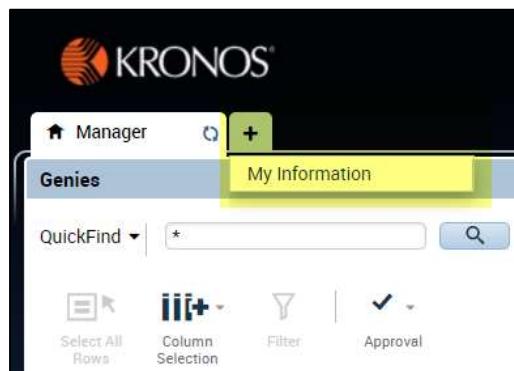


Global Time Off Request: Submitting a Request

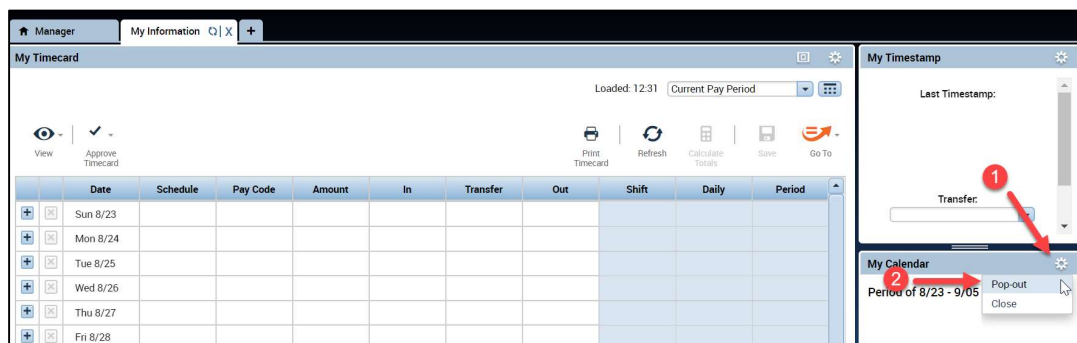
The time off request process **SHOULD NOT** be used for time off due to holiday. If you are an exempt (salaried) employee you are not required to enter time off for Holidays, this time off is automatically entered into Kronos for you.

***If you are a provider or non-exempt (hourly) employee, you are required to enter time off directly into your timecard for any day you would normally work but have off due to a holiday. Please use the “**Timecard - Entering a Pay Code**” job aid in these instances.

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”.

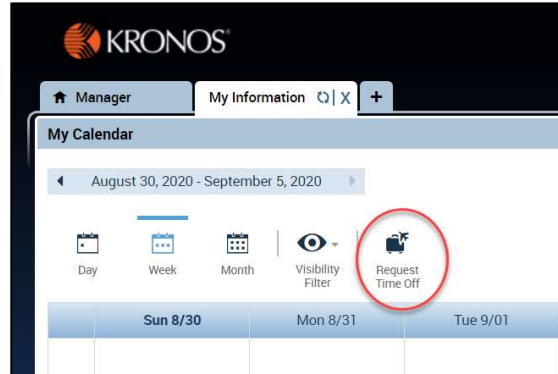


2. Once in the My Information workspace, pop out the My Calendar screen.



Global Time Off Request: Submitting a Request

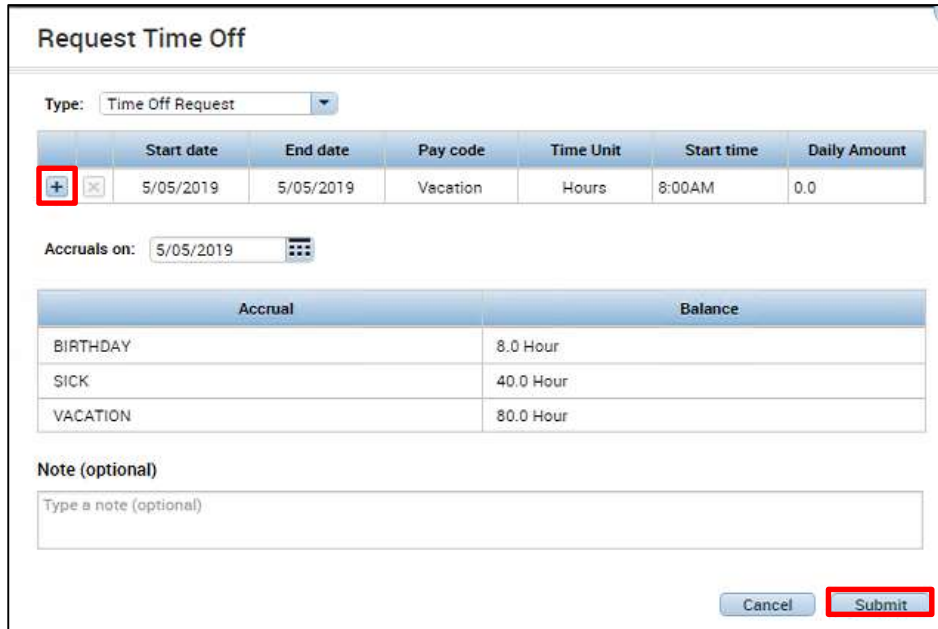
3. Click “Request Time Off”.



