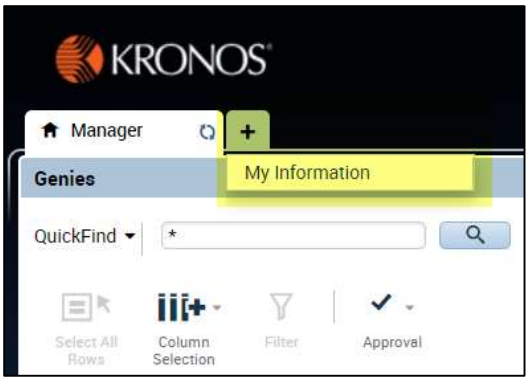
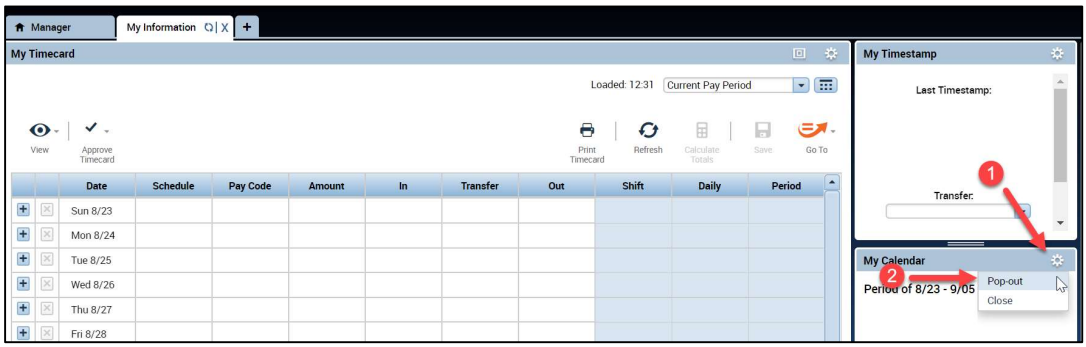
Global Time Off Request: Education, Orientation, & CME

***** This job aid is only applicable to employees with a prepopulated work schedule.**

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.

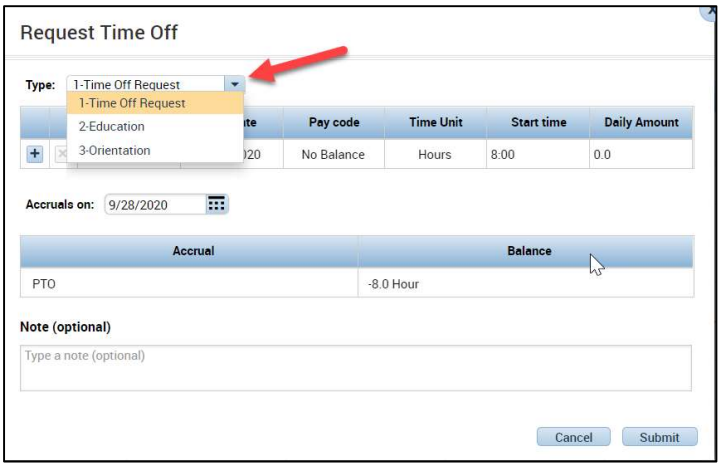


2. Once in the My Information workspace, pop out the My Calendar screen.

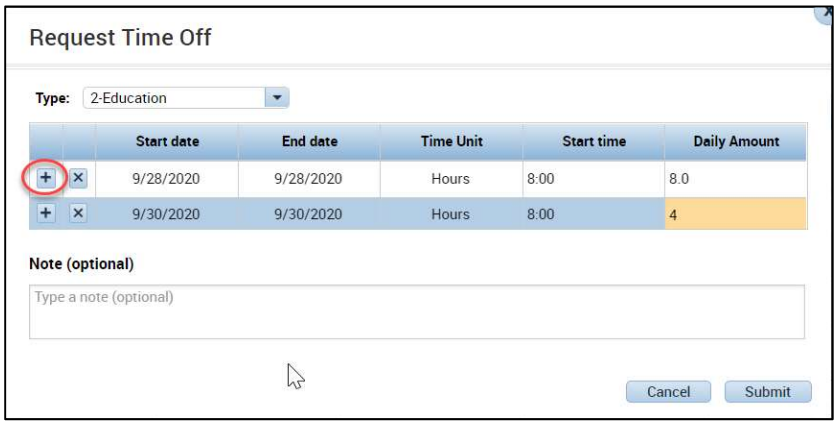


3. Click on the 'Request Time Off' icon

A pop-up menu appears with your request form. Click on the type drop down and select the appropriate worked hours request. This will update the request form based on your selection.

