

This screen pops up. Click on (i) (ii) CORINNE A LUTTER Sign Out KRONOS" 22 Workspaces -₹2 X # Payroll Admin Employee Time Period Current Pay Period Show All Home External Links -Calendar Requests 回菜 Calendar Requests **Absence Calculation Worksheet** Current Pay Period iii **iii Hourly Timecard** APPLE Plan-MidAmerica 4 March 22 - 28, 2015 Request Time Off Kronos Quick Reference Aid Time Period Current Pay Per... **CA Franchise Tax Board** Sun 3/22 Mon 3/23 Tue 3/24 Wed 3/25 Thu 3/26 Date Internal Revenue Service Mon 3/23 Pasadena City College 8:00AM Regular Hrs-M... Regular Hrs-M... Regular Hrs-M... Regular Hrs-M... PER5 8:00AM 8:00AM [8.0 h] 8:00AM [8.0 h] 8:00AM [8.0 h] 8:00AM [8.0 h] 8:00AM [8 STRS Sun 3/22 9:00AM Sat 3/21 10:00AM 11:00AM 12:00PM 1:00PM 2:00PM 3:00PM 4:00PM 5:00PM 6:00PM 7:00PM

Enter the following:

Start/End date

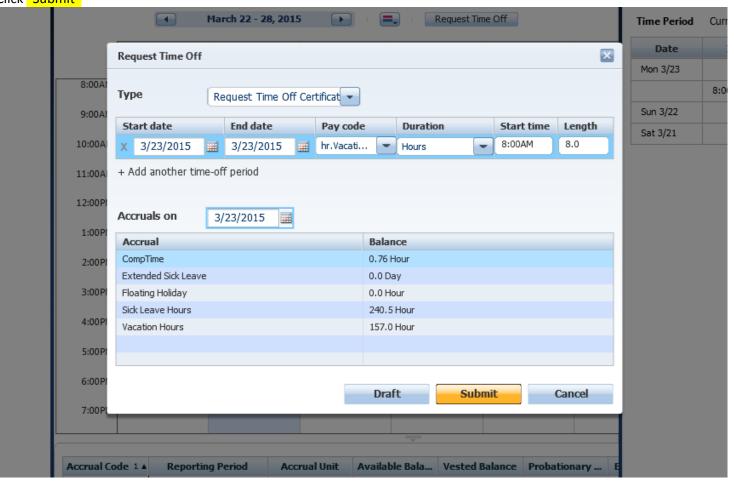
Pay code (example: hr.vacation hours)

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"



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

