

Kronos: Time Off Requests

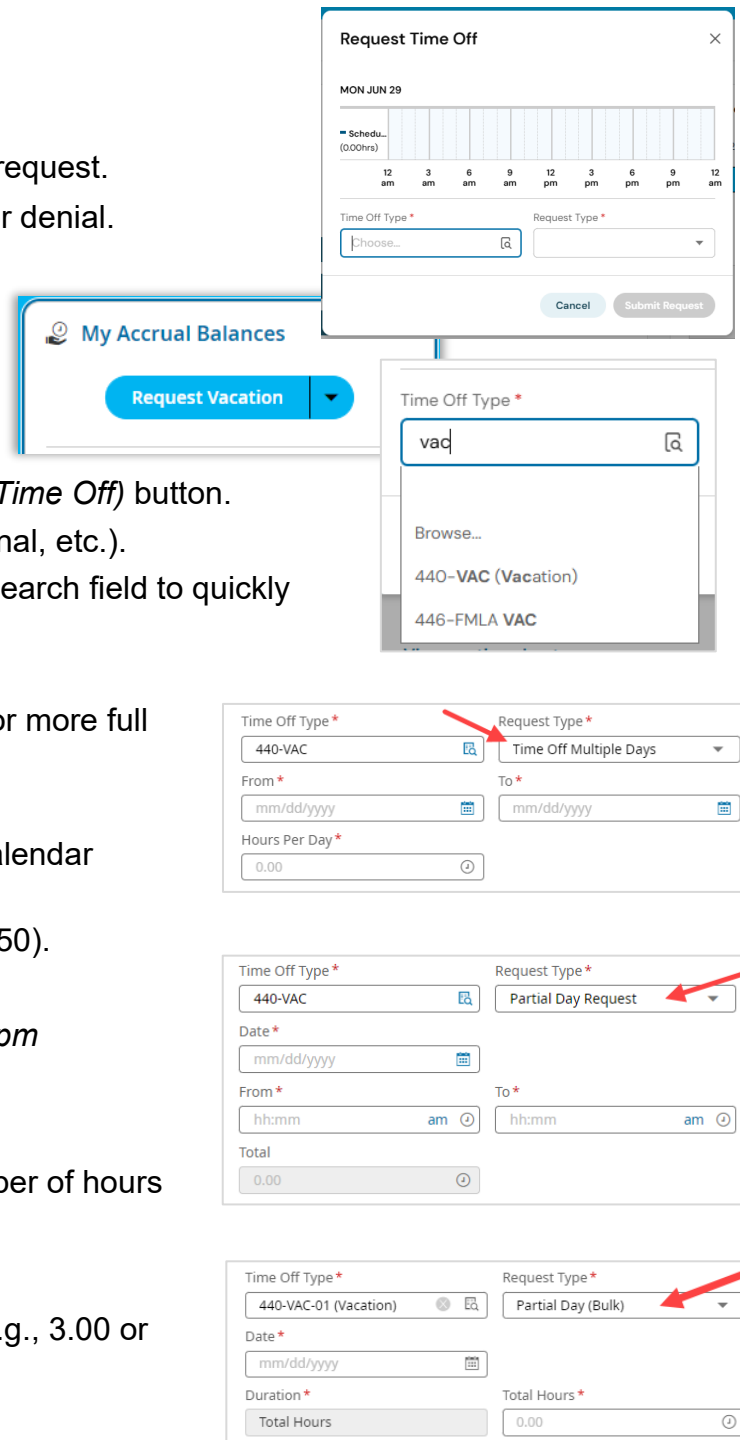
Use Time Off Requests to request, modify, or cancel leave (vacation, sick, personal, etc.). Approved requests are automatically added to your schedule and timesheet.

How It Works

- Employee submits request.
- Manager reviews and approves or declines request.
- Employee receives notification of approval or denial.
- Approved time is added to timesheet.

Request Time Off

1. From the **User Dashboard**, go to **My Accrual Balances**.
2. Click the blue **Request Vacation** (*Request Time Off*) button.
3. Select **Time Off Type** (vacation, sick, personal, etc.).
Note: You can enter the code or text in the search field to quickly locate types
4. Select the **Request Type**:
 - a) **Full Day/Multiple Days** – Request one or more full days off
Example: Off all day Wednesday
 - Select the date range using the calendar (**From/To**).
 - Enter the **Hours Per Day** (e.g., 7.50).
 - b) **Partial Day** – Request part of a day
Example: Off Wednesday, from 12pm-3pm
 - Select the date.
 - Enter start and end times.
 - c) **Partial Day (Bulk)** – Request a set number of hours
Example: Off Wednesday, for 3 hours
 - Select the date.
 - Enter the total hours requested (e.g., 3.00 or 4.50).
5. Enter a **Comment** (Optional).
Tip: *Do not enter personal details.*
6. Click **Submit Request**.
7. Click **OK** to confirm.

