## **Hourly Employee**

## **Quick Reference Guide to Requesting Time Off**

## Updated 10.27.2020

- 1. Log into Kronos (You should see your timecard)
- 2. ON RIGHT HAND SIDE OF PAGE CLICK "MY CALENDAR"



3. FOR **FULL DAY** REQUESTS – UPDATE START DATE, END DATE, AND PAYCODE. MAKE SURE TO USE PROPER PAY CODE FOR YOUR DEPARTMENT. HIT SUBMIT.

Requests	Request Time Off Day or Multiple							
My Current Requests	* Start Date	Accruals as of	10/27/2020					
→ Request Time Off Day or Multiple	* End Date	10/27/2020		Float	0.0			
→ Request Time Off Day Partial	* Pay Code	Comp Taken 🗸		Prior Sick	0.0			
	* Time Unit	Full day		Vacation	215.75			
	Notes							
	Submit Draft							

4. FOR **PARTIAL DAY** REQUESTS – UPDATE START DATE, START TIME, DURATION AND PAYCODE. TIME SHOULD BE IN HH:MM FORMAT WHEREAS DURATION SHOULD BE IN 0.00 FORMAT. DURATION SHOULD BE IN QUARTER HOUR INCREMENTS. (EX: 1.25) HIT SUBMIT.

Requests	Request Time Off Day Partial						
→ My Current Requests	* Start Date	10/27/2020		Accruals as of	10/27/2020		
→ Request Time Off Day or Multiple	* End Date	10/27/2020		Float	0.0		
→ Request Time Off Day Partial	* Pay Code	Sick Exempt 013		Prior Sick	0.0		
	* Time Unit	Hours		Vacation	215.75		
	* Start Time						
	* Duration						
	Notes	Doctor Appointment					
	Submit						

5. ONCE YOU HAVE SUBMITTED THE REQUEST YOU CAN CHECK THE STATUS OF IT BY CLICKING ON "MY CURRENT REQUESTS".

	u.	25	26	27 8a - 4p (Submitted)	<b>28</b> 8a - 4p	<b>29</b> 8a - 4p	30 8a - 4p	31		~			
N	ov	1	<b>2</b> 8a - 4p	<b>3</b> 8a - 4p	<b>4</b> 8a - 4p	5 8a - 4p	6 8a - 4p	7	No	v			
×	~				✓ ×								
Requests My Current Requests													
My Current Requests			Select	Date /	Request for			Status	Comments	Notes			
			] 10	/27/2020	Request Time Off Day Partial				Submitted	Notes			
→ Request Time Off Day or Multiple				No available actions ✓ Apply Details → Add Note →									
→ Request Time Off Day Partial													