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"
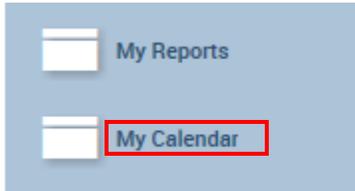
3. FOR **FULL DAY** REQUESTS – UPDATE START DATE, END DATE, AND PAYCODE. MAKE SURE TO USE PROPER PAY CODE FOR YOUR DEPARTMENT. HIT SUBMIT.
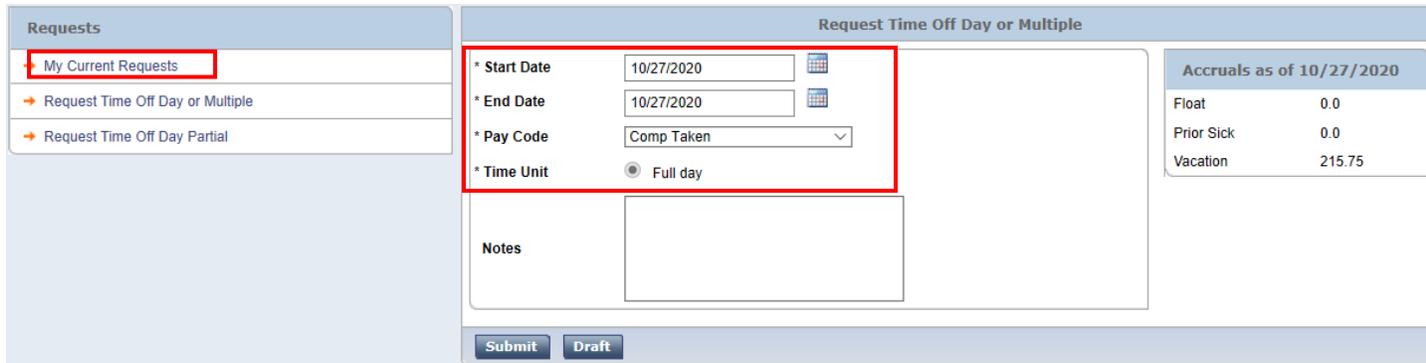
4. FOR **PARTIAL DAY** REQUESTS – UPDATE START DATE, START TIME, DURATION AND PAYCODE. TIME SHOULD BE IN HH:MM FORMAT WHEREAS DURATION SHOULD BE IN 0.00 FORMAT. DURATION SHOULD BE IN QUARTER HOUR INCREMENTS. (EX: 1.25) HIT SUBMIT.
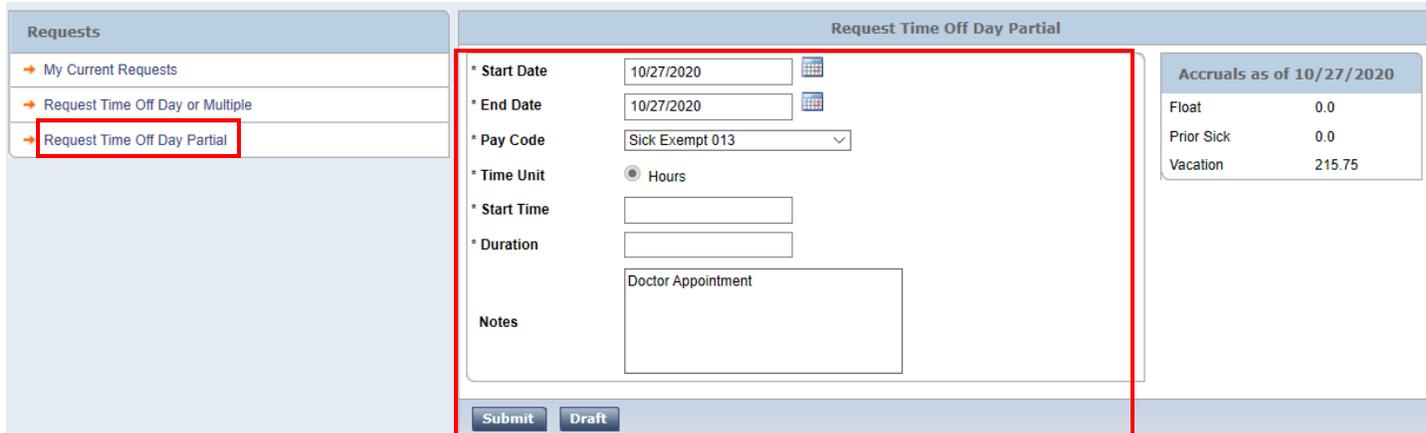
5. ONCE YOU HAVE SUBMITTED THE REQUEST YOU CAN CHECK THE STATUS OF IT BY CLICKING ON "MY CURRENT REQUESTS".

	25	26	27	28	29	30	31	
Oct			8a - 4p (Submitted)	8a - 4p	8a - 4p	8a - 4p		Oct
Nov	1	2 8a - 4p	3 8a - 4p	4 8a - 4p	5 8a - 4p	6 8a - 4p	7	Nov

Requests

→ My Current Requests
→ Request Time Off Day or Multiple
→ Request Time Off Day Partial

My Current Requests

Select	Date /	Request for	Status	Comments	Notes
☐	10/27/2020	Request Time Off Day Partial	Submitted	Notes	

No available actions ▾ **Apply** **Details →** **Add Note →**