Nexonia Time Off

Getting Started: A User Guide to Nexonia Time off
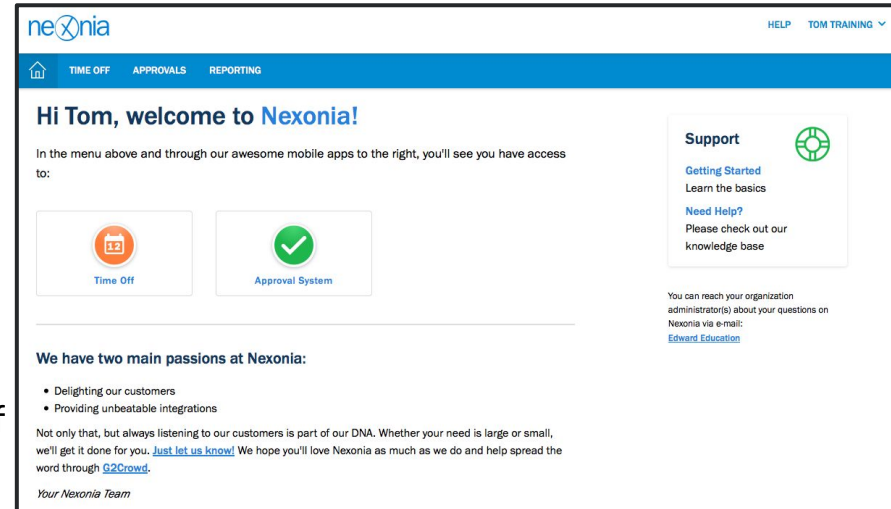
Using Nexonia Time Off

Nexonia's Time Off application is accessible through any major web browser:

➢ Google Chrome

➢ Mozilla Firefox

➢ Safari

➢ Internet Explorer v 9.0+

The application allows you complete the entire time off request process:

1. Creating time off entries

2. Submitting time off entries;

3. Viewing time off entries

Getting Started

For new users of Nexonia, your system administrator will issue you access to the system. An email will be sent to your work email address with a link to Nexonia's website and information about setting up your password.

Clicking the "Change my password" button in the email will take you to Nexonia's website and prompt you through setting up your initial password. Once you've done this, you'll be able to sign in to Nexonia on the web and on the mobile application with your credentials.

To sign in:

1. Go to www.nexonia.com's sign in page.

2. Enter your email address and password.

3. Click **[Sign In]** - this will take you into Nexonia to your personal homepage.

Tip: once you've signed in, bookmark Nexonia's website on your browser
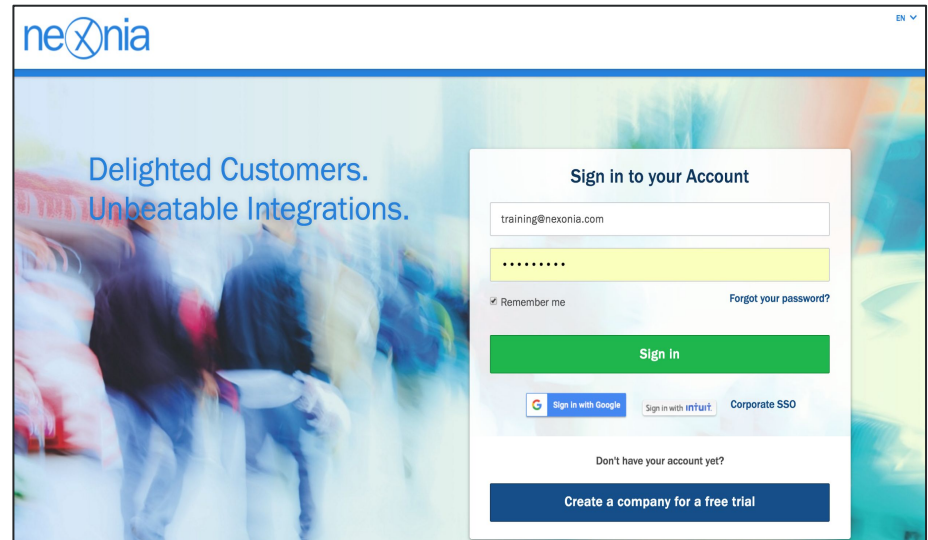
Your Nexonia Homepage

Once you log in, you'll find yourself on your Nexonia homepage. Here are the main sections:

1   Along the top menu bar, you'll see the Nexonia modules you can access, based on what role you have (e.g. User or Administrator).

You'll also see the modules in the middle of the homepage. Clicking on "Time Off" in the menu bar or the Time Off icon will take you into the Time Off module.

