

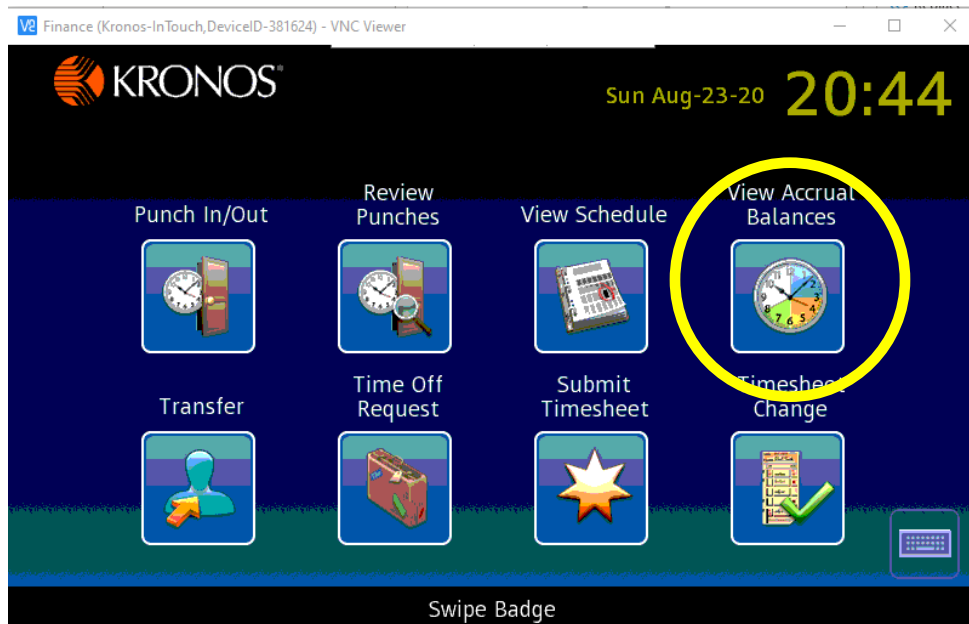
Reviewing Leave Balances & Requesting Time Off



This guides you through the steps to review your leave balances and submit a time-off request through the timeclock. This is only for leave that cannot be put into WillSub. If you are unsure if your leave should go in Kronos or WillSub please see your school bookkeeper.

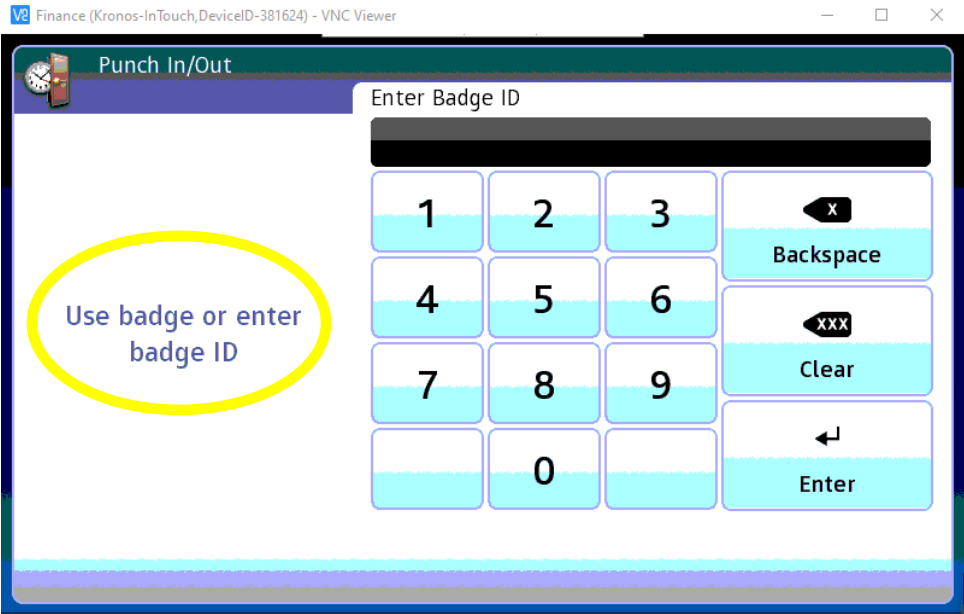
Submitting a Time Off Request

- 1 Click on the **View Accrual Balances** icon on the timeclock's home screen.
- 2 Once the keypad appears you will swipe your key fob along the bottom right front of the machine.
- 3 Your leave balances will appear for you to review.
- 4 Now that you have determined what leave you have available, click on the **Time Off Request** icon on the timeclock's home screen.
- 5 Once the keypad appears you will swipe your key fob along the bottom right front of the machine.
- 6 Select the **Leave Type** and complete the requested information.
- 7 Review your leave request and click **Submit**.

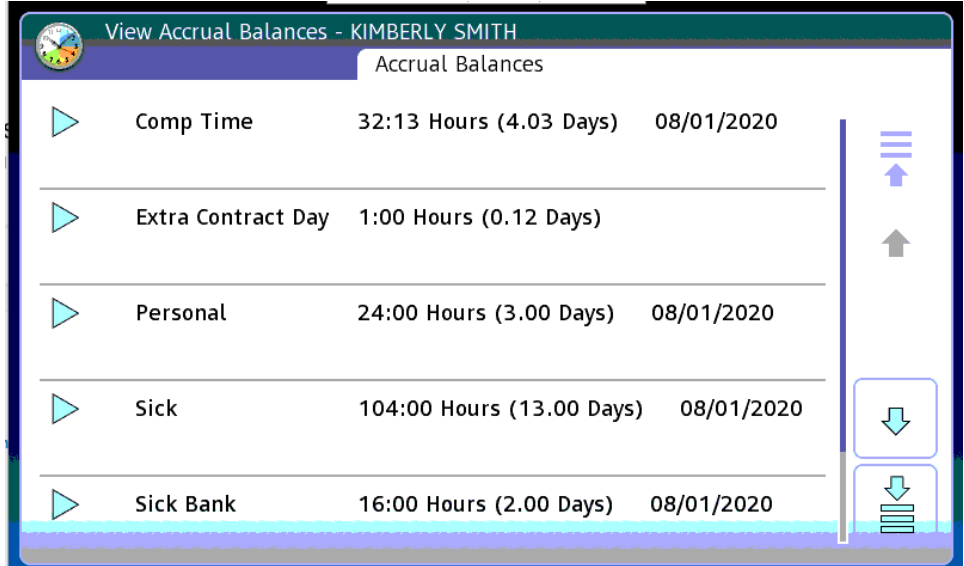


Step 1

Step 2



Step 3



Step 4



Step 5

Finance (Kronos-InTouch,DeviceID-381624) - VNC Viewer

Punch In/Out

Enter Badge ID

Use badge or enter badge ID

1	2	3	Backspace
4	5	6	Clear
7	8	9	Enter
	0		

Step 6

Finance (Kronos-InTouch,DeviceID-381624) - VNC Viewer

Time Off Request - KIMBERLY SMITH

Time Off

Comp Time

Field Trip

FMLA

Jury Duty

Leave of Absence

Request Type

Date From

Date To

Time Off

Request Type

Date From

Date To

Step 7

Done

Time Off	Comp Time
Request Type	Full Day
Date From	08/31/2020
Date To	08/31/2020
Time From	7:45AM
Time To	3:45AM
Total Hours Per Day	8:00

Comment

Back

Submit