

Kronos: Process Time Off Requests

Managers review and process employee time off requests submitted through Kronos. Approved requests are automatically added to the employee's timesheet.

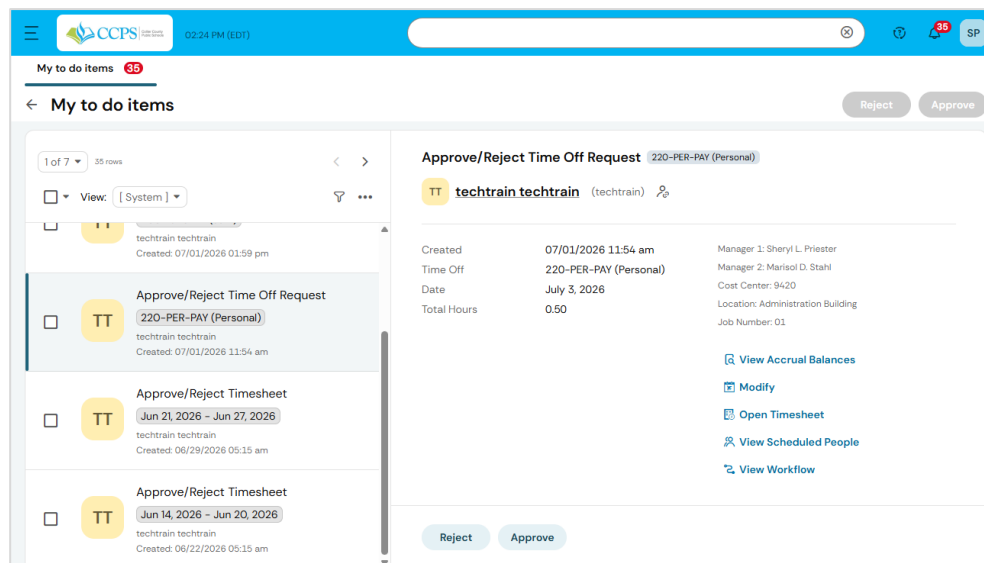
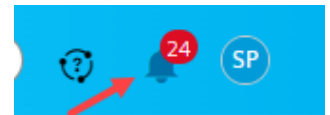
How It Works

- Employee submits time off request.
- Manager approves or rejects the request.
- Employee receives notification of approval status.
- Approved time is added to the employee's timesheet.

Access Time Off Requests

Employee requests appear in your Kronos mailbox.

1. Select the **My Mailbox** (bell) icon.
2. The **My to do items** page displays your pending requests.



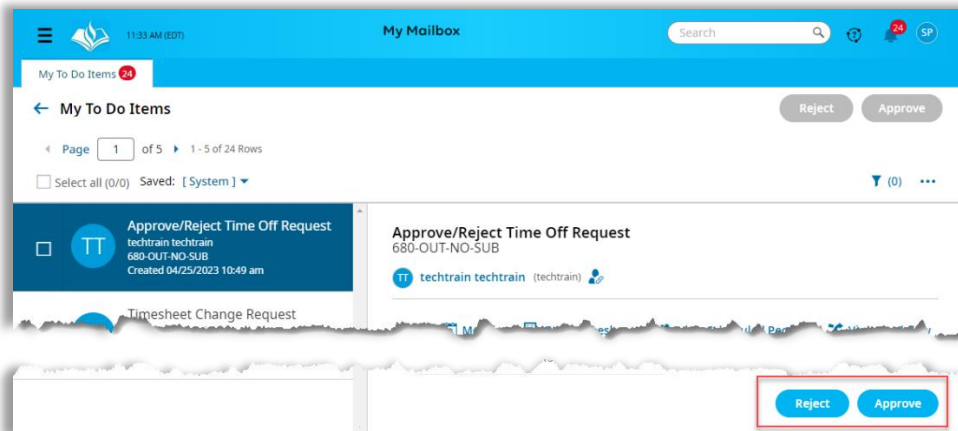
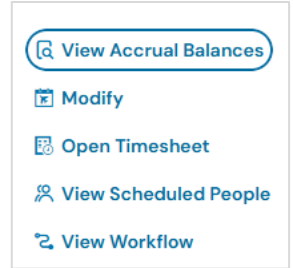
Approve or Reject Time Off Requests

Requests can only be approved for pay weeks with an Open, Submitted, or Rejected status.

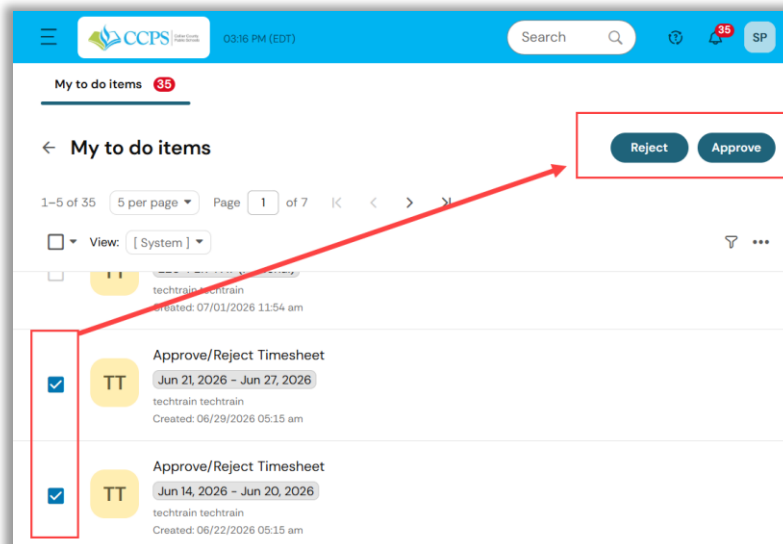
1. Select the **My Mailbox** (bell) icon.
2. Select a request from the left panel.
3. Review the request details.

