

# Request Time Off in Kronos



# Related Items

The screenshot displays the Kronos user interface for KATHLEEN M CRYAN. The main area is titled 'My Timecard' and shows a table of timecard entries for the 'Current Pay Period'. The table includes columns for Date, Schedule, In, Out, Transfer, Activity, Duration, Pay Code, and Amount. Below the table are tabs for Accruals, Debit-Credit, Totals, Audits, and Historical Corrections. A 'My Timestamp' panel on the right shows the last timestamp as 'Sunday, April 30, 2023 6:37 AM (GMT -06:00) Central Time' and a 'Record Timestamp' button. A sidebar on the right contains three icons, with orange arrows pointing to them from the labels 'My Timestamp', 'My Timecard', and 'My Calendar'.

	Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount
+ X	Sun 4/16								
+ X	Mon 4/17							COMP TIME USED - 330	0.18
+ X		7:30AM-3:3...	7:41AM	3:30PM		No Category/No Project/COMP TIME USED	0.18		
+ X						STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	7.82		
+ X	Tue 4/18	7:30AM-3:3...	7:17AM	3:30PM		STREET/13705-402-170 HAMMERSLEY RD RESURF W UTILIT...	7.0		

Accrual Code	Accrual Available Balance	Accrual Units	Accrual Reporting Period	Accr
Comp Time	14.97	Hour	Sun 1/01 - Sun 12/31	
Emergency Child Care FMLA	0.0	Hour	Sun 1/01 - Sun 12/31	

- My Timestamp
- My Timecard
- My Calendar

# My Calendar

The screenshot shows a web-based calendar interface for 'ENG User Workspace'. The main window title is 'My Calendar'. The date range is 'April 30, 2023 - May 6, 2023'. The current pay period is 'Current Pay Period'. The calendar view is set to 'Week'. The 'Request Time Off' button is highlighted with an orange arrow and the text 'Click to Request Time Off'. The calendar grid shows a 10-hour regular shift from 6:30 AM to 4:30 PM on Monday through Thursday. A horizontal orange line is drawn across the calendar at the 3:00 PM mark.

	Sun 4/30	Mon 5/01	Tue 5/02	Wed 5/03	Thu 5/04	Fri 5/05	Sat 5/06
6:00AM							
7:00AM		6:30AM-4:30PM [10.00 h] Regular	6:30AM-4:30PM [10.00 h] Regular	6:30AM-4:30PM [10.00 h] Regular	6:30AM-4:30PM [10.00 h] Regular		
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							

# Request Time Off

**Type**  
Allows you to select type of Paid Leave (Slide 4 for details)

**End date**  
Select the end date of the time off request

**Start time**  
Enter the start time of when this paid leave will start

**Time Unit**  
Displays the units used (Full day or Hours)

**State date**  
Select the start date of the time off request

**Daily Amount**  
Amount of hours used

**Accruals on**  
Displays Accrual Balance on this date

**Accrual**  
Displays a list of available balances to be used

**Balance**  
Amount of hours left

**Note**  
Optional notes for supervisors/payroll clerk

**Request Time Off**

Type: 10 HR Day VACATION Request

Start date	End date	Time Unit	Start time	Daily Amount
5/09/2023	5/09/2023	Full day		

Accruals on: 5/09/2023

Accrual	Balance
Comp Time	73.82 Hour
Emergency Child Care FMLA	0.0 Hour
Emergency Paid Leave	35.13 Hour

Note (optional)

Type a note (optional)

