

Request Time Off in Kronos

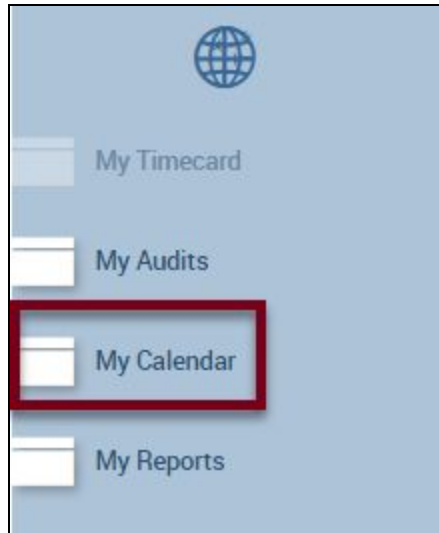
Purpose: The process for how an employee can request time off in the Kronos application. Employees who have a standard work schedule (P&A and most Civil Service) will report vacation time and sick leave in Kronos. Leave time should always be entered in the pay period of the occurrence and time can be entered in advance and doesn't deduct until the time occurs.

Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> • Know how to request time off • Understand how you will know when your Supervisor approves your time off request • Know how to view Time Off Request Details. • Know how to cancel a time off request that has not been approved
Prerequisites	None
Kronos Role	Employees
Revision Date	8/5/19

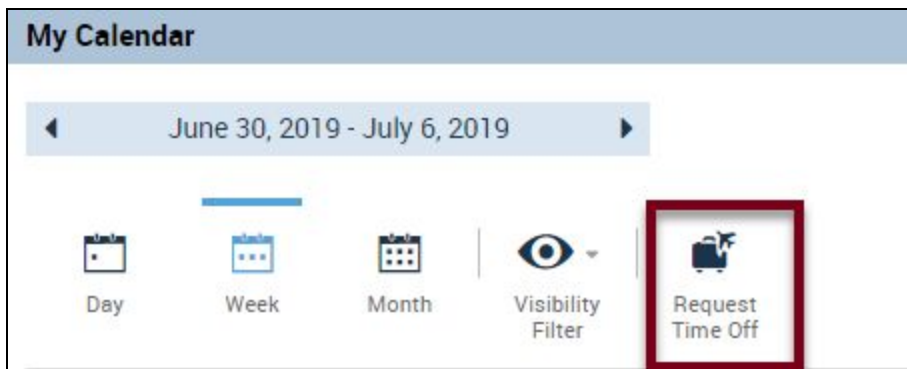
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Enter a Time Off Request

1. Click on the **My Calendar** widget on the right-hand side of the **My Information** workspace.



2. Click the **Request Time Off** button.



3. Select the request **TYPE** from the drop-down list. Refer to the *Kronos Pay Codes Job Aid* for definitions.
4. 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 date for the consecutive dates.
5. Select the **PAY CODE** from the drop-down list for the leave type you are requesting.
6. 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 the **Daily Amount** (total hours).
7. Click **SUBMIT**.

Request Time Off

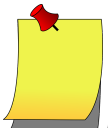
Type: **3**

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>	7/05/2019	7/05/2019	Vacation	Hours	12:00PM	4.0

Accruals on: **4**

Accrual	Balance
Comp	0.0 Hour
Comp Earned	0.0 Hour
EmerCloseETO	0.0 Hour

5 **6** **7**

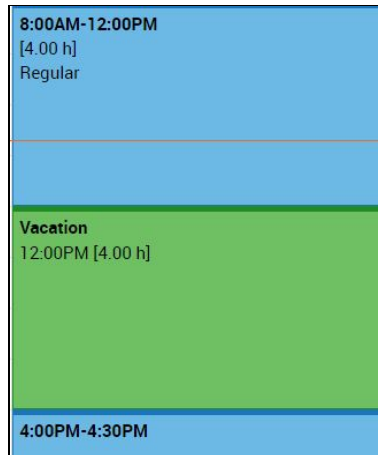


Note:

Vacation and Sick balances are current in Kronos, but are not updated in MyU until the end of every pay period (Monday at 6:00 p.m.). If a vacation or sick day was taken DURING the pay period, the correct balance will display in MyU at the end of the pay period.

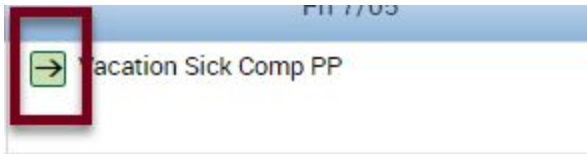
Supervisor Approval of a Time Off Request

After your time off request is submitted, your Supervisor will need to approve the request. If the request needs to be canceled, this can be done by your Supervisor after it is approved. After your request is approved by your supervisor, the request will display in your calendar in green.



View Time Off Request Details

1. Click on the **Arrow** next to the Time Off Entry in your Calendar to view the Time Off Request Details.



2. Click the **Close** button when finished reviewing.

Time-Off Request Details

Submitted: 7/01/2019 - 11:32:31AM
Modified by: klein052

Employee: [redacted] Type: Vacation Sick Comp PP

Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
7/05/2019	7/05/2019	Vacation	Hours	12:00PM	4.0

Accruals on: 7/05/2019

Accrual	Balance
Comp	0.0 Hour
Comp Earned	0.0 Hour
EmerCloseETO	0.0 Hour

Status History

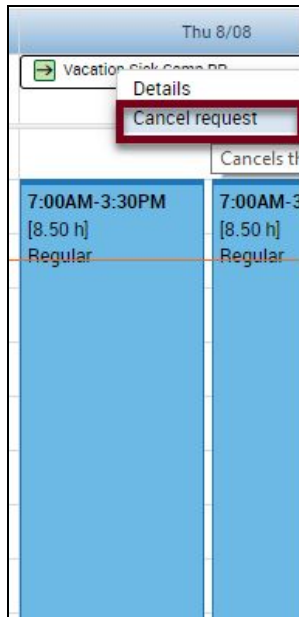
Submitted: 7/01/2019 - 11:32:31AM

Close

Cancel a Time Off Request

If your Supervisor has NOT approved your leave request, it can be canceled. **Do not cancel the request if you see in your Kronos calendar that the request was approved.**

1. Right-Click on the submitted request that has not yet been approved..
2. Click on **Cancel request**.



3. Click on **Cancel Request** to confirm the retraction.

Cancel Time-Off Request

Submitted: 8/05/2019 - 8:28:11AM
Modified by: [redacted]

Employee: [redacted] Type: Vacation Sick Comp PP

Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
8/08/2019	8/08/2019	Vacation	Full Day		

Accruals on: 8/08/2019

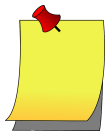
Accrual	Balance
Comp	0.0 Hour
Comp Earned	0.0 Hour
EmerCloseETO	0.0 Hour

Status History

Submitted: 8/05/2019 - 8:28:11AM

[redacted]

Cancel Cancel Request



Note: An "X" displays on the submitted request to show that it has been retracted.

