

Request & Approve Time Off

Purpose: Use this Job Aid to Request and Approve Time Off for Yourself and Others.

| Reference Guide Details | |
|-------------------------|--|
| Guide Objectives | Upon completion, the user will: <ul style="list-style-type: none"> • Know how to Request Time Off for Others • Know how to Request Time Off for Yourself • Know how to Approve and a Cancel Time Off Request for an Employee • Know how to Approve Multiple Time Off Requests at the Same Time |
| Prerequisites | None |
| Kronos Role | Supervisors |
| Revision Date | 4/8/20 |

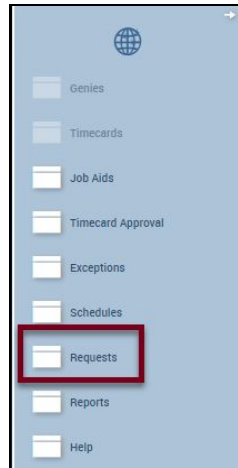
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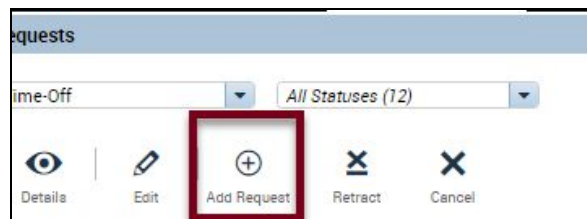
Request Time Off for Others

Follow these steps to request time off for others. To request time off for yourself, you will need to access the My Information workspace for employees. Refer to the *Request Time Off for Yourself* section of this Job Aid.

1. Click on **Requests** from the Related Items pane on the right-hand side.



2. Click the **Add Request** button on the left-hand side.



3. Select the Employee from the drop-down list.

Request Time Off

Employee: Type: PA Vacation

| Start date | End date | Pay code | Time Unit | Start time | Daily Amount |
|------------|-----------|----------|-----------|------------|--------------|
| 8/05/2019 | 8/07/2019 | Vacation | Full day | | |

Accruals on: 7/23/2019

| Accrual | Balance |
|------------------|-------------|
| Personal Holiday | 8.0 Hour |
| Vacation | 144.18 Hour |

Comments (0)

Select Comment

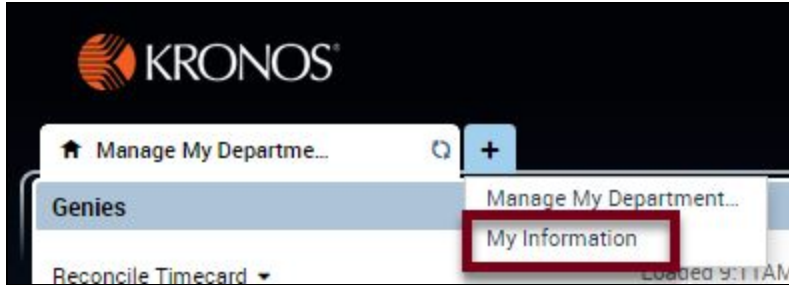
Type a note (optional)

Cancel Submit

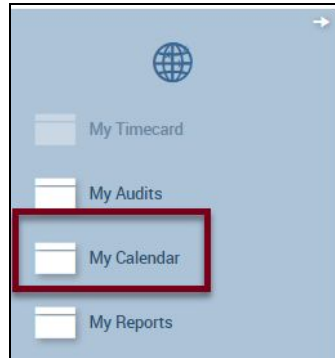
4. Verify their balances in the **ACCRUALS** section to see if they have enough time to take off.
5. Select the request **TYPE** from the drop-down list. Refer to the [Kronos Pay Codes Job Aid](#) for definitions.
6. Select the **START AND END DATE** from the calendar. Time off requests can be made for consecutive whole days by entering the Start and End dates for the consecutive dates.
7. Select the **PAY CODE** from the drop-down list for the leave type you are requesting.
8. Select the **Time Unit** from the drop-down list. Depending on your employee classification, you may select hours, or full day or half day. If selecting **Hours**, you will need to include the **Start Time** and **Daily Amount** (Duration).
9. Click **SUBMIT**. Refer to the *Approving Time Off* section to approve the time off that was submitted.

