

# KRONOS TEAM MEMBER SERIES

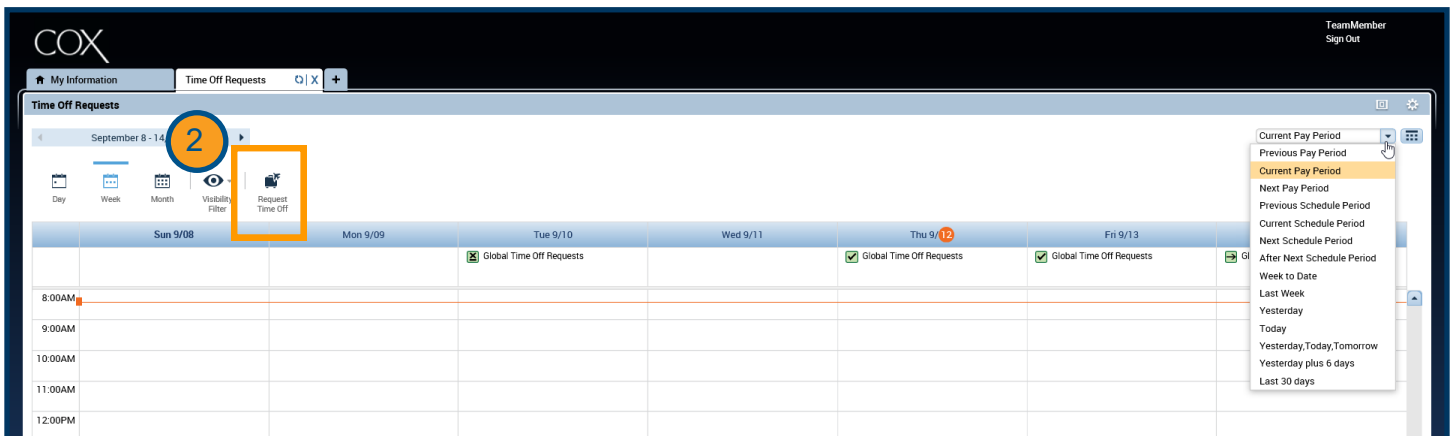
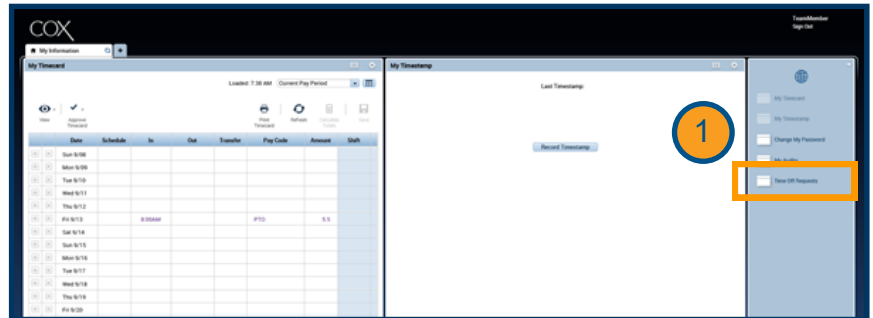
## TIME OFF REQUESTS

The purpose of this job aid is to provide the steps necessary for requesting and canceling time off for team members in Kronos.

1. From **Home** page, click **Time Off Requests**

**Note:** View may be different if you are a California-based team member.

2. Click **Request Time Off** icon.



3. Enter the **Start date** and **End date** of time off request.

**Note:** If requesting more than one day, be sure to enter a correct end date. Be mindful of weekend dates, unless hours are to be applied to a Saturday and Sunday.

