KRONOS®

Manager Requesting Time Off for Employee

Job Aid

When an employee does not request their time off, as a manager you can request and approve on their behalf using the Schedule.

To request time off:

1. Use the magnifying glass (employee search) in the top right corner
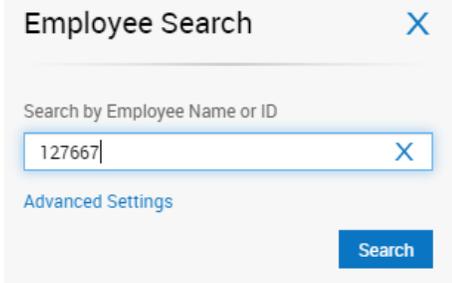
Employee Search   X

Search by Employee Name or ID

127667   X

Advanced Settings

Search

2. Search for the employee number (or last name), you can use an * to add a wild card search if you only know part of the employee ID or name.

3. Select the checkbox next to their name and **Go To → Schedule**
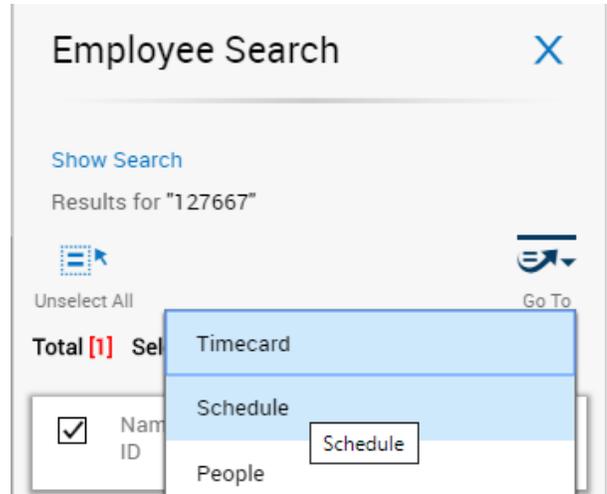
Employee Search   X

Show Search

Results for "127667"

Unselect All   Go To

Total **[1]** Sel   Timecard

☑ Nam   Schedule
   ID   Schedule

People

4. Right click on the employee's name, a pop up will appear. Select **Enter Time Off.**

Enter Time Off

5. You will see Type of Time Off options, no need to change anything on the page. Click on **Apply** (bottom right).

Apply

Dates

📅 1/15/2020

6. Dates: Select the **Dates** by clicking on the calendar icon and highlighting the days requested (multiple can be entered at once). If a date is highlighted blue, it is selected, to unselect just click on the date to remove the blue indicator.

Duration
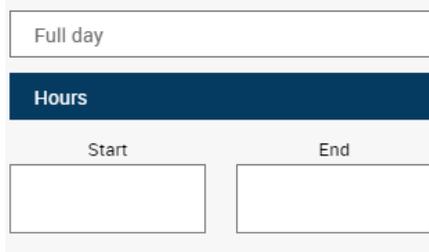
Full day

Hours

Start   End

7. Duration: Select **Full Day** for 8 hours per day, otherwise select **Hours** and enter a **Start** and **End Time**

8. **Deduct** from: Select the Time Off Type for your request. For example, personal, vacation or sick. Accruals are listed next to the Accrual Code.
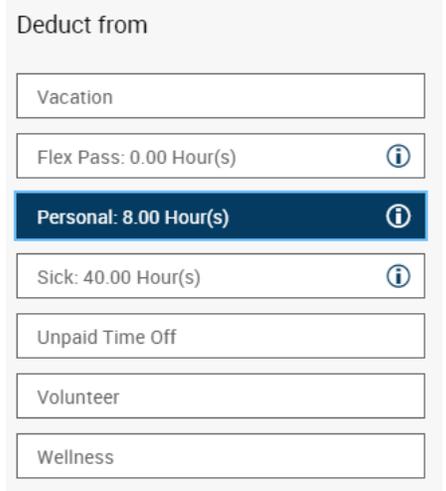
Deduct from

Vacation

Flex Pass: 0.00 Hour(s)   ⓘ

Personal: 8.00 Hour(s)   ⓘ

Sick: 40.00 Hour(s)   ⓘ

Unpaid Time Off

Volunteer

Wellness

9. Click **Review** to enter comments or review before submitting. Click **Submit** when ready to submit/approve time off

Cancel   Submit   **Review**