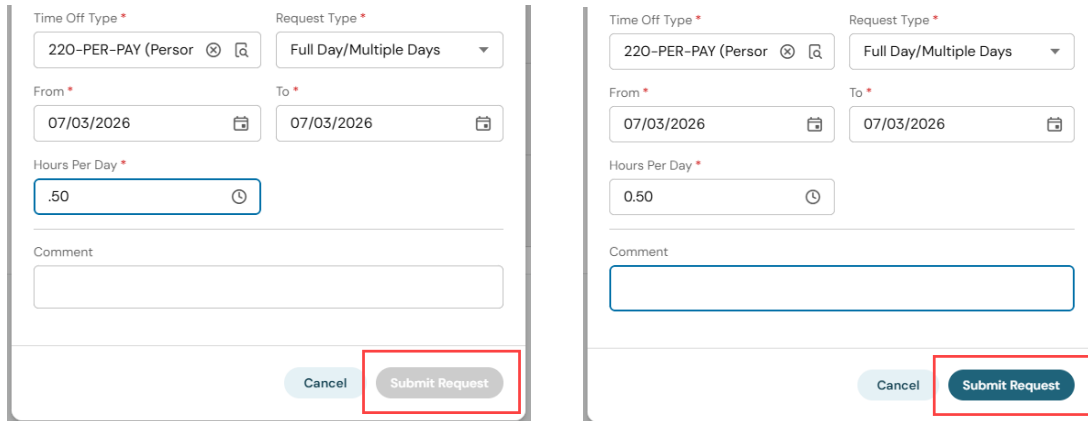


The screenshots illustrate the Kronos Time Off Request process. The top screenshot shows the 'Request Time Off' modal with a calendar for 'MON JUN 29' and a search bar for 'Time Off Type'. The middle screenshot shows the 'My Accrual Balances' section with a 'Request Vacation' button. The bottom three screenshots show the specific request forms: 1) 'Full Day/Multiple Days' with fields for 'Time Off Type' (440-VAC), 'Request Type' (Time Off Multiple Days), 'From' and 'To' dates, and 'Hours Per Day' (0.00). 2) 'Partial Day' with fields for 'Time Off Type' (440-VAC), 'Request Type' (Partial Day Request), 'Date', 'From' and 'To' times, and 'Total' (0.00). 3) 'Partial Day (Bulk)' with fields for 'Time Off Type' (440-VAC-01 (Vacation)), 'Request Type' (Partial Day (Bulk)), 'Date', 'Duration' (Total Hours), and 'Total Hours' (0.00). Red arrows in the bottom two screenshots point to the 'Request Type' dropdown menus.

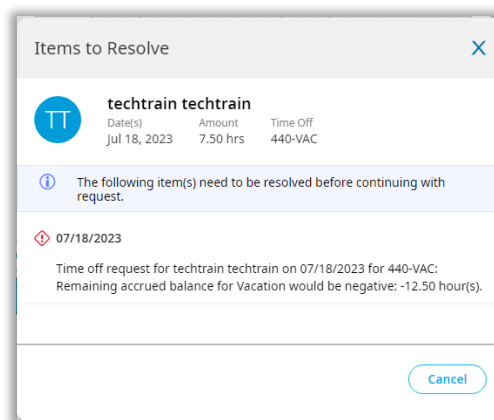
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Tips:

- You cannot request time off that you have not accrued.
- Complete all required fields before submitting. The **Submit Request** button will not activate until all required information is entered.
- If the required fields are complete but the button remains inactive (gray), click outside the field or press **Tab** to refresh the form. The button should then turn blue.
- Holidays and weekends are automatically excluded from calculations.



If the time requested exceeds the time available, the following message will display.

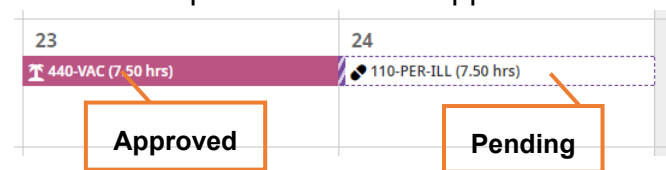


Click Cancel and make changes as needed.