4. A pop-up menu appears with your time off request form.
*If you are benefit eligible your available PTO balance will display.
5. You need to fill in the following fields:
 - a. Start date – start/begin of your time off request.
 - b. End date – end/last day of your time off request. DO NOT include normal days off within the requested time off period. See “e” for further instruction.
 - c. Pay code – choose the specific type of time off you are requesting. This is a drop-down list of pay codes you have access to request.
 - i. Bereavement: paid time off due to funeral leave. Does not deduct from leave bank.
 - ii. PTO: paid time off. Deducts hours from leave bank.
**Please keep in mind when requesting time off under the PTO pay code you must to have enough available PTO hours to cover the request. If not, you will be unable to submit the request at that time.
 - iii. No Balance: unpaid time off. Does not deduct from leave bank.
 - iv. Unavailable: nonpaying code for scheduling purposes only. Should be used in conjunction with another pay code. Marks a day as not available for scheduling but is not requesting that day off.
Ex: Nurse wants to request two weeks of time off but does not know the specific days they will be scheduled to work. They would submit requests off with either the PTO or No balance pay code for enough days and hours to meet their FTE. For the remaining days within that two-week period, they would enter requests with the unavailable pay code, to show even though they did not request off for those days they are not available for scheduling.

Global Time Off Request: Submitting a Request

- d. Start time – your normal start time for work. Format can be simple, such as 9a, will be converted to 9:00am.
- e. **Daily Amount** – enter the amount of time daily you are requesting. For example: if you are requesting 40 hrs., Mon-Fri, the daily amount would be 8 hours - **DO NOT** enter 40 hrs.
 - i. If the days are not in consecutive order, a separate line on the request is needed. I.E. If you want Monday, Tuesday, and Friday off you should submit one request with two lines, 1st line with a start date of Monday and an end date of Tuesday, 2nd line with a start and end date of Friday.
 - ii. If you do not normally work weekends, be sure to exclude dates that include weekends. If you want two weeks off consecutively, use the plus sign (+) next to the request line to enter additional weeks/dates/hours. Click on submit when the form is complete.



Request Time Off

Type: Time Off Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	5/05/2019	5/05/2019	Vacation	Hours	8:00AM	0.0

Accruals on: 5/05/2019

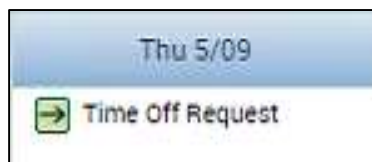
Accrual	Balance
BIRTHDAY	8.0 Hour
SICK	40.0 Hour
VACATION	80.0 Hour

Note (optional)

Type a note (optional)

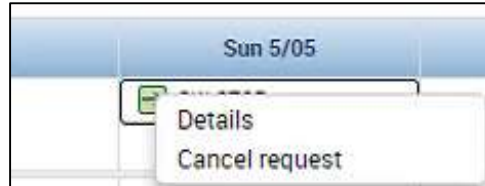
Cancel Submit

6. Once you click submit your direct supervisor will receive an email indicating a new time off request is available for their review. You will see in your calendar, for the date you submitted, an item that says 'Time off Request' with an arrow. The arrow signifies the request has been submitted for review.

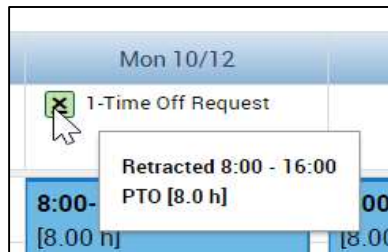


Global Time Off Request: Submitting a Request

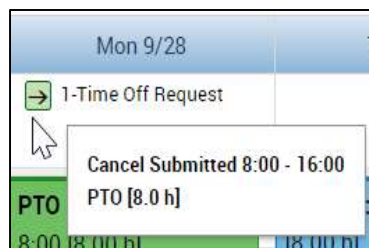
7. If you change your mind on your request, right click on the time off request. You can either choose “Details” – to view the details of the request or “Cancel request” – to cancel your submission.



- a. If the initial request was not addressed by your manager/timekeeper, the request will automatically be retracted with the request in the calendar updating to show as retracted.

