Opening a Leave case

Purpose:
This job aid will help you get started with leaves in Kronos

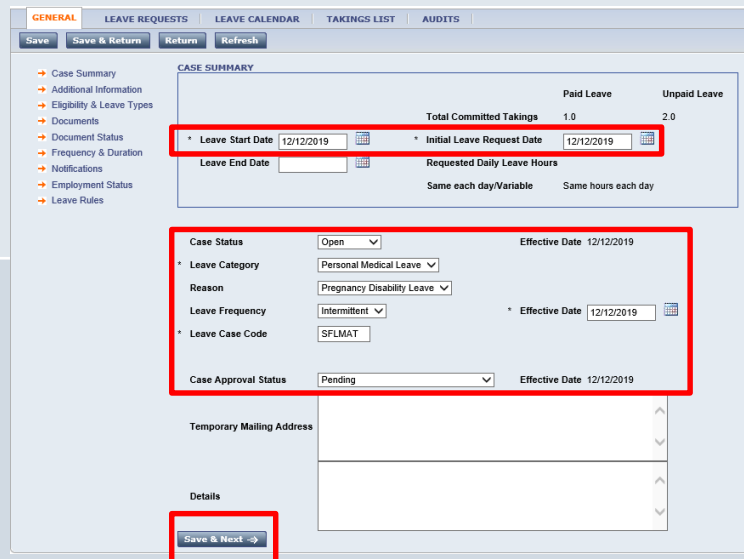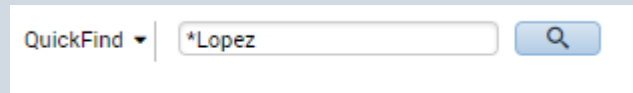| Steps	Screenshots
Use the QuickFind to select the employee you want to open a leave case for	QuickFind ▾ *Lopez [🔍]
Select the employee you want to use and use the GoTo button to navigate to the leave case list.	Share Go To 1 Selected Current Pay Period ▾ Go to widget Exceptions Quick Leave Editor Reports Requests Timecards Leave Case Editor Leave Case List
From the leave case menu select the New button to create a new case.	**LEAVE CASES** Person & Id Leave, Test 1 (000001 Return Refresh New ⇒ Edit ⇒ Delete Select an Action ∨ Time Period Current Pay Period ∨ 12/20/2019 – 1/02/2020 Apply
In the Leave Case Editor, the fields marked with an asterisk are mandatory. Make sure you update all the required dates, the leave category, frequency and reason. Then hit **Save & Next**. Note: If you are editing an existing case, make sure you set the status of the case to open.	GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST AUDITS Save Save & Return Return Refresh → Case Summary → Additional Information → Eligibility & Leave Types → Documents → Document Status → Frequency & Duration → Notifications → Employment Status → Leave Rules CASE SUMMARY Paid Leave Unpaid Leave Total Committed Takings 1.0 2.0 * Leave Start Date 12/12/2019 * Initial Leave Request Date 12/12/2019 Leave End Date Requested Daily Leave Hours Same each day/Variable Same hours each day Case Status Open ∨ Effective Date 12/12/2019 * Leave Category Personal Medical Leave ∨ Reason Pregnancy Disability Leave ∨ Leave Frequency Intermittent ∨ * Effective Date 12/12/2019 * Leave Case Code SFLMAT Case Approval Status Pending ∨ Effective Date 12/12/2019 Temporary Mailing Address Details Save & Next ⇒

