**Kronos Q&A Session #1 – Public Works & Private Development**

**June 21, 2023**

* **Should vacation requests be submitted in Kronos?**
* Yes - all requests for time off (e.g. vacation, floating holiday, and comp time) should be submitted in Kronos for your supervisor to review. Approved requests will show up on your timesheet for the requested dates and the Engineering Division calendar. The Outlook calendar will not be maintained after July 10th when all Engineering employees are using Kronos.
* **What should I do about upcoming time off that has already been approved but is not in Kronos?**
* You should submit requests for previously approved time off in Kronos for your supervisor to approve so the time off is posted to the Kronos schedule and your timesheet.
* **I was scheduled to be on vacation but ended up working for part of the time. How do I enter the time I worked? How do I adjust my vacation used?**
* You can enter your time worked while scheduled to be off the same way you would if you were working the entire day. Enter the time you started working and the time you ended each day. At the end of the pay period let Jennifer know you need your vacation adjusted. If Jennifer is not available please contact Kong or Cindy.
* **The links to the PowerPoint presentations on GEAR are not working.**
* We will work to get this corrected.
* **What if my schedule in Kronos needs to be updated?**
* Once your supervisor has approved your schedule change email Jennifer or Kong with the schedule change information, copying your supervisor on the email.
* **Can admin support staff be provided access to the Kronos schedule for all employees?**
* Yes – we will work on getting this access set up.
* **How do I request time off for an appointment?**
* It depends. If you want to use paid leave to cover the time off you should submit a time off request in Kronos. If instead you want to flex your hours to make up the time used for your appointment you should first get approval from your supervisor to do so. Then, you should record the time you stop working to go to your appointment and the time you restart working in your timesheet in Kronos.
* **What do I do if I am sick and unable to work on a given day?**
* You should follow the procedure your supervisor has established for notifying them that you are unable to work due to being sick. Your supervisor, or their designee, will then enter your sick time for that day into Kronos.
* **Will we still have access to SharePoint to copy projects?**
* IT has not provided a specific date as to when we will no longer have access to SharePoint. We recommend you become familiar with the activity search functionality to find needed project or org codes.
* **What if a project I am working on in not listed in Kronos?**
* Contact Steve or Chase. They will load the missing project strings.