### Request Time Off

Type: Global Time Off Requests

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	9/23/2019	9/25/2019	PTO	Hours	8:00AM	8.0

Accruals on: 9/13/2019

Accrual	Balance
PERSONAL	
PTO	our
SICK	7 Hour
	our

Pay code dropdown options: BRV, FLH, JUR, PSI, PTO, PTP, PVO, PVP, VLT

Buttons: Cancel, Submit

4. From the **Pay code** drop down, select the appropriate pay code for request.

**Note:** Pay codes may vary by state.

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## TIME OFF REQUESTS

5. Enter the **Start time**.  
This is the time of day request begins.

6. Enter the **Daily Amount** of hours requested.

**Note:** This is the number of hours requested **per day**. PTO can be requested in 1-hour increments and Sick time varies by state.

7. Click **Submit**.

### Request Time Off

Type: Global Time Off Requests

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
	9/23/2019	9/25/2019	PTO	Hours	8:00AM	8.0

Accruals on: 9/13/2019

Accrual	Balance
PERSONAL	0.0 Hour
PTO	-26.17 Hour
SICK	0.0 Hour

Cancel Submit

**Note:** Time approved for the current pay period is viewed on the timecard. Time approved for a future pay period is viewed in the schedule. Use the calendar to confirm time off requests have been approved. Requests are not paid until approved by manager. If request is pending and not approved, it is the responsibility of employee to follow up with their manager.

Requests will show in timecard/calendar as follows:

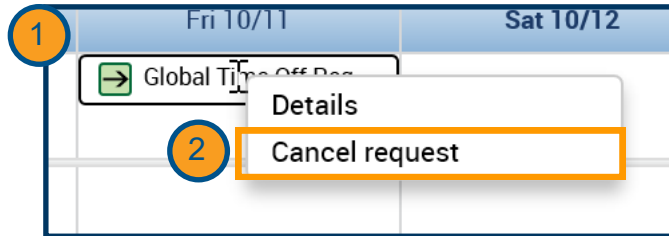
<b>Pending</b> Waiting manager approval	Global Time Off Req...	<b>Approved</b> Manager approved	Global Time Off Req...
<b>Rejected/Refused</b> Manager did not approve	Global Time Off Req...	<b>Canceled</b> Employee canceled approved time	Global Time Off Req...

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## TIME OFF REQUESTS

Employees can cancel a time off request up until the day before the request. .

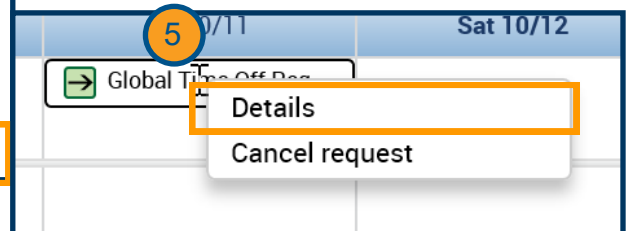
1. To **Cancel** a request, right click on the appropriate request.
2. Select **Cancel request**.



3. Confirm correct entry is selected.
4. Click **Cancel request**.

**Note:** The entry remains on calendar for audit purposes.

5. To view details of entry, right click on entry and click **Details**.



6. **Details** are shown at bottom of pop-up window.

### Cancel Time-Off Request

Submitted: 9/13/2019 - 9:18:36AM  
Modified by: teammember

Employee: TeamMember Type: Global Time Off Requests

Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
10/11/2019	10/11/2019	PTO	Hours	8:00AM	8.0

Accruals on: 10/11/2019

Accrual	Balance
PERSONAL	0.0 Hour
PTO	-26.17 Hour
SICK	0.0 Hour

Status History

Submitted: 9/13/2019 - 9:18:36AM  
teammember

Cancel Cancel Request

### Time-Off Request Details

Retracted: 9/06/2019 - 12:15:10PM  
Modified by: teammember

Employee: TeamMember Type: Global Time Off Requests

Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
9/10/2019	9/10/2019	PTO	Hours	8:00AM	8.0

Accruals on: 9/10/2019

Accrual	Balance
PERSONAL	0.0 Hour
PTO	-26.17 Hour
SICK	0.0 Hour

Status History

Refused: 9/06/2019 - 12:15:10PM  
teammember

Submitted: 9/06/2019 - 12:14:30PM  
teammember

Close