

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	5/12/21

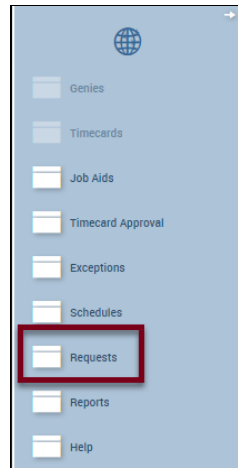
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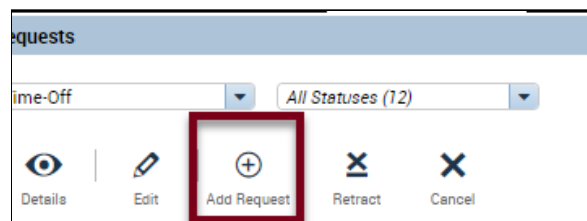
Request Time Off for Others

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: **3** Type: PA Vacation **5**

	Start date 6	End date	Pay code 7	Time Unit	Start time 8	Daily Amount
<input type="button" value="+"/> <input type="button" value="x"/>	8/05/2019	8/07/2019	Vacation	Full day		

Accruals on: 7/23/2019

Accrual 4	Balance
Personal Holiday	8.0 Hour
Vacation	144.18 Hour

Comments (0)

Select Comment

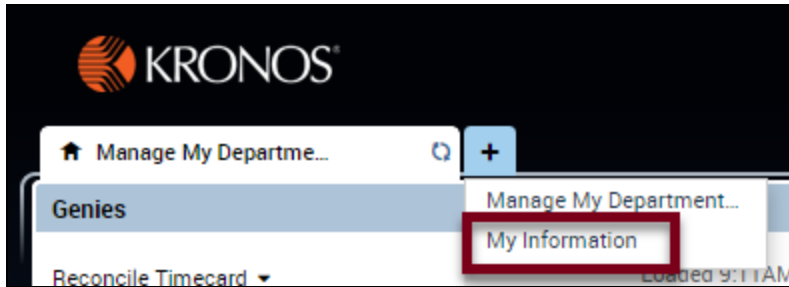
Type a note (optional)

9

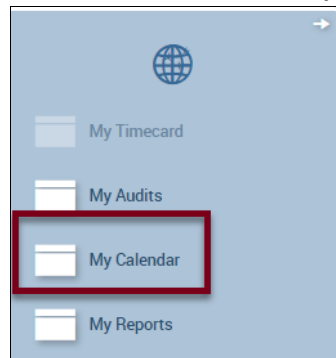
4. Verify their balances in the **ACCRUALS** section to see if they have enough time to take off.
5. Select the request **TYPE** from the drop-down list. Refer to the [Kronos Pay Codes Job Aid](#) for definitions.
6. Select the **START AND END DATE** from the calendar. Time off requests can be made for 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

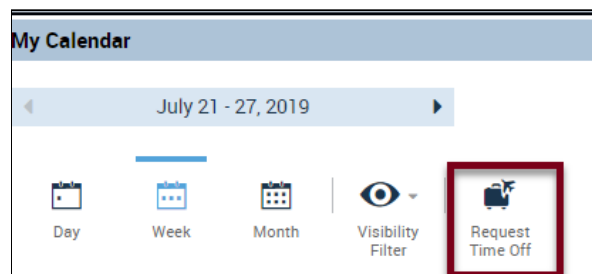
1. Click on the **+** (plus) sign in the upper-left corner to open a new window and select **My Information**.



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: Vacation Sick Comp PP 4

	Start date	End date	Pay code	Time Unit 7	Start time	Daily Amount
+ ×	8/01/2019	8/01/2019	Vacation	Hours	12:00PM	4.0

