yes

Confirm that you want to delete the selected time off request by clicking Yes. The request is removed from the listing window.

Actions	Requested Date(s)	Requested Days	Approval Status	Request Type
Actions ▾	6/10/2024 - 6/13/2024	4	Pending	Sick - Sick Time
Actions ▾	5/15/2024 - 5/16/2024	2	Pending	Sick - Sick Time

Once you have submitted a time off request AND it is approved by your supervisor, you can **no longer edit or delete** the request. Send an email to Sue Anderson with cc to your supervisor and include any necessary details.

Attendance

Balances

History

Calendar

Time Off Requests

Attendance

Balances

History

Calendar

Time Off Requests

Attendance

Balances

History

Calendar

Time Off Requests

After Sue deletes the day in the system, it will still show up as a request in Attendance – “History” AND in Attendance “Time Off Requests” (because you did request it).

BUT if you click on Calendar, the deleted request will no longer show as logged on that date.