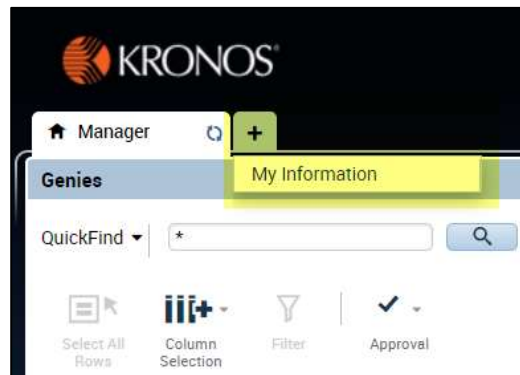


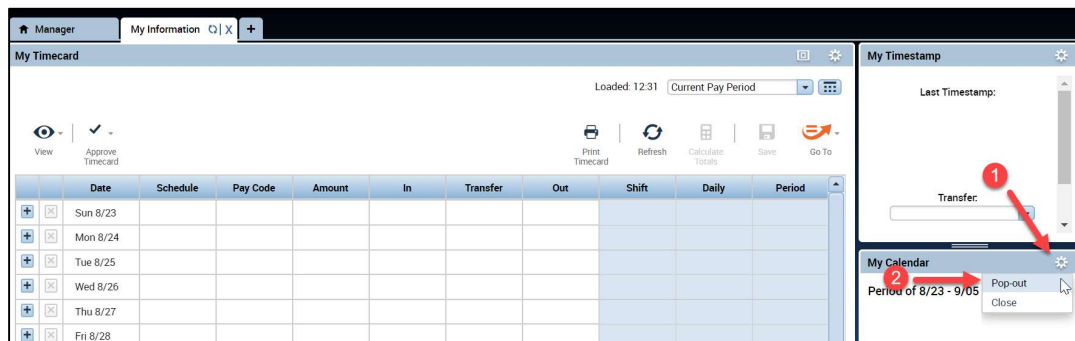
Global Time Off Request: Submitting Unscheduled Time-Off

***** This process only applies to providers & exempt (salaried) staff with a prepopulated work schedule in their timecard.**

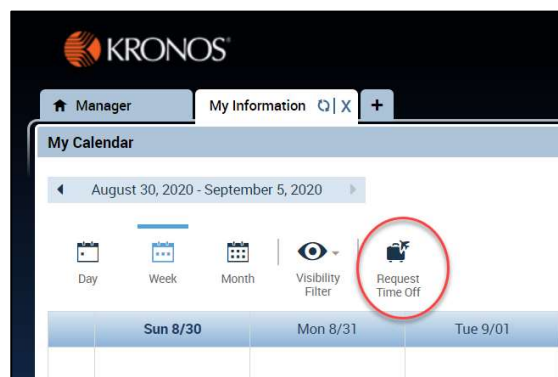
1. Navigate to your My Information workspace if **it is not** the default screen upon logging in. Employees with timekeeper access in Kronos will need to open the My Information workspace by using the plus (+) sign located next to the tab labeled 'Manager'. Click on "My Information" workspace.



2. Once in the My Information workspace, pop out the My Calendar screen.

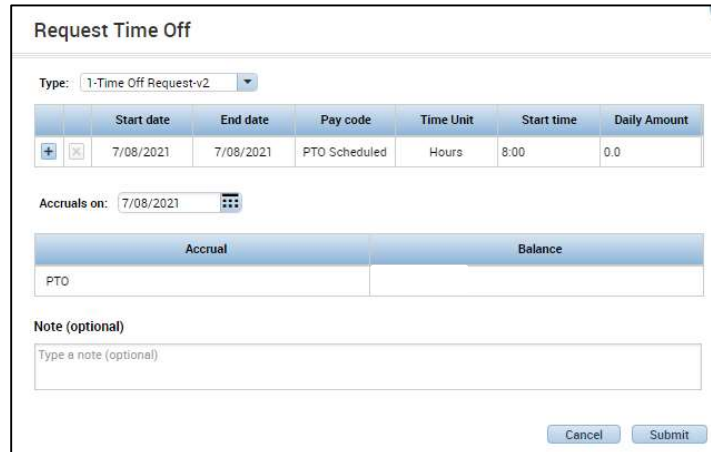


3. Click "Request Time Off".



Global Time Off Request: Submitting Unscheduled Time-Off

4. A pop-up menu appears with your time off request form.
*If you are benefit eligible your available PTO balance will display.



Request Time Off

Type: 1-Time Off Request-v2

| | Start date | End date | Pay code | Time Unit | Start time | Daily Amount |
|--|------------|-----------|---------------|-----------|------------|--------------|
| | 7/08/2021 | 7/08/2021 | PTO Scheduled | Hours | 8:00 | 0.0 |

Accruals on: 7/08/2021

| Accrual | Balance |
|---------|---------|
| PTO | 0.0 |

Note (optional)
Type a note (optional)

