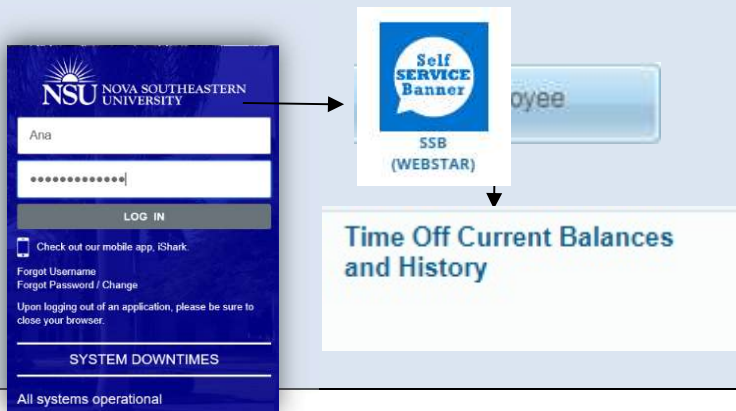


Employee Self-Service: Time Off Current Balances and History

Quick Reference Guide

1. Log into SharkLink


The SharkLink Self-service portal is available 24/7 and replaces paper forms and email requests for more quick and timely record updates.



1. Go to <http://Sharklink.nova.edu>
2. Type Username, Password and click the Log In button
3. Click on **Self SERVICE Banner icon**
4. Click on the Employee button → Time Off Current Balances and History

View Leave Balances

Home > Employee > Time Off Current Balances and History

 To view the pay period breakdown for a particular type of leave, click on the underlined type of leave. The "Hours Taken as of" and "Balance as of" columns only include hours reported to Payroll prior to the last pay period. For employees who are **ADVANCED** their vacation annually, the Available Balance As Of column may display.

List of Leave Types



TYPE of Leave	Hours or Days	Banked	Date Available	Available Beginning
Vacation	Hours	.00	08/08/2020	
Sick	Hours	.00	05/08/2020	
Personal	Hours	.00	02/08/2020	
Vacation Extension	Hours	.00	09/17/2001	
Personal Extension	Hours	.00	09/17/2001	
Sick Time Advance	Hours	.00	02/08/2020	

1. Click on "Vacation" link and it will direct you to the "View Leave Details" page to view your Bi-Weekly accruals as presented on this next screen.

View Leave Detail

Vacation



Leave Accrual and Usage from 01/01/2021 to 12/31/2021				
Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours o
Bi-weekly	06/18/2021	05/29/2021	06/11/2021	Hours
Bi-weekly	06/04/2021	05/15/2021	05/28/2021	Hours
Bi-weekly	05/21/2021	05/01/2021	05/14/2021	Hours
Bi-weekly	05/07/2021	04/17/2021	04/30/2021	Hours
Bi-weekly	04/23/2021	04/03/2021	04/16/2021	Hours
Bi-weekly	04/09/2021	03/20/2021	04/02/2021	Hours
Bi-weekly	03/26/2021	03/06/2021	03/19/2021	Hours
Bi-weekly	03/12/2021	02/20/2021	03/05/2021	Hours
Bi-weekly	02/26/2021	02/06/2021	02/19/2021	Hours
Bi-weekly	02/12/2021	01/23/2021	02/05/2021	Hours
Bi-weekly	01/29/2021	01/09/2021	01/22/2021	Hours
Bi-weekly	01/15/2021	12/26/2020	01/08/2021	Hours

[Previous Year](#)

[Leave History by Employee](#)

[View Leave Balances](#)

NOTE: You can click on “Previous Year” to view previous year accruals.

NOTE: To view additional Leave Balances, Click on the “View Leave Balances” link.

View Leave Detail

Vacation

Leave Accrual and Usage from 01/01/2021 to 12/31/2021

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours
Bi-weekly	06/18/2021	05/29/2021	06/11/2021	Ho
Bi-weekly	06/04/2021	05/15/2021	05/28/2021	Ho
Bi-weekly	05/21/2021	05/01/2021	05/14/2021	Ho
Bi-weekly	05/07/2021	04/17/2021	04/30/2021	Ho
Bi-weekly	04/23/2021	04/03/2021	04/16/2021	Ho
Bi-weekly	04/09/2021	03/20/2021	04/02/2021	Ho
Bi-weekly	03/26/2021	03/06/2021	03/19/2021	Ho
Bi-weekly	03/12/2021	02/20/2021	03/05/2021	Ho
Bi-weekly	02/26/2021	02/06/2021	02/19/2021	Ho
Bi-weekly	02/12/2021	01/23/2021	02/05/2021	Ho
Bi-weekly	01/29/2021	01/09/2021	01/22/2021	Ho
Bi-weekly	01/15/2021	12/26/2020	01/08/2021	Ho

Previous Year

[Leave History by Employee](#)

[View Leave Balances](#)



View Leave Detail

Home > View Leave Detail



Vacation

Leave Accrual and Usage from 01/01/2021 to 12/31/2021

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours
Bi-weekly	06/18/2021	05/29/2021	06/11/2021	Ho
Bi-weekly	06/04/2021	05/15/2021	05/28/2021	Ho
Bi-weekly	05/21/2021	05/01/2021	05/14/2021	Ho
Bi-weekly	05/07/2021	04/17/2021	04/30/2021	Ho
Bi-weekly	04/23/2021	04/03/2021	04/16/2021	Ho
Bi-weekly	04/09/2021	03/20/2021	04/02/2021	Ho
Bi-weekly	03/26/2021	03/06/2021	03/19/2021	Ho
Bi-weekly	03/12/2021	02/20/2021	03/05/2021	Ho
Bi-weekly	02/26/2021	02/06/2021	02/19/2021	Ho
Bi-weekly	02/12/2021	01/23/2021	02/05/2021	Ho
Bi-weekly	01/29/2021	01/09/2021	01/22/2021	Ho
Bi-weekly	01/15/2021	12/26/2020	01/08/2021	Ho

Previous Year

[Leave History by Employee](#)

[View Leave Balances](#)

NOTE: Click on the “Home” link to return to the initial Home page. (see Next screen).

Browse

Welcome, *James Wiggins*, to Self-Service Banner

Personal Information

View or update your address(es), phone number(s), e-mail address(es), & emergency contact information; View name change & social security number change information.

Student

Register for classes; Display your class schedule; View your holds; Display your grades and academic record; Request a Printed Transcript; View your Degree Evaluation; Loan Deferments and Enrollment Verification; Make credit card or e-check payments i.e. tuition & fees; Retrieve tax information (1098-T); Graduation Application payment.

Financial Aid

View your overall status; view awards; accept, modify, or decline award offers; view award payment schedule; view financial aid history; view financial aid holds; view standards of academic progress status; view outstanding requirements; add external resources

Em

View your b information; Benefits; Vi history or b stubs, or W your W-4 in
Note: This i available ba 1, 1999, the Banner Hur module was In some cas see start/ef prior to Jan however, th used for col purposes o necessarily particular b available to

NOTE: This is the Self-Service Banner Home page

