

# My Information

## Purpose:

This job aid will help you get started in Kronos My Information

## Steps

- My Timecard – Shows you a view of all your punches and pay codes for the desired pay period

## Screenshots

- My Audits - Access the Audit widget from the related items menu a list of audits will populate

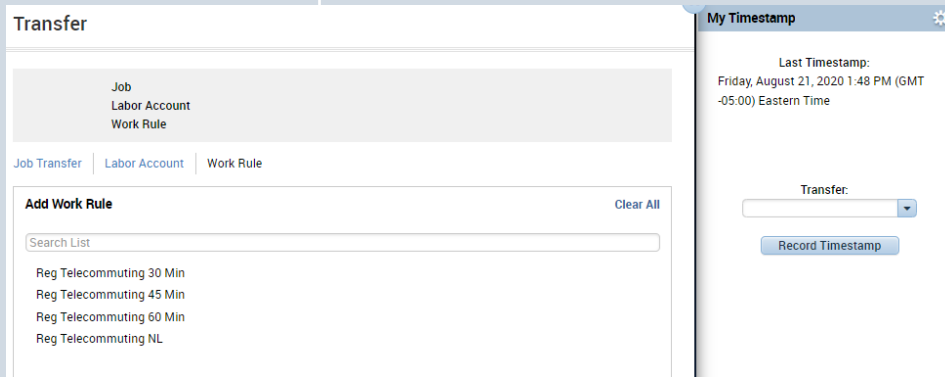
- My Calendar – Access my calendar through the related items menu > Use this widget to view your schedule, request time off, or request a shift swap (if your bargaining unit is eligible) using the equivalently named buttons.

- My Reports – Can also be accessed through the Related Items menu. Through the available reports menu you can pull a report on schedule and time detail using the specified time period. You can also get an Accrual balance and projection after inputting the specified as of date.

# Steps

# Screenshots

- My Timestamp – This widget will always be open on your initial my information screen.
- In My Timestamp you can clock in and you can record a transfer by setting the appropriate work rule transfer, this is especially useful for regular telecommuting time.



- My Leave Cases - My Leave requests can also be accessed through the Related Items menu. These are for longer term leaves such as FMLA rather than requests for time off such as Vacation.

- Through this you can view leave cases, request new leave cases, cancel leave cases, request additional leave time or cancel request for additional leave time, this can all be done through the Requests widget at the bottom and can be selected through the calendar view