2   In the top right corner is your name. If you click on your name, there's a dropdown menu with the following:
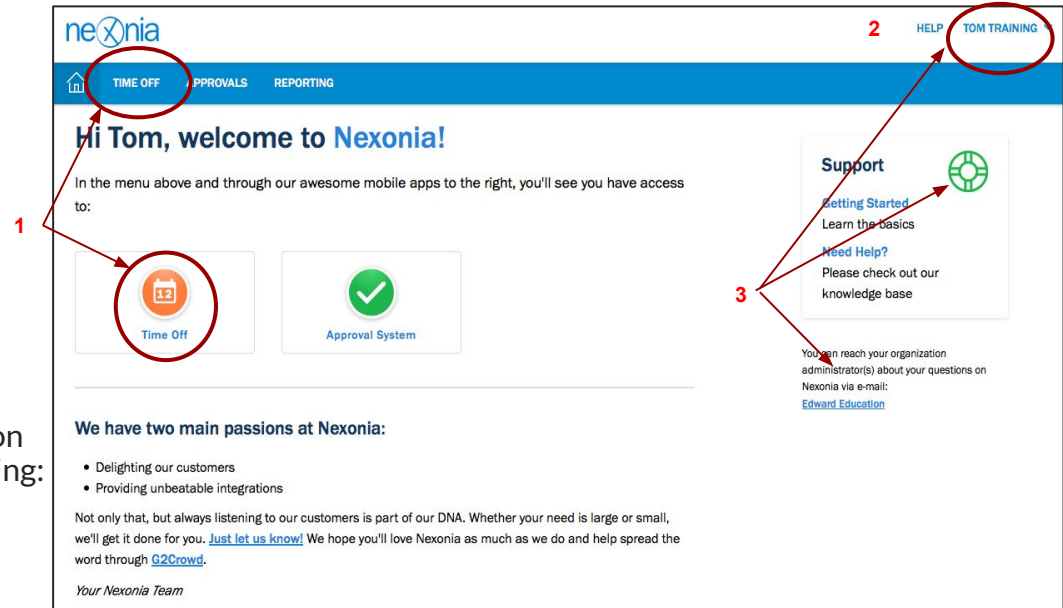
Account - your personal account settings.

Legal - Nexonia's privacy disclaimer

Icon Legend - a menu of common Nexonia icons and what they mean.

Logout - this will log you out of Nexonia.

3   **Help** - clicking any of these links will allow you to contact Nexonia's support team at help@nexonia.com.

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Your Time Off Module

When you click on **Time Off** on the menu bar or from the homepage icon, you'll be find yourself in the Time Off module. Here's where you create and view your Time Off entries.
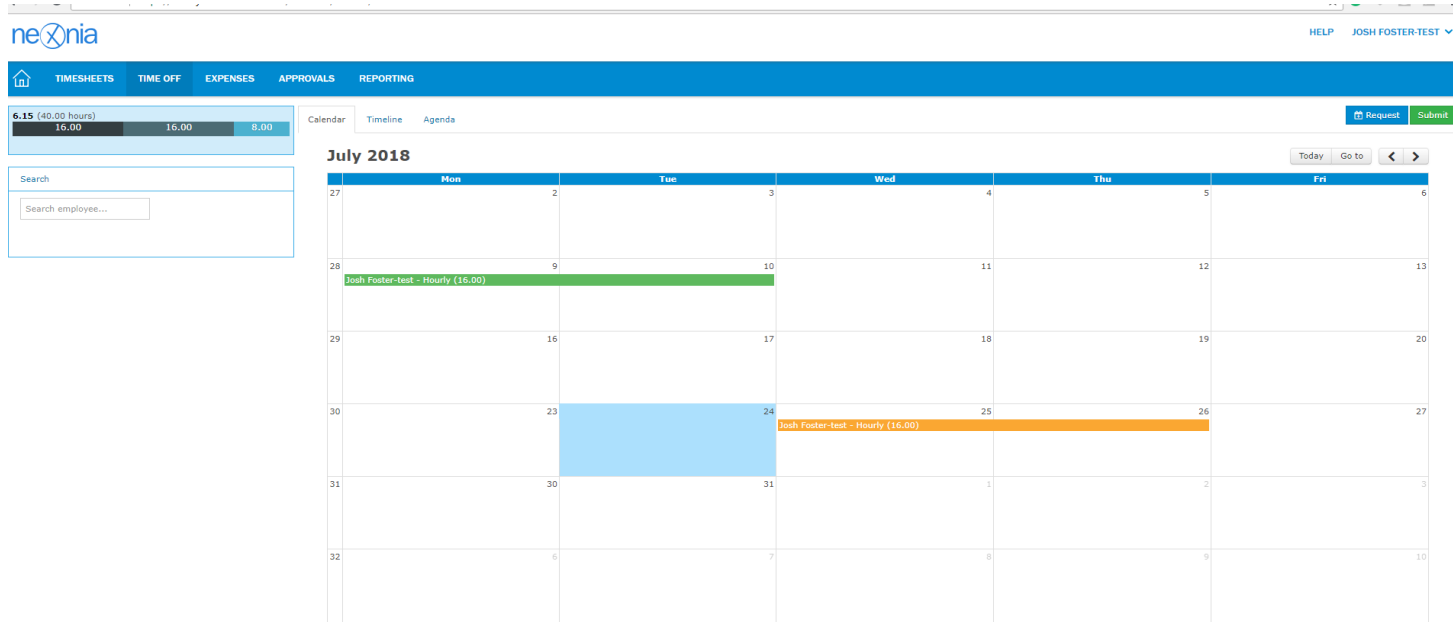
Each time off entry has a **Status Color** to let you know what stage the items within it are in: **Draft** or **Approved**

The **Time Off Banks** will let you know how many days you have booked, used, and how many you have remaining.

Adding & Submitting a Time Off Entry

From the Time off module:

1. **Click and drag** across which days you would like to enter time off, or click the **Request** button at the top right corner.

2. Select your **Type**

3. Select your date or date range

4. **Memo** = additional comments you wish to add about the time off entry

If a field name is in **RED**, you must provide information, otherwise the system will not allow you to submit your time off entry.

Completing a Time off Entry: Once you've created your time off entry, in the bottom right corner you can either choose to click:

- **Add** to add the time off entry to your calendar in draft mode
- **Add and Submit** to submit the time off entry. Once you click Submit, the time off entry will auto-populate to the timesheet module. Time off entries do not require manager approval within the time off system; however, you must still inform your manager in advance if you wish to take time off.

You can also click the **Submit** button from the time off homepage to submit all unsubmitted time entries at once.

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