

Review Request Time Off for Supervisors



Notification Emails

- Once the employee submitted time off, you will get an email notification.
- You will click on the One-click navigation link.
- If you already have Kronos open, this link will not work.

From: noreply@cityofmadison.com <noreply@cityofmadison.com>

Sent: Monday, May 8, 2023 6:19 AM

To: King, Stephen <SRKing@cityofmadison.com>

Subject: PETERSON, BROOKE L - TIME OFF REQUEST

Please log on to Workforce to review the following request:

Submitted on : 5/08/2023

Status: Submitted

Employee: PETERSON, BROOKE L

Request type: Vacation Time Request

Start date: 8/03/2023

End date: 8/07/2023

Notes:

One-click navigation

https://enmttime.cityofmadison.com/wfc/navigator/launch?MiD=59f78f99-17de-4b0b-b919-b86bd70b9b71_61a649a33f2869e5e35fbb7aff3a80d9



One-click navigation
Link will take you to the
Request Folder.

Two Options to Request Tab


Option 1: “One-click navigation” Link

- If Kronos is closed, click on the “One-click navigation” in the email notification.
- Kronos site will open and sign on using your login info.
- Once signed in, the “Request” Folder will display.

Option 2: “Request” Folder

- If Kronos is opened, click on the “Request” Folder in the “Related Items” located on the right hand side. You **MUST** be in the “ENG Manager Workspace” to see the folder.
- This will open and display the “Request” Folder.

Requests Folder


KONGMENG VANG
Sign Out

Administration
ENG Manager Workspace
Requests

Time-Off
Submitted

6/01/2023 - 7/31/2023, S...
Eng All

Details
Edit
Add Request
Approve
Refuse
Pending
Retract

Refresh
Go To

Modified By (Username)	Subject	Submit Date	Status	Submitted By	Start Date	Modified By (Lastname,...	Employee	End Date	Pay Code	Comments
encch	Floating Holiday Request	5/08/2023 8:09AM	Submitted	HEMENWAY, CYNTHIA C	7/31/2023	HEMENWAY, CYNTHIA C	HEMENWAY, CYNTHIA C	7/31/2023	FLOATING HOLIDAY US...	None

Request Detail
Accruals

Floating Holiday Request Submitted 5/08/2023 8:09AM

Modified By (Username)	encch
Subject	Floating Holiday Request
Submit Date	5/08/2023 8:09AM
Status	Submitted
Submitted By	HEMENWAY, CYNTHIA C
Start Date	7/31/2023
Modified By (Lastname, Firstname)	HEMENWAY, CYNTHIA C
Employee	HEMENWAY, CYNTHIA C
End Date	7/31/2023
Pay Code	FLOATING HOLIDAY USED - 310
Comments	None
Multiple Period Indicator	

Section 1

Section 2

Section 3

Section 4

Request Folder

Section 1

Time-Off
Only option selected

Status
Filter Status of request

Details
View details of the request

Edit
Editing the request

Add Request
Adding a request

Approve
Approving the request

Refuse
Declining the request

Pending
Holding the request

Retract
Retracting the request

Submitted

- All Statuses
- Approved
- Cancel Approved
- Cancel Pending
- Cancel Refused
- Cancel Submitt...
- Offer Refused
- Offered
- Pending
- Refused

The image shows a software interface for managing requests. At the top, there is a header 'Requests' and two dropdown menus. The first dropdown is set to 'Time-Off' and the second to 'Submitted'. Below these are seven action buttons: 'Details' (eye icon), 'Edit' (pencil icon), 'Add Request' (plus icon), 'Approve' (checkmark icon), 'Refuse' (prohibited sign icon), 'Pending' (pause icon), and 'Retract' (X icon). Each button has an arrow pointing to a text label below it that explains the action. To the right, a separate dropdown menu is shown, currently displaying 'Submitted', with a list of status options including 'All Statuses', 'Approved', 'Cancel Approved', 'Cancel Pending', 'Cancel Refused', 'Cancel Submitt...', 'Offer Refused', 'Offered', 'Pending', and 'Refused'. Annotations with orange arrows point from text labels to the corresponding UI elements.

Request Folder

Section 1: Details

- This icon will allow you to look at the Time-Off Request that was submitted by the employee.
- This Request Detail cannot be modified.

Time-Off Request Details

Submitted: 5/08/2023 - 8:09:52AM

Modified by: encch

Employee: HEMENWAY, CYNTHIA C

Type: Floating Holiday Request

Requested

Start date	End date	Time Unit	Start time	Daily Amount
7/31/2023	7/31/2023	Hours	7:00AM	7.75

Accruals on: 7/31/2023

Accrual	Balance
Comp Time	38.83 Hour
Emergency Child Care FMLA	0.0 Hour
Emergency Paid Leave	31.97 Hour

Status History

Submitted: 5/08/2023 - 8:09:52AM

encch

None

B&L visit


Close

Request Folder

Section 1: Edit


- This icon will allow you to edit the status of the Time-Off request.
- Status Selection:
 - Submitted
 - Pending
 - Refused
 - Retracted
 - Approved
- Select a Status and click Submit.