Request Time Off for Yourself

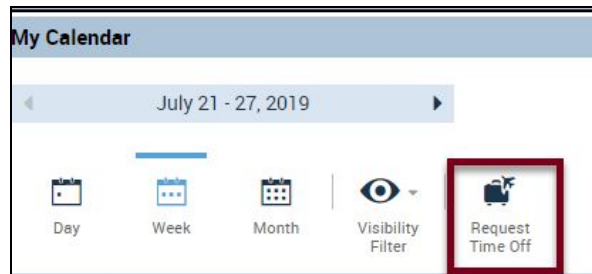
1. Click on the **+** (plus) sign in the upper-left corner to open a new window and select **My Information**.



2. Click on **My Calendar** from the Related Items pane on the right-hand side.



3. Click the **Request Time Off** button on the left-hand side.



4. Select the request **TYPE** from the drop-down list. Refer to the [Kronos Pay Codes Job Aid](#) for definitions.

Request Time Off

Type: **4**

| | Start date | End date | Pay code | Time Unit 7 | Start time | Daily Amount |
|--------------------------|------------|-----------|----------|--------------------|------------|--------------|
| <input type="checkbox"/> | 8/01/2019 | 8/01/2019 | Vacation | Hours | 12:00PM | 4.0 |

Accruals on: **5**

6

7

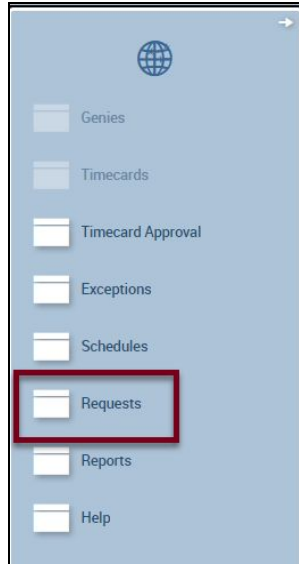
| Accrual | Balance |
|--------------|----------|
| Comp | 0.0 Hour |
| Comp Earned | 0.0 Hour |
| EmerCloseETO | 0.0 Hour |

8

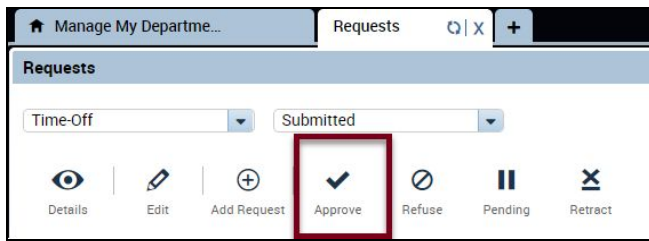
5. Select the **START AND END DATE** from the calendar. Time off requests can be made for consecutive whole days by entering the Start and End dates for the consecutive dates.
6. Select the **PAY CODE** from the drop-down list for the leave type you are requesting.
7. Select the **Time Unit** from the drop-down list. Depending on your employee classification, you may select hours, or full day or half day. If selecting **Hours**, you will need to include the **Start Time** and **Daily Amount** (Duration).
8. Click **SUBMIT**. Your Supervisor will receive an email that they need to approve this request.

Approve Time Off for an Employee

1. Click on **Requests** from the Related Items pane on the right-hand side.



2. Click on the **Approve** button.



3. Use the (1) Status, (2) Time Period, or (3) Hyperfind filters to find the time off requests that need approval.



- Select the employee name to highlight the request. Click on the **ACCRUALS** Tab on the bottom of the Request windows to verify this employee has available time to take off.