Steps	Screenshots
Leave Additional Information – These are all optional fields for notes	**ADDITIONAL INFORMATION** General Notes Eligibility Notes Doctor Name Disability Claim Number Save & Next →
Eligibility & Leave Types – Can use this field to determine what leave types the employee is eligible based on their leave balances. Select Bypass Eligibility Check to choose the specific leave codes you want to use. After about a year in Kronos once a history has been established you will be able to set the leave balance as of date to the one desired and then tap check eligibility	**ELIGIBILITY & LEAVE TYPES** Leave Start Date 8/12/2020 Leave End Date <None> Initial Leave Request Date 8/12/2020 Leave Eligibility has not been verified. Check Eligibility → Bypass Eligibility Check → Save & Next →
-Through document and document status you can see what documents the employee has uploaded to support these leave cases, or you can forward documents or email the employee using the actions menu	GENERAL LEAVE REQUESTS LEAVE CALENDAR TAKINGS LIST Save Save & Return Return Refresh Select an Action ▼ → Case Summary **DOCUMENTS** → Additional Information → Eligibility & Leave Types → Documents Leave Start Date 8/12/2020 → Document Status → Frequency & Duration Leave End Date <None> Initial Leave Request Date 8/12/2020 → Notifications → Employment Status ☐ Document Name / Last Generated on Date/Time → Leave Rules This table currently contains no data. Save & Next →
Frequency & Duration is also an optional field that allows you to enter leave time that recurs on an ongoing basis. This can also be done through projected takings which is coming up next.	**FREQUENCY & DURATION** Leave Start Date 8/12/2020 Leave End Date <None> Initial Leave Request Date 8/12/2020 Frequency: [ ] times per [ ] [▼] Period Duration: [ ] hours or [ ] day(s) per episode **Total Time** Total of [ ] hours per [▼] Period **Estimated Reduced Schedule** [ ] hours per day; [ ] days per week from [ ] 🔲 through [ ] 🔲 * Start Date [8/12/2020] 🔲 Expiration Date [ ] 🔲

Steps	Screenshots
Notifications – This section will allow you to enable notifications for yourself on this leave case. Examples of different leave notifications are leave employee limit approaching, or leave date approaching. Notifications will appear in the My Inbox section of My Information.	
Leave rules need to be selected to determine what paid and unpaid leave types you want to use.	
Select the rule with the correct paid and unpaid leave type, after selecting the Leave Rule, hit Save.	

	Rule Name	Description	Paid Leave Types
●	<None>		
○	Bone Marrow - Pre or Post - Medical Appointments	Bone Marrow - Pre or Post - Medical Appointments	LV-Sick Combo,LV-Sick Federal,LV-Sick SEBAC,LV-Sick State,LV-Unpaid Combo,LV-Unpaid Federal,LV-Unpaid SEBAC,LV-Unpaid State
○	Bone Marrow - Surgery and Recovery	Used for Surgery and Recovery not Pre-Donation Medical Appointments.	LV-Bone Marrow Donation

Steps	Screenshots
After adding the Leave Rule, select the Takings List tab. Here you will want to Add Projected Leave Time Over Long Range to actually add the leave time that the employee will take.	

Steps	Screenshots
Select the dates that you would like to project, and then the type of takins and the hours per day, hit Save & Return once you have entered all the necessary information.	

After you project takings you will see them appear in black as shown below. If the hours are not populated under the desired leave type you will need to perform an override to get them there.

	Day	Date	Leave Time Amount	Paid Leave LV-Sick Federal
☐	Fri	11/08/2019		
☐	Sun	11/10/2019	2.25	2.25
☐	Fri	11/29/2019	8.0	
☐	Sat	11/30/2019	8.0	
☐	Sun	12/01/2019	8.0	

Steps	Screenshots
Select the days that you want to edit by clicking the checkmark on the left. Select Override Projected Leave Time from the Select an Action list.	
Enter the amount of hours in the cell under the pay code that you want to use, this may also need to be done when you want to split hours between two different leave types in a given day. After overriding your days will be shown as red. Once you validate all the information is correct. Select Commit to Schedule and Timecard. Here you will commit your changes to the schedule/timecard. If the case is in the future you can commit it to the schedule if it is in the past commit it to the timecard.	

Steps	Screenshots

After you finish committing the takings, navigate to the timecard and refresh. You will then see the leave type and takings on your selected days.