Edit Time-Off Request

Status
Status: Submitted  The request status


Employee: HEMENWAY, CYNTHIA C Type: Floating Holiday Request

Start date	End date	Time Unit	Start time	Daily Amount
7/31/2023	7/31/2023	Hours	7:00AM	7.75

Accruals on: 7/31/2023 

Accrual	Balance
Comp Time	38.83 Hour
Emergency Child Care FMLA	0.0 Hour
Emergency Paid Leave	31.97 Hour


Status History


 Submitted: 5/08/2023 - 8:09:52AM
encch

None

B&L visit

Comments (0)

Select Comment 

 Type a note (optional)

Request Folder

Section 1: Add Request

- Use this icon to add a Time-Off for an employee who is unable to add it due to out of the office.
- Select the “Employee” and the rest are the same as who an employee would submit a Time Off Request.
- Review the Video or PowerPoint “Request Time Off for further instructions.

Request Time Off

Employee: Type:

		Start date	End date	Time Unit	Start time	Daily Amount
<input type="button" value="+"/>	<input type="button" value="x"/>	6/01/2023	6/01/2023	Full day		

Accruals on:

Accrual	Balance
Comp Time	40.0 Hour
Emergency Child Care FMLA	0.0 Hour
Emergency Paid Leave	35.5 Hour

Comments (0)

Request Folder

Section 2

- In Section 2, you will need to use this section in order to see the request.
- You won't see the request unless you change the dates to the Start and End Date of the request.

8/03/2023 - 8/07/2023, S...

Select Dates

Start Date: 8/03/2023

End Date: 8/07/2023

Cancel Apply

From: noreply@cityofmadison.com <noreply@cityofmadison.com>
Sent: Monday, May 8, 2023 6:19 AM
To: King, Stephen <SRKing@cityofmadison.com>
Subject: PETERSON, BROOKE L - TIME OFF REQUEST

Please log on to Workforce to review the following request:
Submitted on : 5/08/2023
Status: Submitted
Employee: PETERSON, BROOKE L
Request type: Vacation Time Request
Start date: 8/03/2023
End date: 8/07/2023
Notes:

One-click navigation
https://enmttime.cityofmadison.com/wfc/navigator/launch?MID=59f78f99-17de-4b0b-b919-b86bd70b9b71_61a649a33f2869e5e35fbb7aff3a80d9

Request Folder

Section 3

This section shows the requests based on what you selected as a “Status” in Section 1 and the “Dates” in Section 2.

The diagram shows a table with 11 columns. Each column has an orange arrow pointing to a descriptive label above it. The labels are: Modified By (Username) - Username who modified the request; Subject - Subject of the request; Submit Date - Date of the request; Status - Status of the request; Submitted By - Employee who submitted the request; Start Date - Start date of the request; Modified By (Lastname, Firstname) - Name of the username who modified the request; Employee - Employee who submitted the request; End Date - End date of the request; Pay Code - Pay Code used for the request; Comment - Comments for the request.

Modified By (Username)	Subject	Submit Date	Status	Submitted By	Start Date	Modified By (Lastname, Firstname)	Employee	End Date	Pay Code	Comments
encch	Floating Holiday Request	5/08/2023 8:09AM	Submitted	HEMENWAY, CYNTHIA C	7/31/2023	HEMENWAY, CYNTHIA C	HEMENWAY, CYNTHIA C	7/31/2023	FLOATING HOLIDAY US...	None

Request Folder

Section 4

- There are two tabs in this section.
 1. “Request Detail”
 2. “Accruals”

Request Detail		Submitted 5/08/2023 8:09AM						
Floating Holiday Request								
Subject	Floating Holiday Request							
Submit Date	5/08/2023 8:09AM							
Status	Submitted							
Submitted By	HEMENWAY, CYNTHIA C							
Start Date	7/31/2023							
Modified By (Lastname, Firstname)	HEMENWAY, CYNTHIA C							
Employee	HEMENWAY, CYNTHIA C							
End Date	7/31/2023							
Pay Code	FLOATING HOLIDAY USED - 310							
Comments	None							
Multiple Period Indicator								

Request Detail		Accruals					
Accrual Code ^	Reporting Period	Accrual Unit	Available Balance	Taken to Date	Pending Grants	Planned Takings	Ending Balance
Comp Time	1/01/2023 - 12/31/2023	Hour	38.83	0.0	0.0	0.0	38.83
Emergency Child ...	1/01/2023 - 12/31/2023	Hour	0.0	0.0	0.0	0.0	0.0
Emergency Paid ...	1/01/2023 - 12/31/2023	Hour	31.97	0.0	0.0	0.0	31.97
Floating Holiday	1/01/2023 - 12/31/2023	Hour	22.65	4.48	0.0	7.75	14.9
Paid Parental Le...	1/01/2023 - 12/31/2023	Hour	0.0	0.0	0.0	0.0	0.0
Sick	1/01/2023 - 12/31/2023	Hour	1462.28	0.0	0.0	0.0	1462.28
Vacation	1/01/2023 - 12/31/2023	Hour	460.23	0.0	0.0	325.5	134.73

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...

- Reviewing and Approving Employee's Timesheet in Kronos