The screenshot shows the 'Requests' window with the following data:

| Modified By (Username) | Subject | Submit Date | Status | Submitted By | Start Date | Employee | End Date | Pay Code |
|------------------------|-----------------------|-------------------|-----------|--------------|------------|----------|-----------|----------|
| | Vacation Sick Comp PP | 6/25/2019 4:13PM | Submitted | | 6/26/2019 | | 6/26/2019 | Vacation |
| | Vacation Sick Comp PP | 7/01/2019 11:32AM | Submitted | | 7/05/2019 | | 7/05/2019 | Vacation |

The 'Request Detail' section shows the 'Accruals' tab with the following data:

| Accrual Code | Reporting Period | Accrual Unit | Available Balance | Vested Balance | Probationary Bal. | Earned to Date | Taken to Date | Pending Grants | Planned Takings | Prior Ending Bal. | Prior End Vested | Prior End Probati... | Opening Balance | Opening Vested | Opening Probati... | Ending Balance |
|------------------|------------------------|--------------|-------------------|----------------|-------------------|----------------|---------------|----------------|-----------------|-------------------|------------------|----------------------|-----------------|----------------|--------------------|----------------|
| Comp | 1/01/2019 - 12/31/2019 | Hour | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Comp Earned | 1/01/2019 - 12/31/2019 | Hour | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| EmerCloseETO | 1/01/2019 - 12/31/2019 | Hour | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Personal Holiday | 1/01/2019 - 12/31/2019 | Hour | 0.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Sick | 1/01/2019 - 12/31/2019 | Hour | 469.77 | 469.77 | | 0.0 | 7.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 469.77 |
| Vacation | 1/01/2019 - 12/31/2019 | Hour | 273.63 | 273.63 | | 0.0 | 59.5 | 0.0 | 4.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 269.63 |

- Click on the **Approve** or **Refuse** buttons to take that action on the request.

The 'Approve Time-Off Request' dialog box shows the following details:

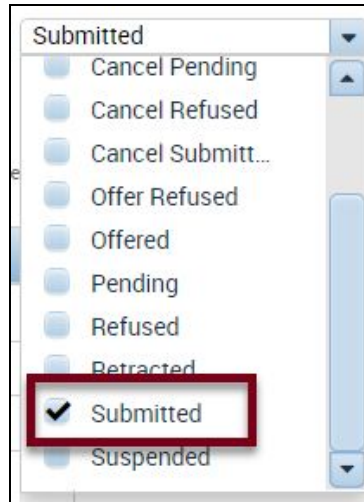
- Submitted: 6/25/2019 - 4:13:12PM
- Modified by: [Redacted]
- Employee: [Redacted] Type: Vacation Sick Comp PP
- Table with columns: Start date, End date, Pay code, Time Unit, Start time, Daily Amount. Row: 6/26/2019, 6/26/2019, Vacation, Full day.
- Accruals on: 6/26/2019
- Table with columns: Accrual, Balance. Rows: Comp (0.0 Hour), Comp Earned (0.0 Hour), EmerCloseETO (0.0 Hour).
- Status History: Submitted: 6/25/2019 - 4:13:12PM, klein052
- Comments (0): Select Comment dropdown, Type a note (optional) text area.
- Buttons: Cancel, Approve (highlighted with a red box).

- Review the transaction and click the **Approve** button.

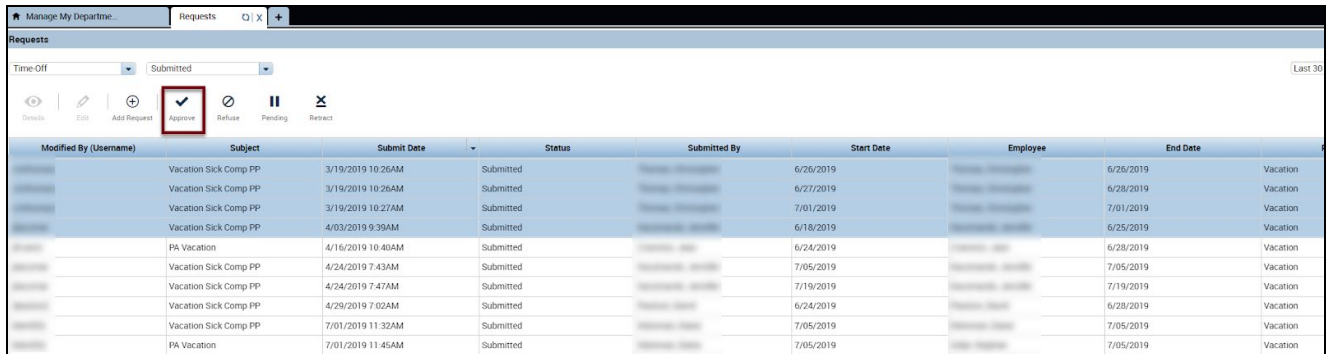
Approve Multiple Time Off Requests

If you have multiple time off requests to approve, you can select all of them and approve them in one step.