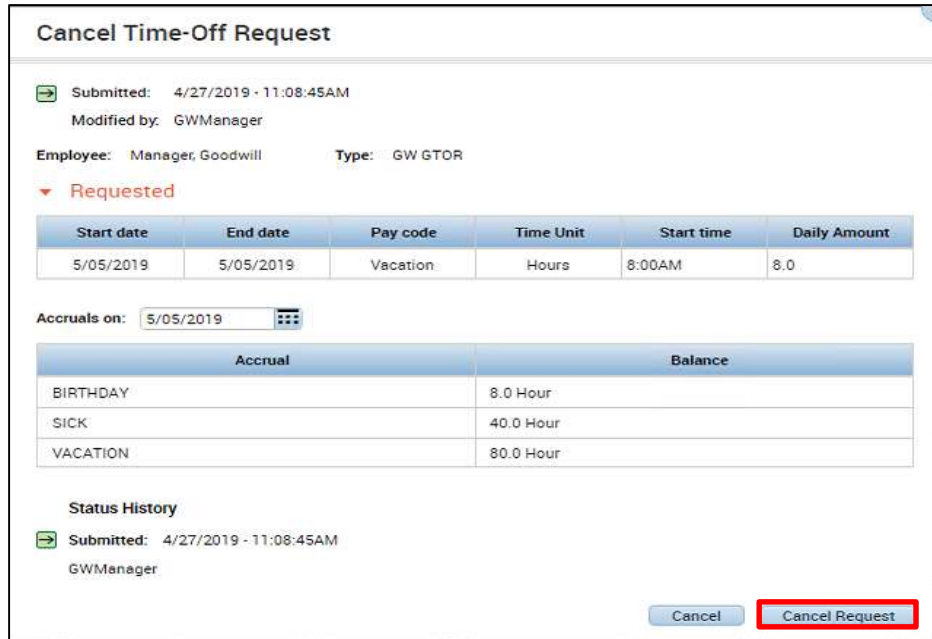


- b. If the initial request was addressed by your manager/timekeeper, the cancellation request will be routed for their review. Your direct supervisor will receive an email indicating a cancellation request is available for their review. You will see in your calendar, for the date you submitted, an item that says ‘Time off Request’ with an arrow. The arrow signifies the cancellation request has been submitted for review.



Global Time Off Request: Submitting a Request

If you wish to edit a submitted request, you can either cancel the request and submit a new request or ask your direct supervisor to retract the request and then you enter a new request. You **DO NOT** have the ability to edit requests.



Cancel Time-Off Request

Submitted: 4/27/2019 - 11:08:45AM
Modified by: GWManager

Employee: Manager, Goodwill Type: GW GTOR

Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
5/05/2019	5/05/2019	Vacation	Hours	8:00AM	8.0

Accruals on: 5/05/2019

Accrual	Balance
BIRTHDAY	8.0 Hour
SICK	40.0 Hour
VACATION	80.0 Hour

Status History

Submitted: 4/27/2019 - 11:08:45AM
GWManager

Cancel **Cancel Request**

8. Once your direct supervisor has acted on the request, you will receive an email indicating the status. You will also be able to log in to Kronos and look at your calendar and view if the request has been approved or refused.
 - a. A refused request will show a small **x** to the left of the request.

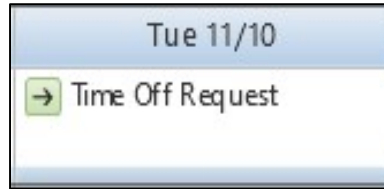


- b. An approved request will show a check mark to the left of the request.
 - iii. Approved requests will also show in the timecard on the day with the relevant code for the time off request.

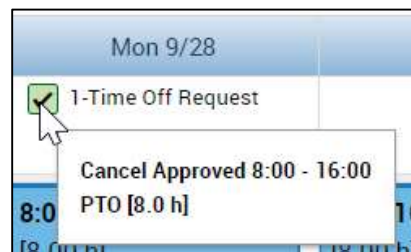


Global Time Off Request: Submitting a Request

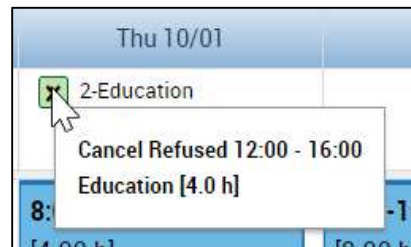
- c. A pending action request will have an arrow to the left of the request.



- d. An approved cancellation request will have a check mark to the left of the request. If you hover over the check mark, the Cancel Approved message will be visible.
- iv. Approved cancellations will also remove the pay code from the timecard.



- e. A refused cancellation request will have a small x to the left of the request.
- v. If you hover over the x, the Cancel Refused message will be visible.



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