

## Request Time Off Kronos® Job Aid for Clock Users

This job aid shows you how to request time off using the Kronos® clock terminal.

## How to Request Time Off:

1. On the screen, touch the **Request Time Off** soft key. If you do not see the **Request Time Off** soft key on the screen, use the next or previous arrow to find it on another screen.



2. Insert your badge in the badge reader slot so that the barcode or magnetic stripe is facing the badge reader. Swipe the badge through the reader from top to bottom. Or use the keypad to manually enter your badge number.

					John Smith	IRON MO
Sock In	Enter Badg	e ID				JUNITA
	1	2	3	<b>Exercise</b>		NIN*
Use badge or enter	4	5	6			
badge ID	7	8	9	Clear		
		0		لھ Enter		
	<b>KR</b>	ONOS"		ſ		ļ



3. You cannot request time off for the current day. If you need to request time off for the current day, reach out to your manager. To schedule a future time off request, use the onscreen calendar to select the Start Date and End Date of your time off.

NOTE: Do not include weekends or holidays within the start and end dates unless these are typical work days for you. If the time off request spans a weekend or holiday, submit separate time off requests for the time before and after the weekend or holiday.



4. Click the **Duration** button and select **Hours**. The duration for time off will always be in hours. The screen advances to the **Review** tab.





5. Review the information, and click **Submit**. The screen advances to the **Start Time** tab.

Review			
Start Date	8/26/2020		
End Date	8/28/2020		
Duration	Hours		*
	Back	Submit	
	KRON	NOS"	

6. Tap the numbers to enter a **Start Time**, and click on **AM/PM** to change as needed. Then, click **Enter**. The screen advances to the **End Time** tab.

Request Time Off - Test,	Employee1 Start Time			8:00 AM	
Start Time	1	2	3	<3	
End Time	4	5	6	Backspace	
Deduction	7	8	9	Clear	
Comments Code	АМ/РМ	0		←J Enter	
	KRC	DNOS"			



7. Tap the numbers to enter an **End Time**, and click AM/PM to change as needed. Then, click **Enter**. Make sure the duration of the start and end time equals the hours you are requesting as time off. For example, 8am-5pm deducts 9 hours of paid time off. Click **Enter**. The screen advances to the **Deduction** tab.

Request Time Off - Te	st, Employee1 End Time				
Start Time	ī 📃			4:00 PM	
8:00 AM	1	2	3		
End Time		-		Backspace	
	4	5	6	<xxx< td=""><td></td></xxx<>	
Deduction	7	8	9	Clear	
Comments Code				نه ا	
	AM/PM	0		Enter	
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8. Select the **Pay Code** for the type of time off deduction you are requesting. The screen advances to the **Comment Code** tab.

Request Time Off - Ter	Deduction Bereavement CAN Vacation	₹
End Time 4:00 PM	Community Service Time Floating Holiday	
Deduction	Jury Duty Personal Sick	
Comments code ↑ ↓	Vacation	
	KRONOS"	



9. On the **Comment Code** tab, click **<Leave Blank>**. The **Comment** screen displays.

Request Time	Off - Test, Employee1 Comments Code	
Start Time 8:00 AM	<leave blank=""></leave>	
4:00 PM Deduction		т +
Comments Co	de	<b>≜</b>
	KRONOS"	

10. If you wish to add a comment, tap **Add Comments** and use the keyboard to type your comments. Then, click **Enter**. NOTE: Comments are not required. If you do not wish to add a comment, click **No Comments**. The **Review** screen displays.

Request Time Off - Tes End Time 4:00 PM Deduction 452 Comments Code	Comments         Add Comments         Image: Add Comments         Image: Comments	
		A



11. Review the details of your time off request. If everything is correct, click **Submit**. If you need to make changes, click **Back** and make the needed changes. Once you submit your time off request, you see a confirmation and return to the home screen.

Review		
Start Time	e 8:00 AM	
End Time	4:00 PM	▲
Deduction	CAN Vacation	<b>↑</b>
Comments	Code <leave blank=""></leave>	
Comments	5	+
		i i i i i i i i i i i i i i i i i i i
	Back Submit	
	KRONOS'	

12. Press the **Home** (**1**) to exit the clock.