

Time Off Requests

Purpose:

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

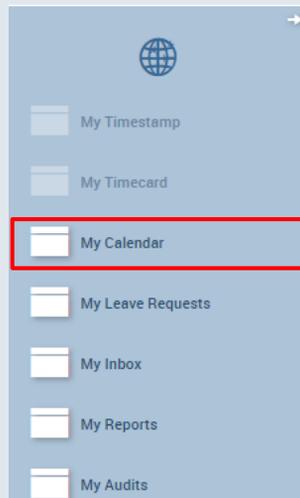
Steps

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

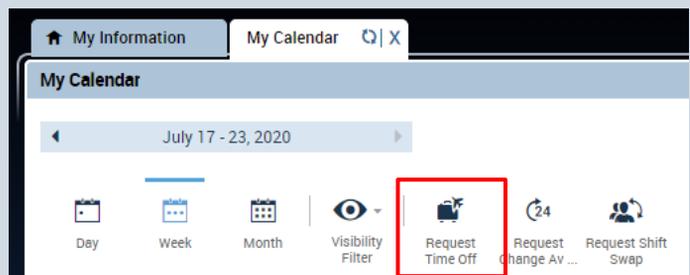
Screenshots

	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 first fill in the type of request. In this case **Time Off Request Full Day**.

This will lock the time unit section to Full Day, fill in the **dates**, and the **pay code** you want use.

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.

Note: If you submit Friday to Monday, you are requesting Saturday and Sunday as time off as well.

In the Request Time Off window, you can also select a different request type. In this case **Time Off Request Partial Day**.

This will allow you to enter a **start time** and a **daily amount**, in addition to the **dates**, and the **pay code** you want use.

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 Full Day**

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ X	3/22/2021	3/22/2021	Vacation	Full day		

Accruals on: 3/22/2021

	Accrual	Balance
50 Sick		118.53 Hour
51 Vacation		325.62 Hour
52 Personal		24.0 Hour

Note (optional)

Type a note (optional)

Cancel Submit

Request Time Off

Type: **Time Off Request Partial Day**

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ X	3/22/2021	3/22/2021	Vacation	Full day		

Accruals on: 3/22/2021

	Accrual	Balance
50 Sick		118.53 Hour
51 Vacation		325.62 Hour
52 Personal		24.0 Hour

Note (optional)

Type a note (optional)

Cancel Submit

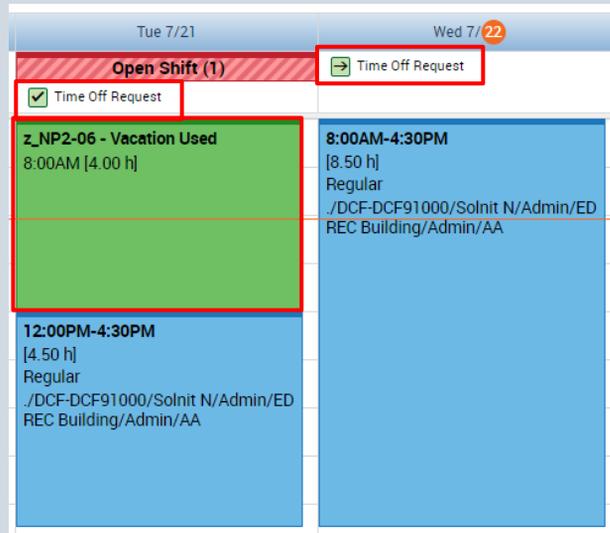
Steps

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

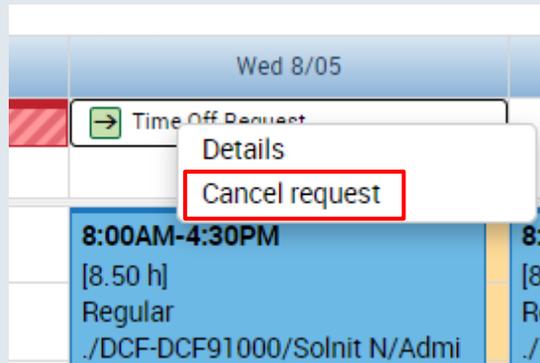
If your time off is approved it will appear with a **green check** and show the **time period in green**.

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

Screenshots



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



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

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.