1. In the Status Column, select **Submitted** to display submitted time off transactions.



2. Use the CTRL or SHIFT key and select all the employees to approve time off for.



The screenshot shows a software interface with a 'Requests' table. The table has columns for Modified By (Username), Subject, Submit Date, Status, Submitted By, Start Date, Employee, and End Date. The 'Approve' button in the toolbar is highlighted with a red box.

| Modified By (Username) | Subject | Submit Date | Status | Submitted By | Start Date | Employee | End Date | |
|------------------------|-----------------------|-------------------|-----------|--------------|------------|----------|-----------|----------|
| | Vacation Sick Comp PP | 3/19/2019 10:26AM | Submitted | | 6/26/2019 | | 6/26/2019 | Vacation |
| | Vacation Sick Comp PP | 3/19/2019 10:26AM | Submitted | | 6/27/2019 | | 6/28/2019 | Vacation |
| | Vacation Sick Comp PP | 3/19/2019 10:27AM | Submitted | | 7/01/2019 | | 7/01/2019 | Vacation |
| | Vacation Sick Comp PP | 4/03/2019 9:39AM | Submitted | | 6/18/2019 | | 6/25/2019 | Vacation |
| | PA Vacation | 4/16/2019 10:40AM | Submitted | | 6/24/2019 | | 6/28/2019 | Vacation |
| | Vacation Sick Comp PP | 4/24/2019 7:43AM | Submitted | | 7/05/2019 | | 7/05/2019 | Vacation |
| | Vacation Sick Comp PP | 4/24/2019 7:47AM | Submitted | | 7/19/2019 | | 7/19/2019 | Vacation |
| | Vacation Sick Comp PP | 4/29/2019 7:02AM | Submitted | | 6/24/2019 | | 6/28/2019 | Vacation |
| | Vacation Sick Comp PP | 7/01/2019 11:32AM | Submitted | | 7/05/2019 | | 7/05/2019 | Vacation |
| | PA Vacation | 7/01/2019 11:45AM | Submitted | | 7/05/2019 | | 7/05/2019 | Vacation |

3. Click the **Approve** button.
4. Review the requests and click the **Approve** button.

Approve Time-Off Request

Total number of records selected: 4

| Request Submit Date | Employee | Status |
|---------------------|------------|-----------|
| 3/19/2019 10:26AM | [Redacted] | Submitted |
| 3/19/2019 10:26AM | [Redacted] | Submitted |
| 3/19/2019 10:27AM | [Redacted] | Submitted |
| 4/03/2019 9:39AM | [Redacted] | Submitted |

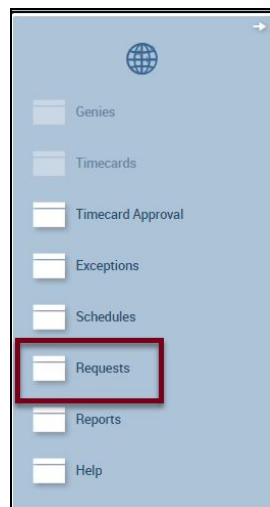
Comments (0)

Select Comment

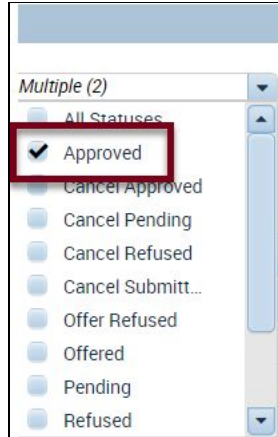
Cancel Time Off for an Employee

Time off can only be canceled by a Supervisor AFTER it has been approved. This is a 2-step process. You must cancel the request and then approve the cancellation.