Cancel Submit

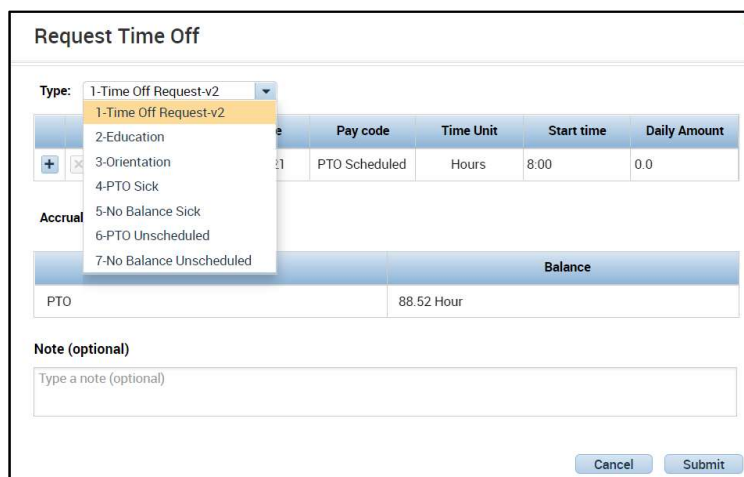
5. Click on the drop-down arrow to the right of the type field. Select the applicable pay code.

PTO Sick = Off work due to employee's personal illness & has a PTO balance to cover absence

No Balance Sick = Off work due to employee's personal illness & does not have a PTO balance to cover absence

PTO Unscheduled = Off work due to unforeseen reasons excluding employee's personal illness & has a PTO balance to cover absence. Examples: sick child, car troubles, etc.

No Balance Unscheduled = Off work due to unforeseen reasons excluding employee's personal illness & does not have a PTO balance to cover absence. Examples: sick child, care troubles, etc.



Request Time Off

Type: 1-Time Off Request-v2

| | Start date | End date | Pay code | Time Unit | Start time | Daily Amount |
|--|------------|-----------|---------------|-----------|------------|--------------|
| | 7/08/2021 | 7/08/2021 | PTO Scheduled | Hours | 8:00 | 0.0 |

Accruals on: 7/08/2021

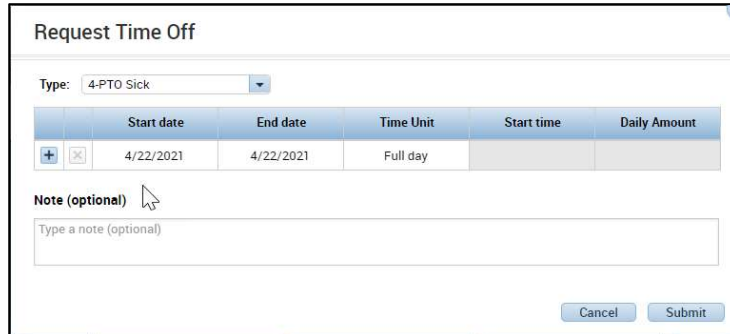
| Accrual | Balance |
|---------|------------|
| PTO | 88.52 Hour |

Note (optional)
Type a note (optional)

Cancel Submit

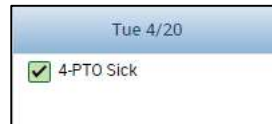
Global Time Off Request: Submitting Unscheduled Time-Off

6. The form will adjust based on the selected pay code. You need to fill in the following fields:
- Start date – start/begin of your time off
 - End date – end/last day of your time off request
 - Note – provide comments supporting time off (visible to your direct supervisor)

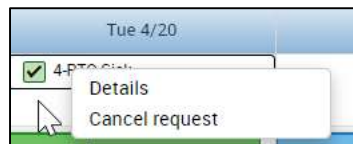


The screenshot shows a 'Request Time Off' form. At the top, there's a dropdown menu for 'Type' with '4-PTO Sick' selected. Below this is a table with columns: Start date, End date, Time Unit, Start time, and Daily Amount. The first row shows '4/22/2021' for both start and end dates, 'Full day' for the time unit, and empty fields for start time and daily amount. Below the table is a 'Note (optional)' section with a text input field. At the bottom right are 'Cancel' and 'Submit' buttons.

7. Once you click submit both you and your direct supervisor will receive an email indicating you entered new time off. This will immediately update your timecard (removing scheduled work hours and replacing with time off) and calendar. Within the calendar on the date you submitted time off, you will see an item that says 'Pay Code Name' with a check mark. The check mark signifies the request has been automatically approved. See example – Tue 4/20 date below.



8. If you need to remove or edit submitted time off, you can either cancel the request and submit a new version or ask your direct supervisor to cancel the request and then you enter a new request. You do not have the ability to edit requests after submission. If you choose to remove or cancel the request, right click on the pay code name in the calendar view. You can either choose details – to view the details of the request or cancel request – to cancel the time off.



Global Time Off Request: Submitting Unscheduled Time-Off

The cancel time off request form will appear, enter supporting notes, and click cancel request. Both you and your direct supervisor will receive an email indicating the cancellation in addition to the automatic restoration of your scheduled work hours and removal of time off within your timecard.

Cancel Time-Off Request

☒ Approved: 4/22/2021 - 16:18:42
 Modified by: 996

Employee: EMPLOYEE, HR TEST Type: 4-PTO Sick

▶ Requested

▼ Approved

| Start date | End date | Time Unit | Start time | Daily Amount |
|------------|-----------|-----------|------------|--------------|
| 4/20/2021 | 4/20/2021 | Full Day | | |

Status History

☒ Approved: 4/22/2021 - 16:18:42
 996

Note (optional)

Type a note (optional)

If you have questions about this process or would like more information, please contact your Timekeeper or Human Resources Business Partner.