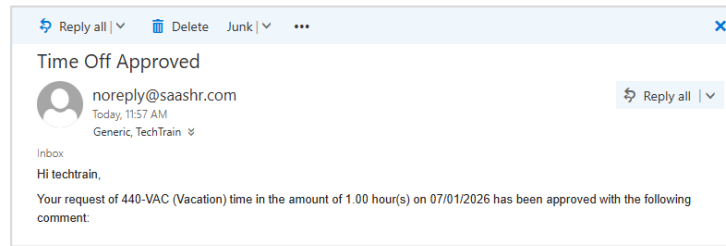
Check Request Status

Your requested time can be viewed on your **Time Off calendar** from the **User Dashboard**, where you can track its status throughout the approval process. The time requested does not appear on your timesheet until it has been approved.

- Pending:** Striped line
- Approved:** Solid fill
- Email notifications are sent after the request is processed.



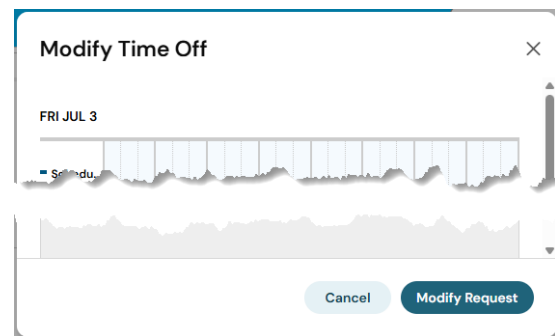
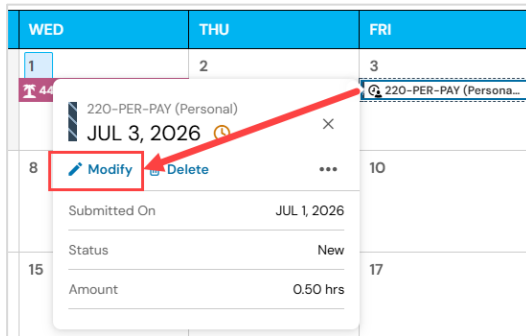
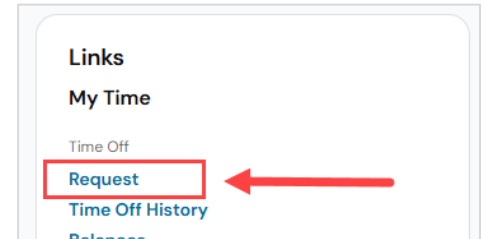
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Modify Time Off

Pending or Approved (Future Dates)

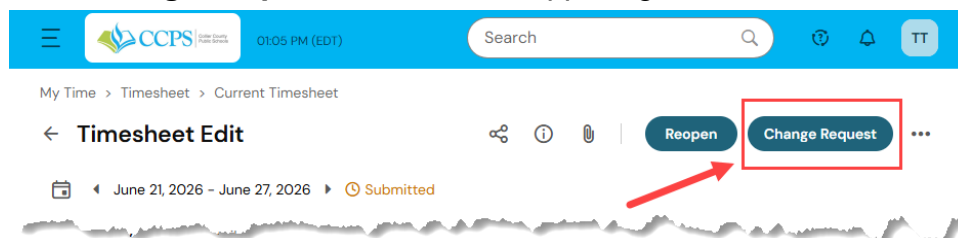
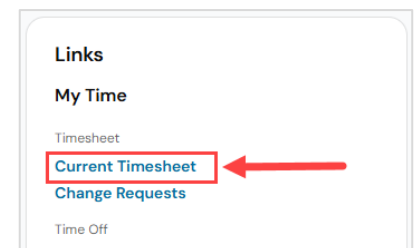
1. From the **User Dashboard**, go to the **Links** widget.
2. Under **Time Off**, select **Request**.
3. Select the entry on the calendar.
4. Select **Modify** (pencil icon).
5. Update the request.
6. Select **Modify Request**.
7. Click **OK**.



Approved (Past Dates)

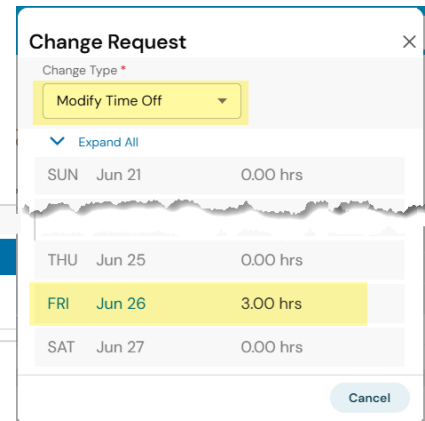
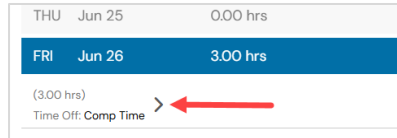
Past time off must be modified using a **Change Request**:

1. From the **User Dashboard**, go to the **Links** widget.
2. Under **Timesheet**, select **Current Timesheet**.
3. Select the appropriate pay week or date.
4. Select the blue **Change Request** button in the upper right.



