

Requesting time off or canceling a time off request

You can request time off for part of a day, a whole day, or several days in a row. When your manager approves the request, your schedule is automatically updated. If you decide later that you do not need the time off, select **Cancel Time Off** from the Actions menu.

1. Click on **My Actions**.
2. Select **Request Time Off**.
3. Check your time off balances.
4. Enter the time off pay code from the drop down list.
5. Select the date(s) that you want.
6. Select **Specify Hours** to do a partial day off or **Same Hours as Scheduled Shifts** to match the hours you are scheduled for.
7. **If you are specifying hours, enter the start time and the number of hours.**
8. Select whether the time off should only apply to days you are scheduled or to any day.
9. Click Next to send the request to your manager.

Check your Kronos Inbox for the response from your manager.

Time Off Balances (hours) as of today

| | |
|---------------------|-------|
| Vacation | 24:00 |
| Personal Preference | 16:00 |
| Sick | 24:00 |

Time Off Request

* Request Type:

Furthest Eligible Request Date: 9/01/2006

* Start Date:

* End Date:

Message:

* Hours: Specify Hours Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Start Time:

Hours Per Day:

Day Type: Scheduled and Non-scheduled Days Scheduled Days

When Cancelling Time – Off You will need to enter the exact dates you entered for the Requested Time-Off.

Employee ID: TEST0001
Employee Name: PERSON, STAFF
Vacation: 0:00
Personal Preference: 0:00
Sick: 0:00

* Request Type:

* Start Date:

* End Date: