

To get you started on where to request time off, on each employees time card they will see **Click on,** **Click "pop out"**

The screenshot displays the Kronos HR system interface for an employee named CORINNE A LUTTER. The top navigation bar includes the Kronos logo, the user name, a 'Sign Out' link, and notification icons for 104 and 106. Below this, there are tabs for 'Payroll Admin' and 'Employee'. The main content area is divided into three sections:

- External Links:** A sidebar on the left containing links for 'Absence Calculation Worksheet', 'APPLE Plan-MidAmerica', 'Kronos Quick Reference Aid', 'CA Franchise Tax Board', 'Internal Revenue Service', 'Pasadena City College', 'PERS', and 'STRS'.
- Hourly Timecard:** The central section showing a table of timecard entries for the current pay period. The table has columns for Date, Schedule, Pay Code, Amount, In, Out, Transfer, and Shift. The data shows regular hours and a partial day on Thursday 3/05.
- Calendar Requests:** A section on the right showing a calendar for February 2015. The calendar grid displays days of the week (S, M, T, W, T, F, S) and dates from 1 to 28.

Two red arrows originate from the text above: one points to the 'Calendar Requests' header, and the other points to a gear icon in the top right corner of the interface.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift
Sun 3/01							
Mon 3/02		Regu...	8.0	8:00AM			
Tue 3/03		Regu...	8.0	8:00AM			
Wed 3/04		Regu...	8.0	8:00AM			
Thu 3/05		Regu...	6.5				
		hr.P...	2.5				
Fri 3/06		Regu...	8.0	8:00AM			
Sat 3/07							
Sun 3/08							
Mon 3/09		Regu...	6.75				
		hr.P...	1.25				
Tue 3/10		Regu...	8.0	8:00AM			
Wed 3/11		Regu...	8.0	8:00AM			

This screen pops up. Click on

The screenshot displays the Kronos HR system interface. At the top left, the Kronos logo is visible, along with the user name 'CORINNE A LUTTER' and a 'Sign Out' link. The top navigation bar includes 'Payroll Admin' and 'Employee' tabs. The main content area is titled 'Calendar Requests' and shows a calendar for the week of March 22-28, 2015. A red arrow points to the 'Request Time Off' button in the top right of the calendar area. The calendar grid shows regular hours from 8:00AM to 8:00AM for Monday through Friday. A table on the right side of the interface, titled 'Hourly Timecard', shows the current pay period and a table with columns for Date, In, and Out. The table contains data for Mon 3/23, Sun 3/22, and Sat 3/21.

External Links

- Absence Calculation Worksheet
- APPLE Plan-MidAmerica
- Kronos Quick Reference Aid
- CA Franchise Tax Board
- Internal Revenue Service
- Pasadena City College
- PERS
- STRS

Calendar Requests

Time Period: Current Pay Period

March 22 - 28, 2015

Request Time Off

Time Period	Current Pay Per...
Mon 3/23	8:00AM
Sun 3/22	
Sat 3/21	

Enter the following:

Start/End date

Pay code (example: hr.vacation hours)

Duration: (after entering "hr. vacation hours") should read "hours"

Start time: If for the entire day or beginning of day, use time of day that employee starts his/her shift

Length: How many hours will employee be out.

Click "Submit"

Request Time Off

Type: Request Time Off Certificat

Start date	End date	Pay code	Duration	Start time	Length
X 3/23/2015	3/23/2015	hr.Vacati...	Hours	8:00AM	8.0

+ Add another time-off period

Accruals on: 3/23/2015

Accrual	Balance
CompTime	0.76 Hour
Extended Sick Leave	0.0 Day
Floating Holiday	0.0 Hour
Sick Leave Hours	240.5 Hour
Vacation Hours	157.0 Hour

Draft Submit Cancel

March 22 - 28, 2015 Request Time Off

Time Period Curr

Date	Curr
Mon 3/23	
Sun 3/22	8:0
Sat 3/21	

Accrual Code 1 Reporting Period Accrual Unit Available Bala... Vested Balance Probationary ... E

With this new Version of Kronos we can also request more than one day at a time 😊

For example, if the employee wants to take March 23- April 3 off, DO NOT include weekend dates

Example: Only enter March 23 as your start date and March 27 as your end date

Then for the second week click

The screenshot shows the 'Request Time Off' dialog box in the Kronos system. A red arrow points to the 'Start date' field in the first row of the table, which is set to 3/23/2015. The 'End date' is 3/27/2015. The 'Pay code' is 'hr.Vacati...', 'Duration' is 'Hours', 'Start time' is '8:00AM', and 'Length' is '8'. Below the table is an 'Accruals on' section with a date field set to 3/23/2015. The table below shows the following accruals and balances:

Accrual	Balance
CompTime	0.76 Hour
Extended Sick Leave	0.0 Day
Floating Holiday	0.0 Hour
Sick Leave Hours	240.5 Hour
Vacation Hours	157.0 Hour

At the bottom of the dialog are three buttons: 'Draft', 'Submit', and 'Cancel'.

Then add your dates for the second week

Click "Submit"

The screenshot shows a 'Request Time Off' dialog box. At the top, it says 'Request Time Off' and 'Request Time Off Certificate'. Below this is a table with two entries. A red arrow points from the text 'Then add your dates for the second week' to the end date field of the second entry. Below the table is an 'Accruals on' section with a date field set to 3/23/2015. At the bottom of the dialog are three buttons: 'Draft', 'Submit', and 'Cancel'. The 'Submit' button is highlighted in yellow.

Start date	End date	Pay code	Duration	Start time	Length
X 3/23/2015	3/27/2015	hr.Vacati...	Hours	8:00AM	8.0
X 3/30/2015	4/03/2015	hr.Vacati...	Hours	8:00AM	8.0

+ Add another time-off period

Accruals on 3/23/2015

Accrual	Balance
CompTime	0.76 Hour
Extended Sick Leave	0.0 Day
Floating Holiday	0.0 Hour
Sick Leave Hours	240.5 Hour
Vacation Hours	157.0 Hour

Draft **Submit** **Cancel**

Accrual Code	Reporting Period	Accrual Unit	Available Bala...	Vested Balance	Probationary ...
CompTime	1/01/2015 - 12/31/2...	Hour	0.01	0.01	
Extended Sick...	7/01/2014 - 6/30/2015	Day	0.0	0.0	