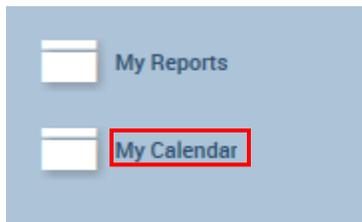


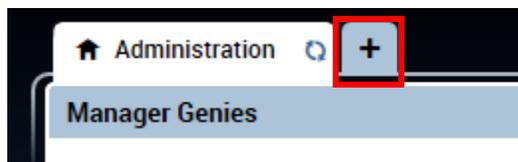
Exempt Employee Quick Reference Guide to Requesting Time Off

Updated 10.27.2020

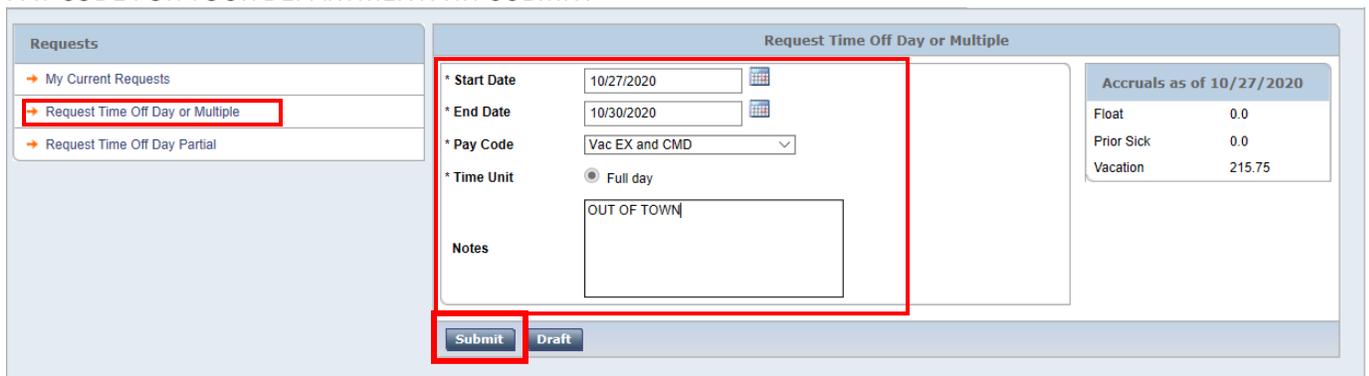
1. LOG INTO KRONOS <https://racinecounty.kronos.net/wfc/logon>
2. ON RIGHT HAND SIDE OF THE PAGE CLICK "MY CALENDAR"



*****Note:** If you are a supervisor, to view your timecard, click the + sign next to your Administration Tab when you first log in and select My Information in the dropdown.



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



Requests

- My Current Requests
- **Request Time Off Day or Multiple**
- Request Time Off Day Partial

Request Time Off Day or Multiple

* Start Date: 10/27/2020

* End Date: 10/30/2020

* Pay Code: Vac EX and CMD

* Time Unit: Full day

Notes: OUT OF TOWN

Accruals as of 10/27/2020

Float	0.0
Prior Sick	0.0
Vacation	215.75

Submit Draft

4. FOR **PARTIAL DAY** REQUESTS – UPDATE START DATE, START TIME, DURATION AND PAYCODE. TIME SHOULD BE ENTERED 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

- [→ My Current Requests](#)
- [→ Request Time Off Day or Multiple](#)
- [Request Time Off Day Partial](#)

Request Time Off Day Partial

* Start Date

* End Date

* Pay Code

* Time Unit Hours

* Start Time

* Duration

Notes

Accruals as of 10/27/2020

Float	0.0
Prior Sick	0.0
Vacation	215.75

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

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
<input type="checkbox"/>	2/05/2018	Request Time Off Day or Multiple	Approved	Notes	
<input type="checkbox"/>	2/16/2018	Request Time Off Day or Multiple	Submitted	Notes	

No available actions ▾