

## Kronos: Employee Request Time Off

Staff will have the ability to apply for upcoming leave electronically, using the Request Time Off option within the Kronos Calendar.

### Leave Projections

There are two locations where you can view your accrued leave. You can also enter a future date for a projection of your future leave accruals, except for Long Service Leave.

### *Kronos Drawer*

You are able to view your leave accruals within the Kronos Drawer in your timecard, by selecting the Accruals tab. See the Getting to Know Your Timecard Quick Reference Guide for further details.

### *Request Time Off*

You are able to view your leave accruals within the Request Time Off dialogue box. Accruals will display based on the pay period you are viewing in your Calendar as default, however you can project your accruals in the future by clicking on the Accruals On date field and selecting the required date (for full time employees only)

Accruals on 07/08/2018	
Accrual	Balance
Annual Leave	80:59 Hour
Flex	10:48 Hour
Long Service Leave	351:21 Hour
Sick Leave	301:39 Hour
TIL	3:30 Hour

**NOTE:** You will be only able to view Long Service Leave accruals as of the current pay period. Please contact Payroll to request projected Long Service Leave accruals or part-time prorate)

## Requesting Time Off

You can request time off electronically from within your Calendar.

1. Click on the **Request Time Off** button. The Request Time Off dialogue box will display.

Start date	End date	Pay code	Time Unit	Start time	Duration
X 07/08/2018	07/08/2018	LVE-Annual	Full day		

+ Add another time-off period

Accruals on 07/08/2018

Accrual	Balance
Annual Leave	80:59 Hour
Flex	10:48 Hour
Long Service Leave	351:21 Hour
Sick Leave	301:39 Hour
TIL	3:30 Hour

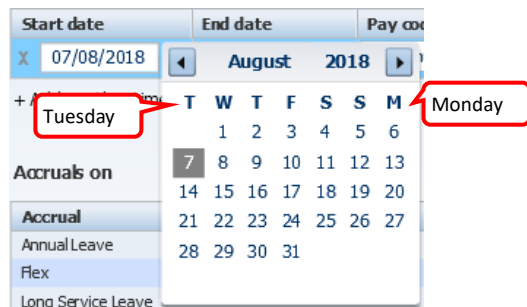
Notes (Optional)

Draft Submit Cancel

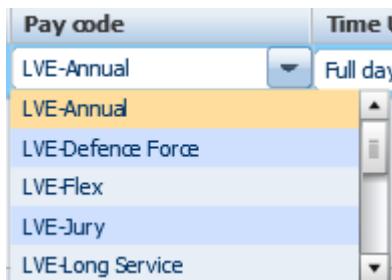
2. There is no need to modify the Type as Council only has one; Leave Request.

## Kronos: Employee Request Time Off

- Enter a **Start Date**. Once you click onto the field, a calendar pop out will display. Navigate until you get to the correct start date and click to select.  
**NOTE:** As Council's pay cycle is Tuesday to Monday, the calendar also reflects this pay cycle.

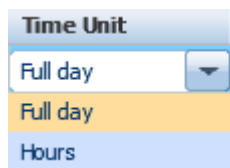


- Enter an **End Date**.
- Select the relevant **Pay Code**. The default is set to Annual Leave. However you can use the drop down arrow to select another option.



- Requesting full days:* Leave the Time Unit to Full Day

*Requesting part day:* Use the drop down arrow to select Hours. Enter a Start Time (for example, 12.00 pm) and a Duration in hours (for example, 3.5 hours)



- Enter a Note if required.

- Click on **Submit**. Your leave request will be submitted to your manager, who will receive a notification that the request has been made.

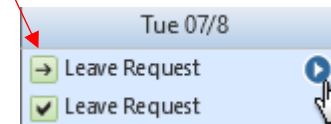
**NOTE:** If you have multiple leave types in one period to lodge, you can click onto the **+ Add another time-off period** option to add an additional line to enter the leave detail. For different periods of leave, it is best practice to submit each period as a separate request.

## Retracting/Cancelling Leave Request

You do have the opportunity to retract or cancel your leave request. You will use **Retract** when your leave has not yet been approved, and **Cancel** when your leave has been approved.

### Retracting

- From your Kronos Calendar, find your *unapproved* leave request and right click Leave Request.

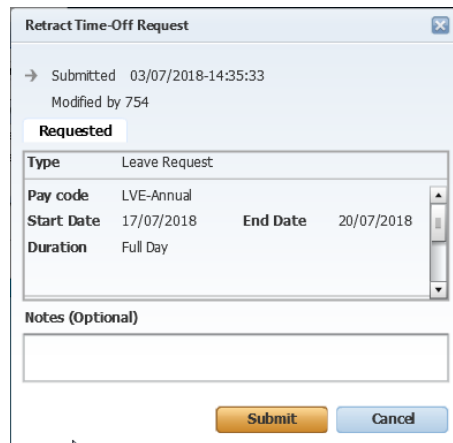


- From the pop out menu, select **Retract**.



## Kronos: Employee Request Time Off

3. The details of your submitted leave are displayed. Add an optional Note if required and select **Submit**.



Retract Time-Off Request

→ Submitted 03/07/2018-14:35:33  
Modified by 754

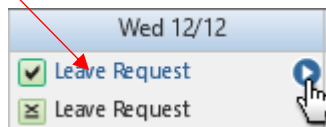
**Requested**

Type	Leave Request		
Pay code	LVE-Annual		
Start Date	17/07/2018	End Date	20/07/2018
Duration	Full Day		

Notes (Optional)

### ***Cancelling***

1. From your Kronos Calendar, find your *approved* leave request and right click Leave Request



2. From the pop out menu, select **Cancel**.



3. The details of your approved leave are displayed. Add a Note if required and click **Submit**. The cancellation will go to your manager for approval.