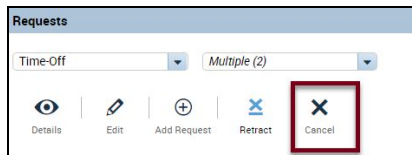
1. Click on **Requests** from the Related Items pane on the right-hand side.



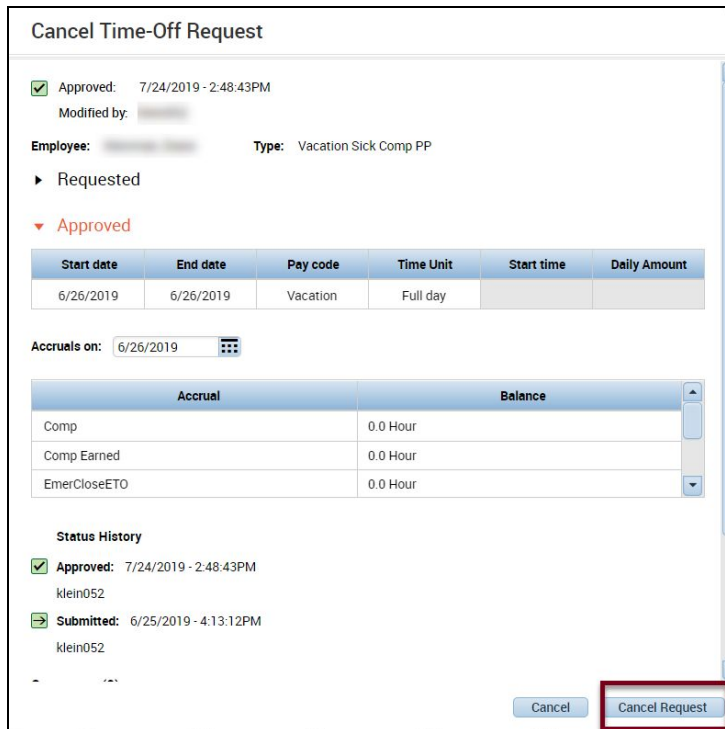
2. In the Status Column, select **Approved** to display approved time off transactions.



3. Select the employee name to highlight the request.
4. Click on the **Cancel** button.

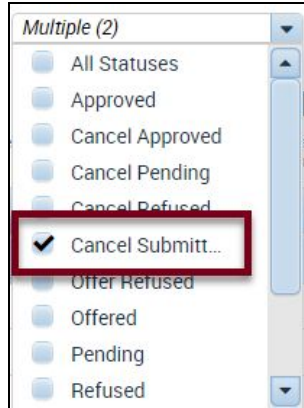


5. Review the transaction and click the **Cancel Request** button.

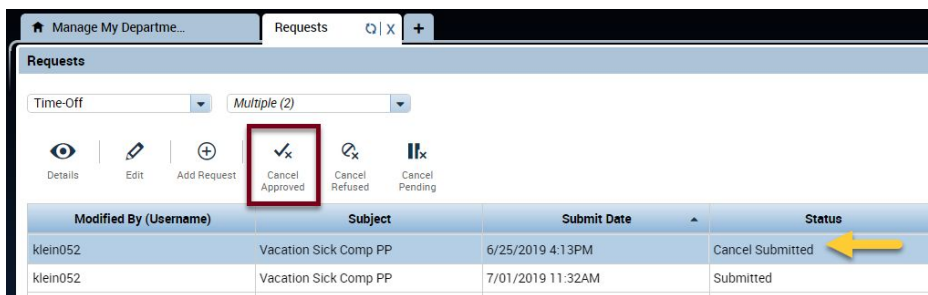


Approve the Canceled Request

1. Change the Status filter to **Cancel Submitted** and find the request.



2. Select the request with a *Cancel Submitted* status.



3. Click on the **Cancel Approved** button.