Kronos: Process Time Off Requests

4. Use additional options as needed:
 - a. **Modify** – Update the request.
 - b. **Open Timesheet** – View or edit the employee's timesheet.
 - c. **View Accrual Balances** – View employee's available time off balances.
 - d. **View Schedule People** – Check other employee requests or schedules for the same date.
5. Select **Approve** or **Reject**.



Tip: To process multiple requests, select the checkboxes and choose Approve or Reject (in the upper right portion of the screen).



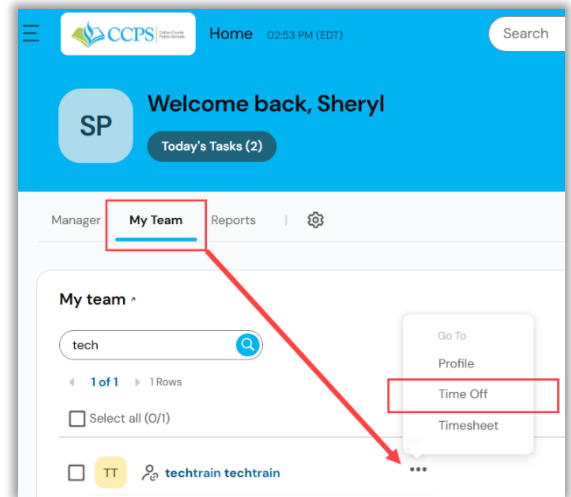
Reminder: Approved requests are added to the employee's timesheet and removed from your **To Do** list.

Kronos: Process Time Off Requests

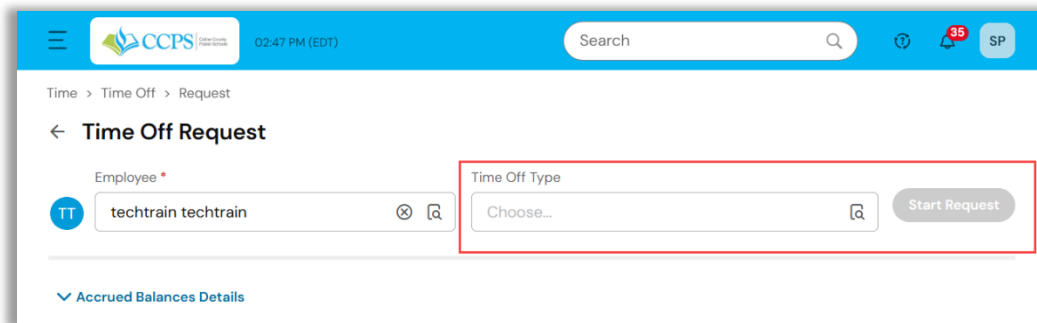
Submit Time Off Request for an Employee

Use this option to create a request on an employee's behalf.

1. From the **User Dashboard**, select the **My Team** tab.
2. Select the **Actions (...)** menu next to the employee's name and choose Time Off.
3. The Time Off Request screen will appear.
4. Select the **Time Off Type** and click **Start Request**.
5. Select the **Request Type**.
6. Complete the required date and time details.
7. Add comments (Optional).
8. Select **Submit Request**.



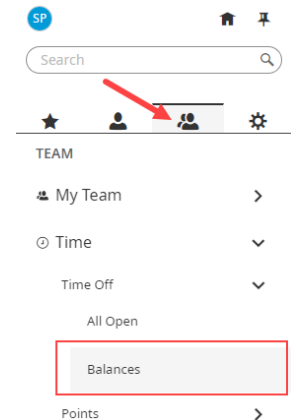
Reminder: Manager-submitted requests must still be approved before they are applied.



Viewing Time Off Accrual Balances

From the Team tab:

1. Select Time > Time Off > Balances.
2. The Time Off Balances screen will display.
3. In the Employees field, click the search icon to search for and select the employee's timeoff balance you would like to view.
4. The screen will display the time off balance (i.e., vacation, sick, personal, etc.) for the selected employee.



Kronos: Process Time Off Requests

Time > Time Off > Balances

← Time Off Balances

TT

ⓧ
🔍

Default
Hour
Day

01-Vacation

current

354.00 hours

Current Accrued	406.00 hrs
Current Balance	354.00 hrs
Requested	165.50 hrs

Request

01-Sick

current

86.50 hours

Current Accrued	104.00 hrs
Current Balance	86.50 hrs
Requested	13.50 hrs

Request

01-Personal

current

100.00 hours

Current Accrued	100.00 hrs
Current Balance	100.00 hrs
Requested	0.00 hrs

Request

Click to search for the employee

Click to convert hours into days

Kronos: Process Time Off Requests