Accruals on: 7/26/2019 5

6

7

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

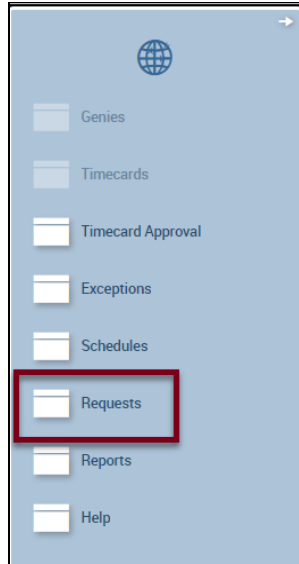
8

Cancel Submit

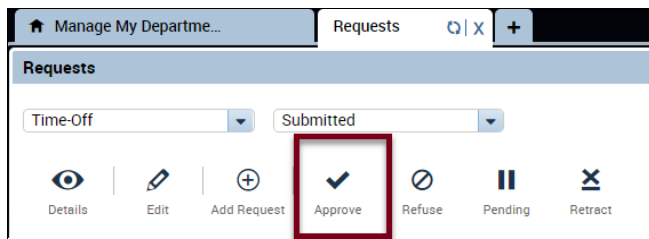
5. Select the **START AND END DATE** from the calendar. Time off requests can be made for consecutive whole days by entering the Start and End dates for the consecutive dates.
6. Select the **PAY CODE** from the drop-down list for the leave type you are requesting.
7. Select the **Time Unit** from the 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.

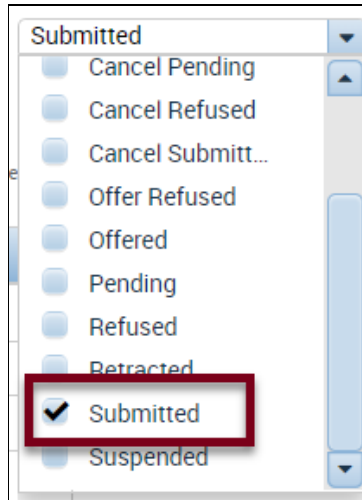
- Click on the **Approve** or **Refuse** buttons to take that action on the request.

- 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.

A screenshot of a web application interface showing a table of time-off requests. The table has columns for Modified By (Username), Subject, Submit Date, Status, Submitted By, Start Date, Employee, End Date, and a final column for the request type (e.g., Vacation). The 'Status' column is filtered to show only 'Submitted' requests. In the top toolbar, the 'Approve' button, represented by a checkmark icon, is highlighted with a red rectangular box. Other icons for Details, Edit, Add Request, Refuse, Pending, and Retract are also visible.

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	[Employee Name]	Submitted
3/19/2019 10:26AM	[Employee Name]	Submitted
3/19/2019 10:27AM	[Employee Name]	Submitted
4/03/2019 9:39AM	[Employee Name]	Submitted

Comments (0)

Select Comment ▼

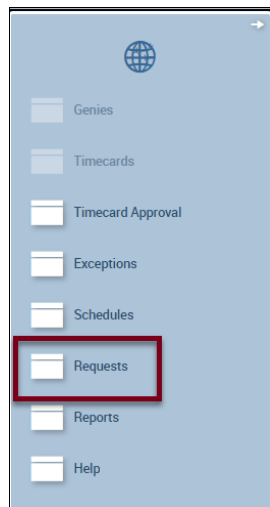
✕ Type a note (optional)

Cancel Approve


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.








A screenshot of the 'Multiple (2)' dropdown menu. The 'Approved' option is selected, indicated by a checkmark in a red box. Other visible options include 'All Statuses', 'Cancel Approved', 'Cancel Pending', 'Cancel Refused', 'Cancel Submitt...', 'Offer Refused', 'Offered', 'Pending', and 'Refused'.

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

Requests

Time-Off Multiple (2)

Details Edit Add Request Retract Cancel

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

Cancel Time-Off Request


☒ **Approved:** 7/24/2019 - 2:48:43PM
 Modified by:

Employee: **Type:** Vacation Sick Comp PP

► Requested

▼ **Approved**

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
6/26/2019	6/26/2019	Vacation	Full day		

Accruals on: 

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

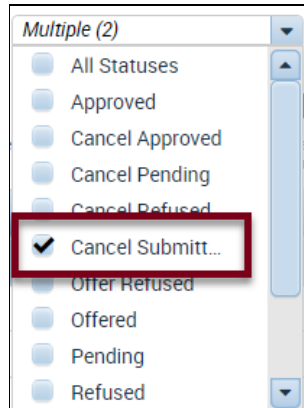
Status History

☒ **Approved:** 7/24/2019 - 2:48:43PM
 klein052

☒ **Submitted:** 6/25/2019 - 4:13:12PM
 klein052

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.

Manage My Departme... Requests

Time-Off Multiple (2)

Details Edit Add Request Cancel Approved Cancel Refused Cancel Pending

Modified By (Username)	Subject	Submit Date	Status
klein052	Vacation Sick Comp PP	6/25/2019 4:13PM	Cancel Submitted
klein052	Vacation Sick Comp PP	7/01/2019 11:32AM	Submitted

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