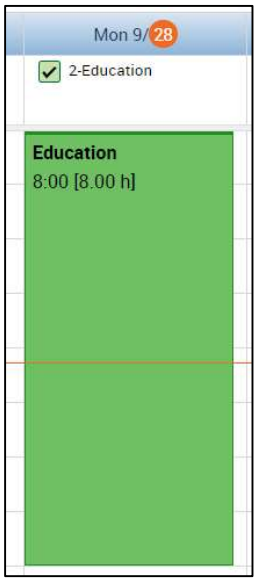


4. You need to fill in the following fields:
    a. Start date – start/begin of your request.
    b. End date – end/last day of your request. If you are only requesting an update to one day the end date will be the same as the start date.
    c. Start time – start time for request. Format can be simple, such as 9a, will be converted to 9:00am.
    d. Daily Amount – enter the amount of time you are requesting per day.
    e. If you need to request time for multiple days that should have "regular salary" in between them, you will need to add a line to separate out the request by clicking on the plus icon next to start date.

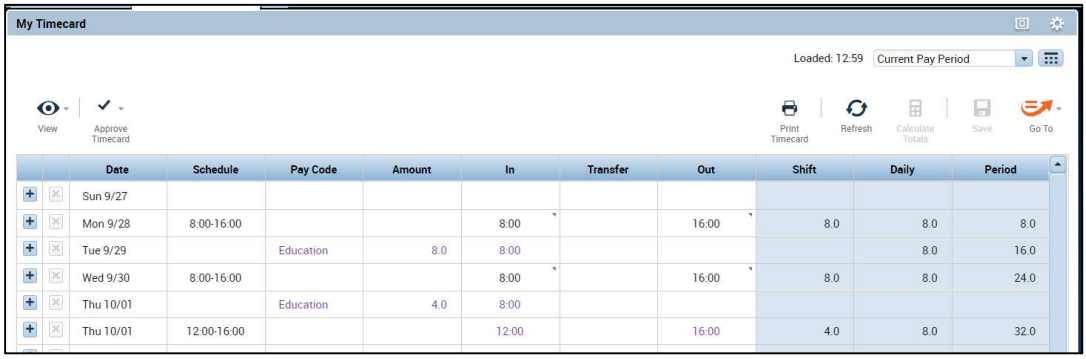


5. Once you click submit your direct supervisor will receive an email indicating you have updated your worked schedule with the education or orientation pay code. The request will immediately update both your timecard and calendar for the date(s) you submitted. If CME was submitted that request will be routed to your direct supervisor for approval.

On the date(s) in the calendar you will see the request type with a check mark next to it. (This will occur for CME after your direct supervisor approves the request.)

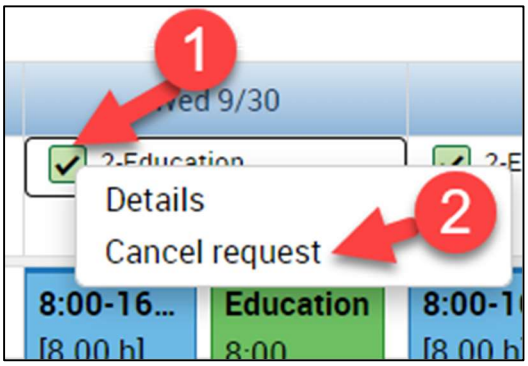


In the timecard, the scheduled regular salary will decrement by the number of hours you entered, and the appropriate pay code will populate.



Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 9/27									
Mon 9/28	8:00-16:00			8:00		16:00	8.0	8.0	8.0
Tue 9/29		Education	8.0	8:00				8.0	16.0
Wed 9/30	8:00-16:00			8:00		16:00	8.0	8.0	24.0
Thu 10/01		Education	4.0	8:00					
Thu 10/01	12:00-16:00			12:00		16:00	4.0	8.0	32.0

6. If something changes for your request, you will need to cancel it and resubmit if needed. Go to the calendar screen and find the day with the request. There is a check mark that appears to the left of the request. Right click on the check mark, you can choose details – to view the details of the request or cancel request – to cancel your submission. Click cancel request. This will remove the new pay code and restore the regular salary schedule in the timecard for education and orientation. For CME, the cancellation request will be routed to your direct supervisor for approval.



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