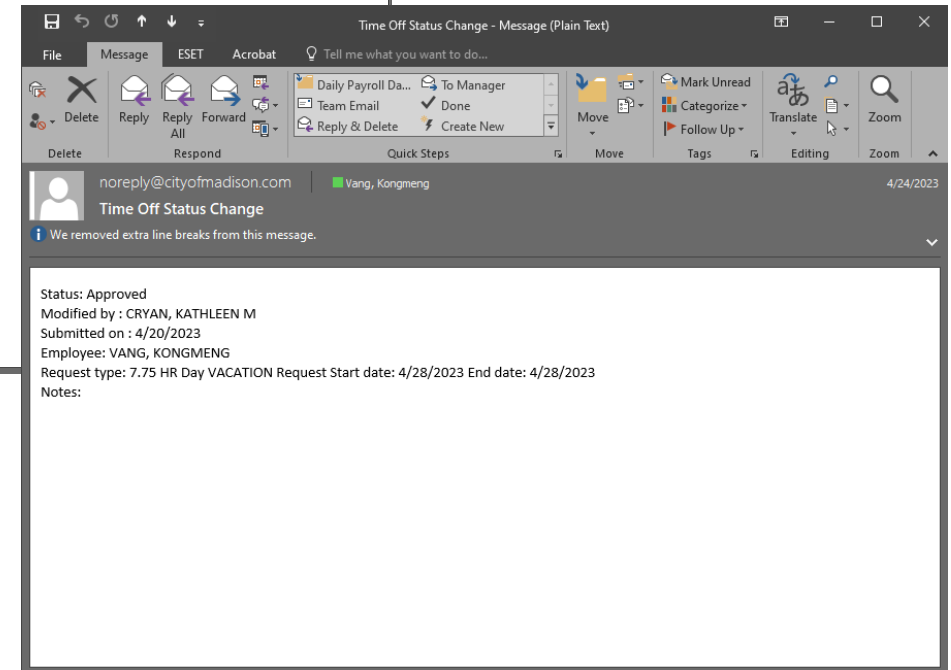
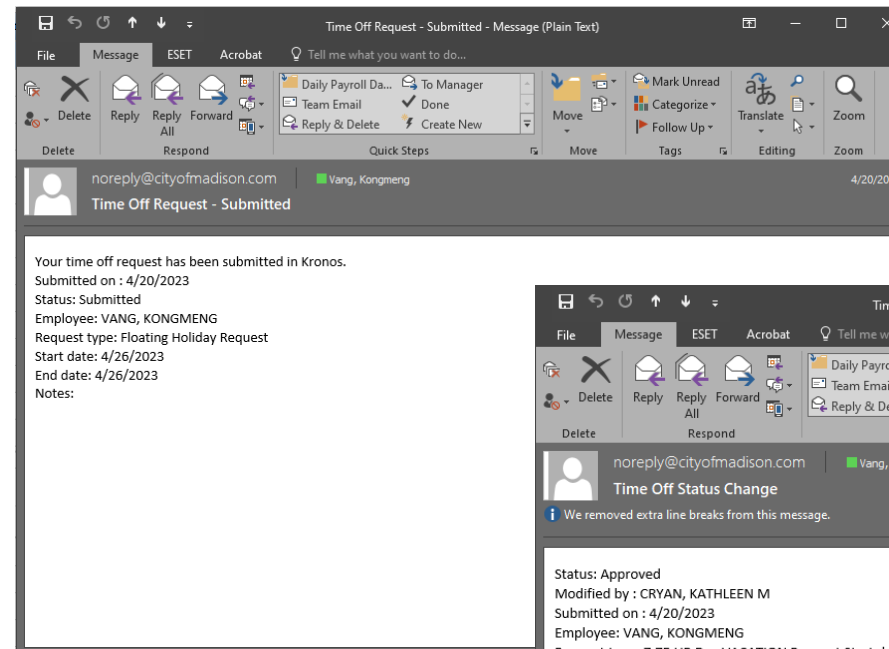
Cancel Submit

# Time Off Requests Types

- You will have 7 Types of Request available to choose from.
- **“10 HR Day VACATION Request”** – This request type defaults to a FULL DAY of VACATION time for 10 HR/day staff.
- **“7.75 HR Day VACATION Request”** – This request type defaults to a FULL DAY of VACATION time for 7.75 HR/day staff.
- **“8 HR Day VACATION Request”** – This request type defaults to a FULL DAY of VACATION time for 8.0 HR/day staff.
- **“Comp Time Request”** – This request type is how you request Comp Time off.
- **“Floating Holiday Request”** – This request type is how you request Floating Holiday time off.
- **“Sick Time Request”** – This request type is how you request Sick Time off.
- **“Vacation Time Request”** – This request type is how you request Vacation Time off in an amount other than full-day durations.

# Notification Emails

- Once the Time Off Request has been submitted, you will get an email notification. This could take up to 5 minutes to receive.
- When a status update has been made to the request, you will receive another email notification.
- Status:
  - Submitted
  - Approved
  - Refused
  - Hold



# Approved Time Off

## Non-Activities Employee

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ x	Sun 4/23									
+ x	Mon 4/24	7:00AM-3:15PM	7:14AM	4:05PM				8.35	8.35	8.35
+ x	Tue 4/25	7:00AM-3:15PM	7:21AM	4:24PM				8.55	8.55	16.9
+ x	Wed 4/26		7:00AM			FLOATING HOLIDAY USED - 310	7.75		7.75	24.65
+ x		2:45PM-3:15PM								
+ x	Thu 4/27		7:00AM			FLOATING HOLIDAY USED - 310	3.88			
+ x			9:37AM	10:16AM				0.65		
+ x			10:53AM			VACATION LEAVE - 300	3.22		7.75	32.4
+ x		2:45PM-3:15PM								
+ x	Fri 4/28		7:00AM			VACATION LEAVE - 300	7.75		7.75	40.15
+ x	Sat 4/29									40.15

**Amount**  
Amount of hours  
will display

## Activities Employee

**Pay Code**  
Type of Request  
will display

	Date	Schedule	In	Out	Transfer	Activity	Duration	Pay Code	Amount	Shift	Daily	Period	Total Actual	Total Allocated	Total Variance
+ x	Sun 1/29														
+ x	Mon 1/30		7:30AM					VACATION LEAVE - 300	7.75		7.75	7.75			
+ x						No Category/No Project/VACATION LEAVE	7.75						7.75	7.75	
+ x	Tue 1/31		7:30AM					VACATION LEAVE - 300	7.75		7.75	15.5			
+ x						No Category/No Project/VACATION LEAVE	7.75						7.75	7.75	
+ x	Wed 2/01		7:30AM					VACATION LEAVE - 300	7.75		7.75	23.25			
+ x						No Category/No Project/VACATION LEAVE	7.75						7.75	7.75	
+ x	Thu 2/02		7:30AM					VACATION LEAVE - 300	7.75		7.75	31.0			
+ x						No Category/No Project/VACATION LEAVE	7.75						7.75	7.75	
+ x	Fri 2/03		7:30AM					VACATION LEAVE - 300	7.75		7.75	38.75			
+ x						No Category/No Project/VACATION LEAVE	7.75						7.75	7.75	
+ x	Sat 2/04											38.75			

# Next up...

- Completing and Approving Your Timesheet in Kronos