Kronos: Employee Getting to Know Your Calendar

Each employee has a calendar within Kronos. This calendar will record your work schedule as well as any planned leave.

The calendar will, as default, display Council's pay cycle – Tuesday to Monday.
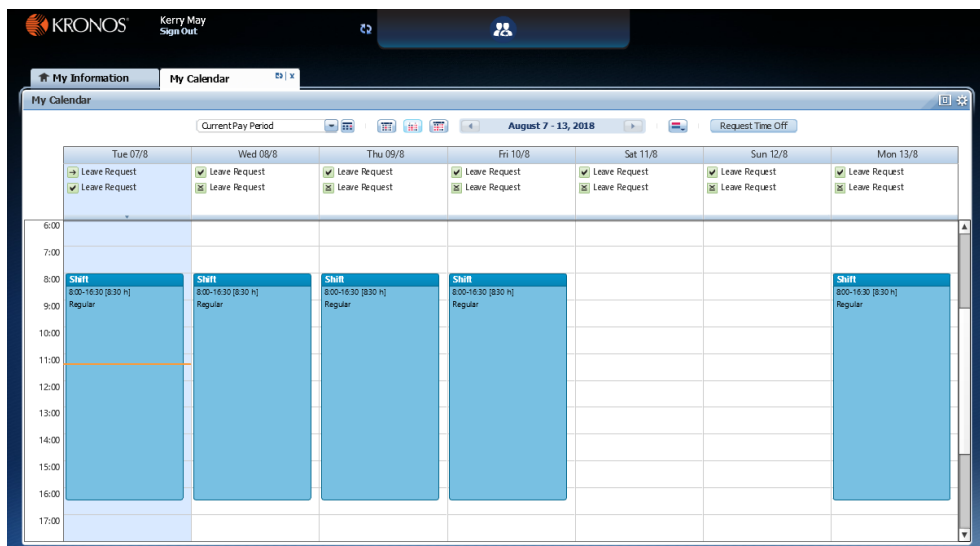

Note: use the calendar to view a larger date range (days/months)

Current Pay Period [dropdown] [calendar icon]	Ability to select a particular timeframe
[day view icon]	Switch to the by day view
[week view icon]	Switch to the by week view
[month view icon]	Switch to the by month view
◄ August 7 - 13, 2018 ►	Displays the timeframe currently being viewed
[filter icon]	Applies a visibility filter
Request Time Off	Ability to request leave electronically

Upcoming Leave Icons

✐ Leave Request	Draft leave request
→ Leave Request	Submitted leave request
✔ Leave Request	Approved leave request
✖ Leave Request	Refused leave request
⊠ Leave Request	Retracted leave request
⊙	Details icon – only visible when mouse is hovering over a request. Additional actions may be available, if applicable

!IMPORTANT ! In order to correctly finalise your Kronos session, ensure that you use the Sign Out option at the top left hand corner of the Kronos window.
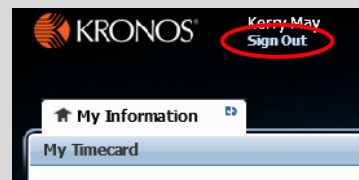
Kronos: Employee Getting to Know Your Calendar

Notifications

As part of the leave request process, there are several places where you could receive notifications.

Outlook Inbox

You will receive an email notification in your Outlook Inbox once your leave request has been actioned by your manager. You will be notified in circumstances where your leave has been approved or refused.
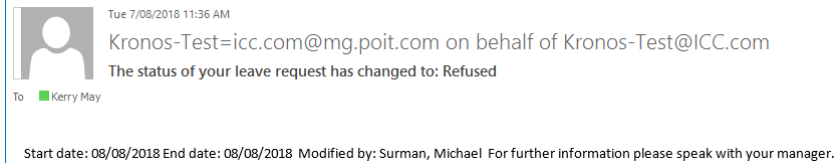
My Inbox (Kronos)

Your Kronos inbox is available in the Related Items Pane. You can access the Related Items Pane from the My Information tab.

A notification on the status of your leave request will be available in the Inbox.

Leave Request Alert

You will also receive an alert from the Leave Request Alert. A notification is easily identifiable, as displayed below.

When you click on the Alert icon, a drop down menu will display. You are able to drill into the details of the Alert by clicking onto the View All button.
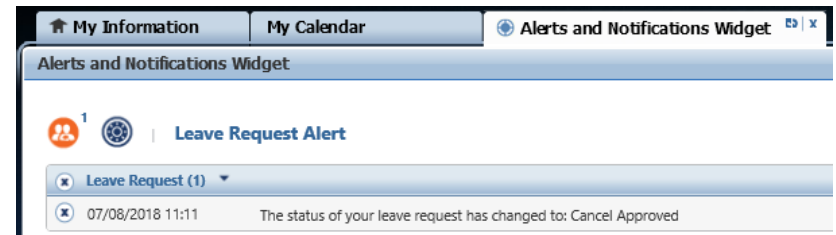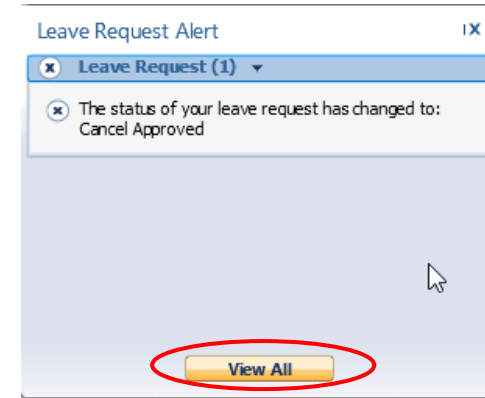
To clear the notification, simply click onto the icon next to Notification.