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5. Select **Modify Time Off** as the **Change Type**.
6. Select the time off entry to edit (use **Expand All**, if needed).
7. Select the right-facing arrow (>) to edit the entry.
8. Make the necessary changes in the Change Request window.
9. Enter a **Comment**.
10. Click the blue **Submit Changes** button.
11. Click **OK**.



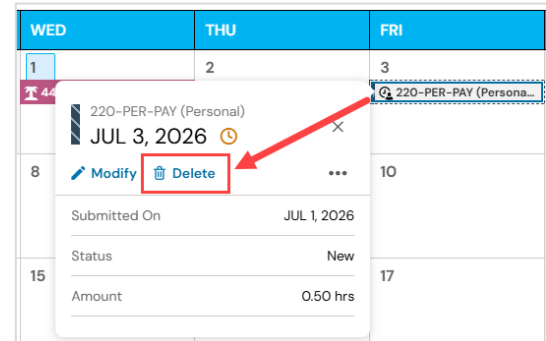
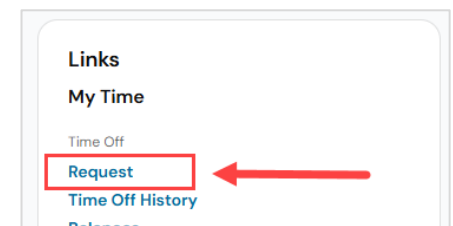
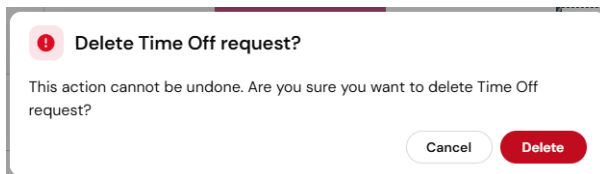
Reminder: Changes take effect only after **supervisor's approval**.

Cancel Time Off

You can cancel time-off requests in Pending or Approved status, including future (projected) dates.

Pending or Approved (Future Dates)

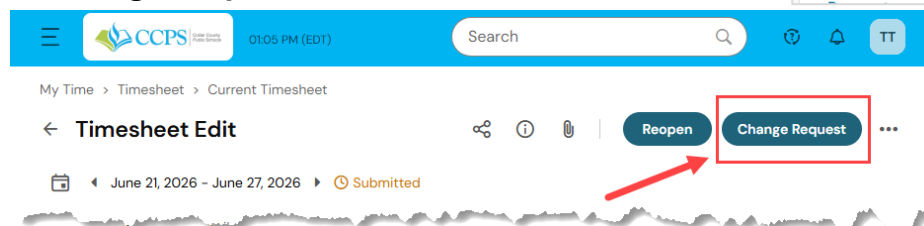
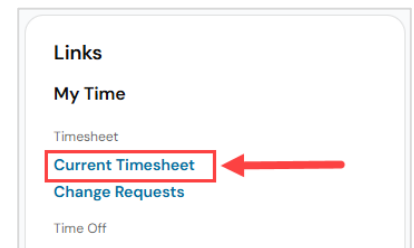
1. From the **User Dashboard**, go to the **Links** widget.
2. Under **Time Off**, select **Request**.
3. Select the request on the calendar.
4. Select **Delete** (trash icon).
5. Select **Delete** again to confirm deletion.
6. Click **OK**.



Approved (Past Dates)

Past time off must be cancelled using a **Change Request**:

1. From the **User Dashboard**, go to the **Links** widget.
2. Under **Timesheet**, select **Current Timesheet**.
3. Select the appropriate pay week or date.
4. Click the blue **Change Request** button.



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5. Select **Cancel Time Off** from the Change Type.
6. Select the time off entry to edit (use **Expand All**, if needed).
7. Select the **checkbox** next to the entry.
8. Enter a **Comment** (required).
9. Click the blue **Submit Changes** button.
10. Click **OK**.

The left screenshot shows the 'Change Request' dialog. The 'Change Type' dropdown is set to 'Cancel Time Off'. Below it, the 'Expand All' link is visible. A list of time off entries is shown, with 'FRI Jun 26 3.00 hrs' highlighted. At the bottom are 'Cancel' and 'Submit Changes' buttons.

The right screenshot shows the same dialog with 'FRI Jun 26' selected. A checkbox is checked, and the 'Comment' field contains the text 'cancel'. A red arrow points to the 'Cancel' button, which is highlighted in blue.

Reminder: Changes to approved time off take effect only after **supervisor's approval**.