

USING THE KRONOS TIME CLOCK:

Emergency Close Request Time Off

STEP 1

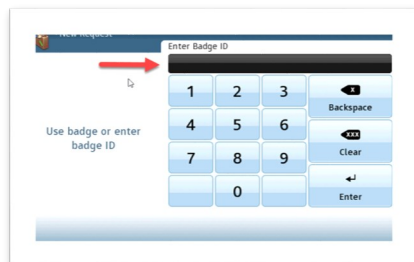
Select the **NEW REQUEST** button.



STEP 2

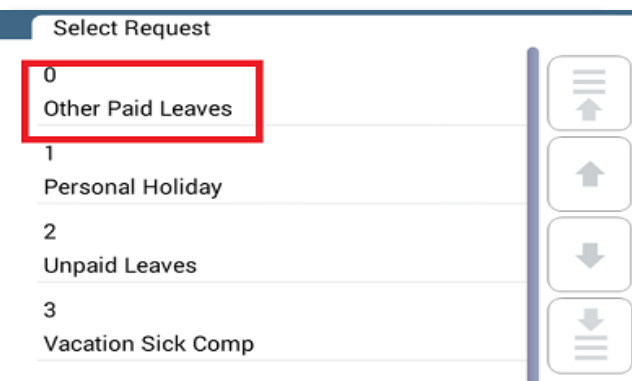
Swipe your UCard or press the **Punch** button to enter your badge number. Your badge # is on the back of the card. This is NOT your student or staff ID #.

Disregard the first 6 digits and the last digit of your U Card #



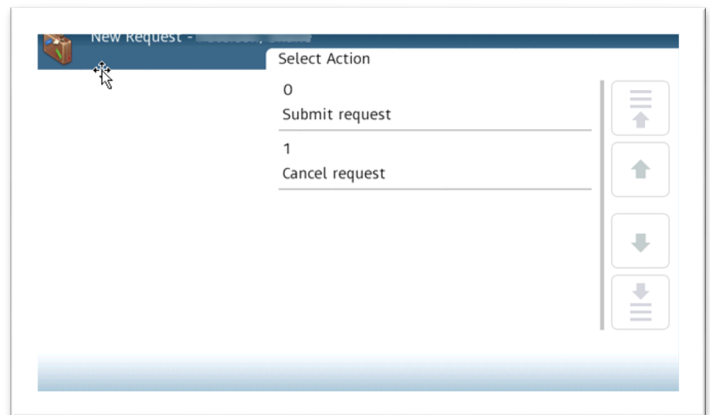
STEP 3

Select **Other Paid Leaves**



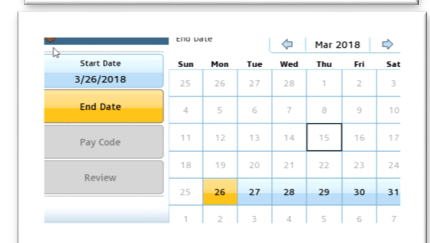
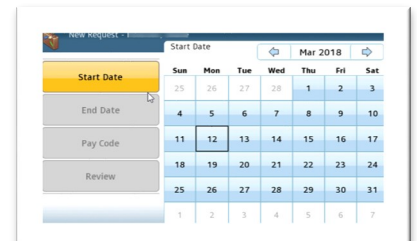
STEP 4

Select **SUBMIT REQUEST**.



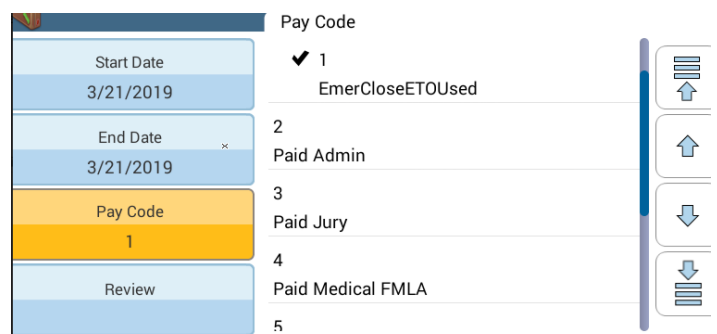
STEP 5

Select the **START DATE** and **END DATE** button to select the start and end date for the absence.



STEP 6

Select the appropriate pay code.



STEP 7

Review the transaction and select the **CONTINUE** button.

Review	
Start Date	3/26/2018
End Date	3/26/2018
Pay Code	EmerCloseETOUsed

Back Continue

STEP 10

For a partial day, enter the start time you will start the time off using the numbered buttons and select **AM** or **PM**. Select **ENTER**.

Start Time	
Start Date	3/25/2019
End Date	3/25/2019
Pay Code	EmerCloseETOUsed
Start Time	10:59AM

8:00 AM

1 2 3 Backspace

4 5 6

7 8 9 Clear

AM/PM 0 Enter

STEP 8

Select the **DURATION** button to request the absence dates. Select either **FULL DAY** or **HOURS** for a partial day.

Duration	
Start Date	0
End Date	1
Pay Code	EmerCloseETOUsed
Duration	0 Full day

0 Full day

1 Hours

STEP 11

Enter the length of time off using the numbered buttons and select **ENTER**.

Length	
Start Time	8:00AM
Length	1:00
Duration	Hours
Review	

8:00

1 2 3 Backspace

4 5 6

7 8 9 Clear

+/- 0 Enter

STEP 9

Review the request and select the **CONTINUE** button. Select the **SUBMIT** button if this is for a full-day. See steps 10-12 to continue with a partial day.

Review	
Start Date	3/25/2019
End Date	3/25/2019
Pay Code	EmerCloseETOUsed
Duration	0 Full day

Back Continue

Review	
Start Date	3/25/2019
End Date	3/25/2019
Pay Code	EmerCloseETOUsed
Duration	Full day

Submit

STEP 12

Select the **SUBMIT** button.

Review	
Start Date	3/25/2019
End Date	3/25/2019
Pay Code	EmerCloseETOUsed
Start Time	8:00AM
Length	8:00
Duration	Hours

Back Submit