

Time Off Requests

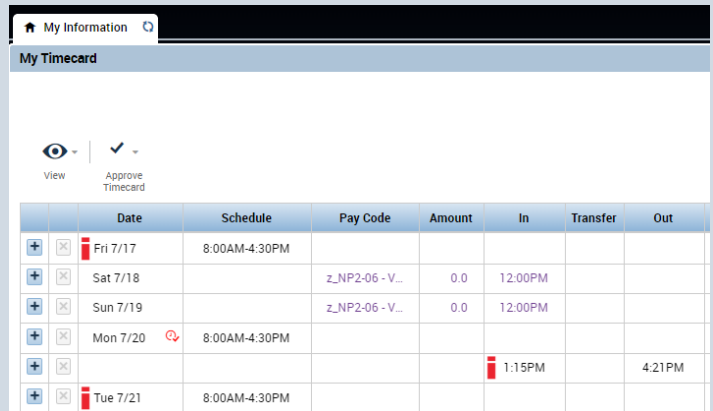
Purpose:

This job aid will help you make time off requests and cancel existing ones.

Steps

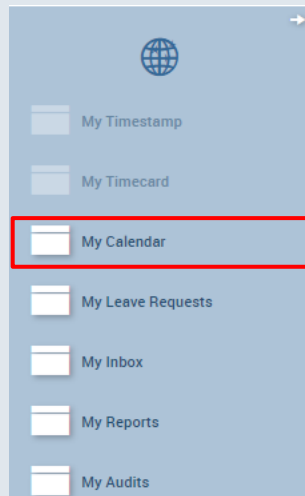
On the Kronos Home page, you should be able to see the My Timecard section which shows your current timecard.

Screenshots

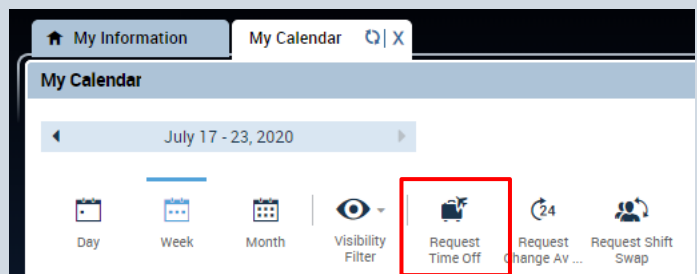


	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Fri 7/17	8:00AM-4:30PM					
+ X	Sat 7/18		z_NP2-06 - V...	0.0	12:00PM		
+ X	Sun 7/19		z_NP2-06 - V...	0.0	12:00PM		
+ X	Mon 7/20	8:00AM-4:30PM					
+ X	Tue 7/21	8:00AM-4:30PM			1:15PM		4:21PM

On the right side of the screen under the widgets tab, find **My Calendar** and press it to open the My Calendar page.



Once on the My Calendar tab, which should appear next to the My Information tab, you can press the **Request Time Off** icon. This will open a Request Time Off window.



Steps

In the Request Time Off window, you will fill in the **information relevant to your request**, such as the start/end date, pay code you want use, and time.

Your **Accrual Balance** will be available below to help you choose a pay code.

Once finished, press **Submit** to send your request to your supervisor.

Screenshots

Request Time Off

Type: Time Off Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	7/22/2020	7/22/2020	Administrative L.	Hours	10:00AM	6.0

Accruals on: 7/22/2020

Accrual	Balance
Bone Marrow Donor	0.0 Hour
Comp Time	0.0 Hour
Comp Time Holiday	7.0 Hour

Cancel Submit

When returning to the My Calendar tab, you will be able to view your see your Time off requests and approved time off.

If your time off is approved it will appear with a **green check** and show the **time period in green**.

If your time off request hasn't been approved it will appear as a **green arrow**.

Tue 7/21 Wed 7/22

Open Shift (1) Time Off Request

Time Off Request

z_NP2-06 - Vacation Used
8:00AM [4.00 h]

12:00PM-4:30PM [4.50 h]
Regular
./DCF-DCF91000/Solnit N/Admin/ED
REC Building/Admin/AA

8:00AM-4:30PM [8.50 h]
Regular
./DCF-DCF91000/Solnit N/Admin/ED
REC Building/Admin/AA

If you want to cancel a request, right click on the green time off request icon that appears in the My Calendar window. Select **Cancel Request**. Both submitted requests and approved requests can be canceled by employees

Wed 8/05

Time Off Request

Details

Cancel request

8:00AM-4:30PM [8.50 h]
Regular
./DCF-DCF91000/Solnit N/Admi

Cancel Time-Off Request

Submitted: 7/30/2020 - 1:55:42PM
Modified by: 003

Employee: Persona, Employee Type: Time Off Request

▼ Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
8/05/2020	8/05/2020	Administrative Lea...	Full Day		

Accruals on: 8/05/2020

Accrual	Balance
Bone Marrow Donor	0.0 Hour
Comp Time	0.0 Hour
Comp Time Holiday	7.0 Hour

Status History

Submitted: 7/30/2020 - 1:55:42PM
003

Cancel **Cancel Request**

This is the pop-up window that will appear showing all the relevant information for the time off request. To cancel request, press **Cancel Request** in the bottom right corner.