To Request Time Off in Kronos

1. Open Kronos and navigate to the "My Information" tab.
   a. If you are an employee without payroll reporting duties, Kronos will automatically take you to this page.
   b. If you are an employee with payroll reporting duties, you'll have to select the "My Information" tab from the Workspaces at the top right of the screen:
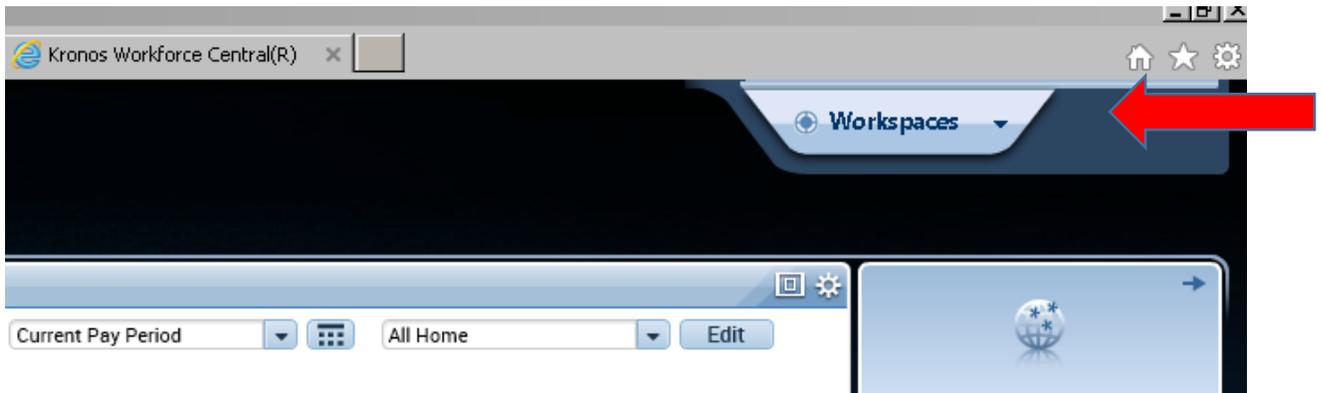
2. Select "My Calendar" from the right hand pane:
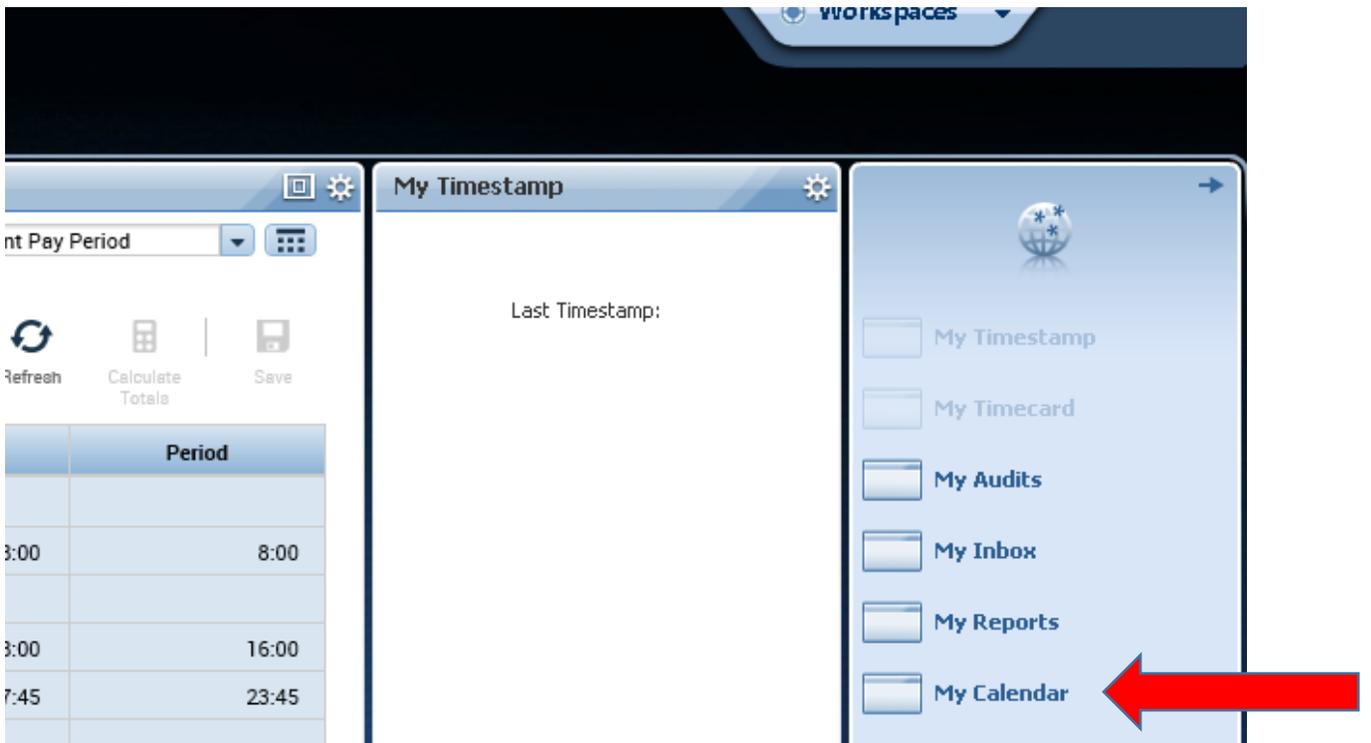
3. Click the "Request Time Off" button near the top of the screen:
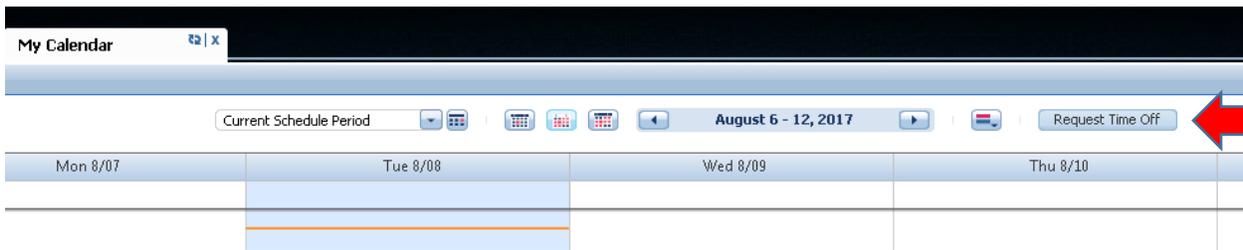
4. This will open a pop-up box for you to fill in the details:

IMPORTANT INFORMATION:

- Select Start and End dates. If you are requesting only one day, these dates will be the same. If you are requesting multiple days, the Start Date will be the first day you are

requesting to take off and the End Date will be the last day you are requesting to take off.

- Select the appropriate Pay Code: Vacation, Sick, PPL, etc.
- Enter the Start Time. If you are requesting the entire day, you will enter the time your shift normally begins. If you are requesting only part of the day, enter the appropriate start time for your leave.
- Enter the Length: the total number of hours you are requesting to take off ==*PER DAY*==. <u>If you leave this field blank, the system will deduct 24 hours by default.</u>
    - Ex: If you are requesting Monday and Tuesday, you will still enter 8 in the length field; entering 16 would deduct 32 hours since you are requesting two days off.
- The system will not allow you to request time you have not accrued.

5. Finally, click "Submit". Your request will be directed to the appropriate manager for approval.
6. You will receive an email once the request has been approved/denied.