Fri 11/29		LV-Sick Federal	8.0
		Shift Differential	8.0
	3:00PM-11:30PM		
Sat 11/30			
Sun 12/01		LV-Sick Federal	8.0
		Shift Differential	16.0

Quick Leave Editor

Purpose:
This job aid will help you get started using the Quick Leave Editor in Kronos.
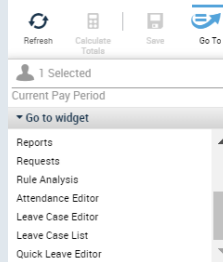
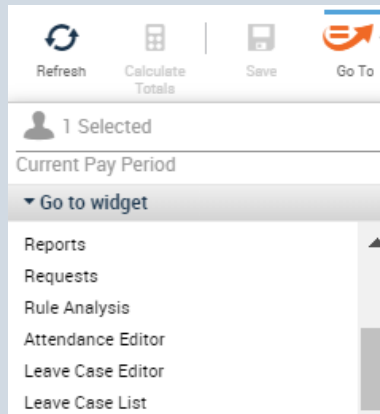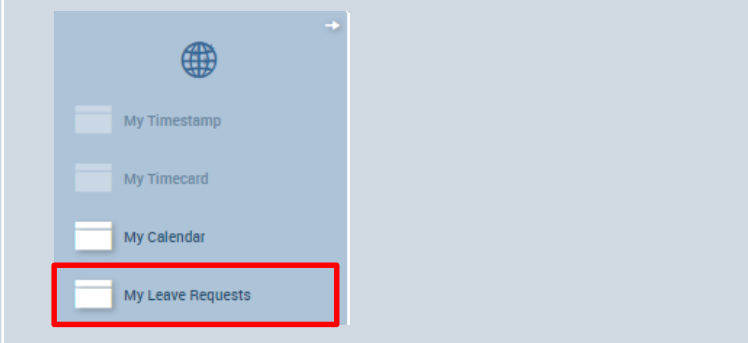| Steps	Screenshots
Once you have created an Intermittent leave case following the steps in the previous section, you can now use quick leave editor.	Leave Frequency — Intermittent ▾
Start on the employee's timecard and then select the Go To button on the top right. From there select the **Quick Leave Editor**.	Refresh · Calculate Totals · Save · Go To — 1 Selected — Current Pay Period — ▾ Go to widget — Reports, Requests, Rule Analysis, Attendance Editor, Leave Case Editor, Leave Case List, Quick Leave Editor
Enter the duration of the existing leave that you want to use on the day that you want to use it. Click Save after entering in the time.	**Date** / **Leave Time Amount** — Fri 8/14/2020 [ ] — Sat 8/15/2020 [ ] ·· **Date** / **Leave Time Amount** — Fri 8/14/2020 [8] — Sat 8/15/2020 [ ] ·· Save · Refresh
Navigate to the timecard to validate that the leave case processed correctly.	**Date** · **Schedule** · **Pay Code** · **Amount** — ⊞ ⊠ Thu 8/13 — ⊞ ⊠ Fri 8/14 · LV-Sick · 8.0
If the time is not correct, use the Go To button to navigate to the leave case list, and edit the projected time as shown in the previous example	Refresh · Calculate Totals · Save · Go To — 1 Selected — Current Pay Period — ▾ Go to widget — Reports, Requests, Rule Analysis, Attendance Editor, Leave Case Editor, Leave Case List

Requesting Leave

Purpose:
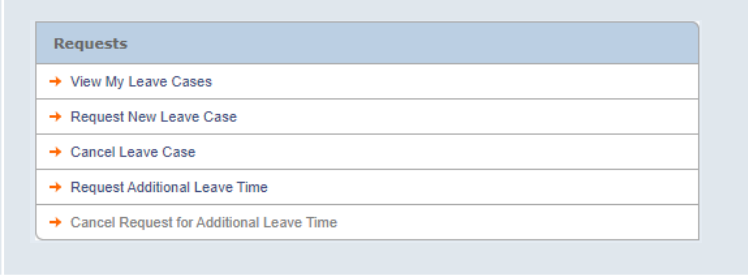This job aid will help you get started with creating a leave request in Kronos
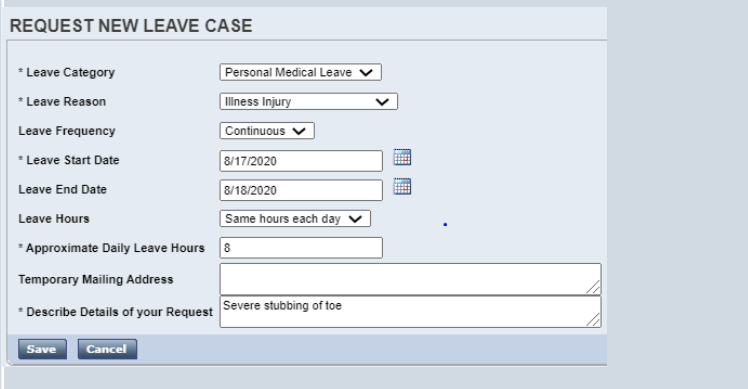
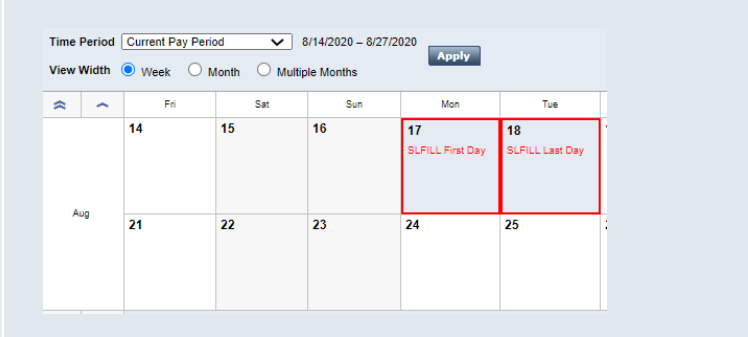| Steps	Screenshots
To request a leave case, first navigate to **My Leave Requests**	My Timestamp My Timecard My Calendar My Leave Requests
From My Leave Requests, you will have this menu at the bottom, there you can choose to **Request New Leave Case.**	**Requests** → View My Leave Cases → Request New Leave Case → Cancel Leave Case → Request Additional Leave Time → Cancel Request for Additional Leave Time
Here you will enter all the leave information including the category, reason, duration, and the details of your request.	REQUEST NEW LEAVE CASE * Leave Category: Personal Medical Leave * Leave Reason: Illness Injury Leave Frequency: Continuous * Leave Start Date: 8/17/2020 Leave End Date: 8/18/2020 Leave Hours: Same hours each day * Approximate Daily Leave Hours: 8 Temporary Mailing Address: * Describe Details of your Request: Severe stubbing of toe Save Cancel
On the calendar view in My Leave Requests you will be able to see the time you requested, HR will be able to see your request, change the status to Open and enter any required additional information.	Time Period: Current Pay Period 8/14/2020 – 8/27/2020 Apply View Width: ● Week ○ Month ○ Multiple Months Fri 14 / Sat 15 / Sun 16 / Mon 17 SLFILL First Day / Tue 18 SLFILL Last Day Aug 21 / 22 / 23 / 24 / 25

Select	Status ▽	Category	Leave Frequency	Approval Status	Leave Period
●	Submitted	Personal Medical Leave	Continuous	Pending	8/17/2020 - 8/18/2020

Requesting Leave

Purpose:
This job aid will help you get started with creating a leave request in Kronos

Steps	Screenshots
Once you have submitted the leave case you have the option to cancel the leave case by selecting the equivalently named button and entering a reason.	
Once the case status has been updated to Open, you can request additional leave time for the case that you previously opened.	