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.

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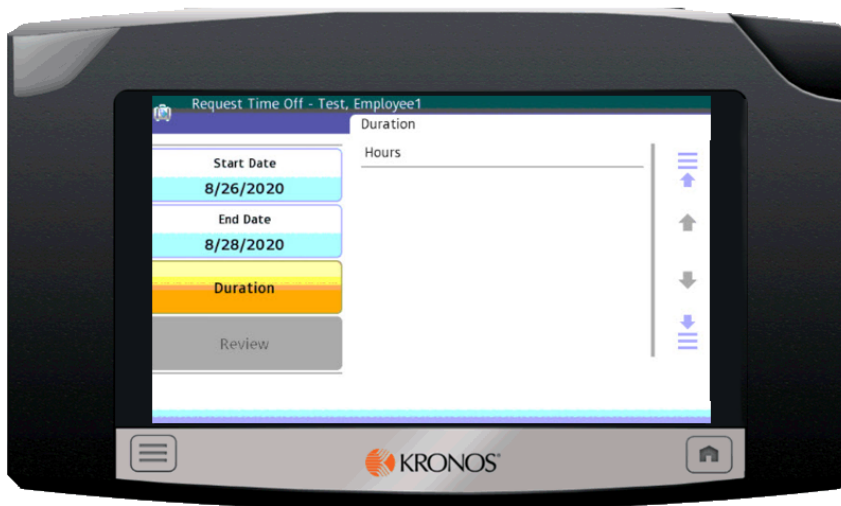
5. Review the information, and click **Submit**. The screen advances to the **Start Time** tab.

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.

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.

8. Select the **Pay Code** for the type of time off deduction you are requesting. The screen advances to the **Comment Code** tab.
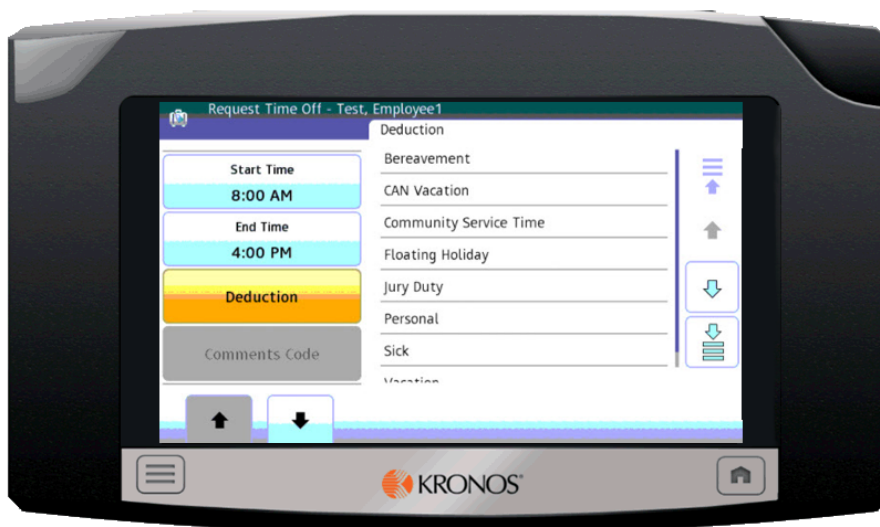
9. On the **Comment Code** tab, click **<Leave Blank>**. The **Comment** screen displays.
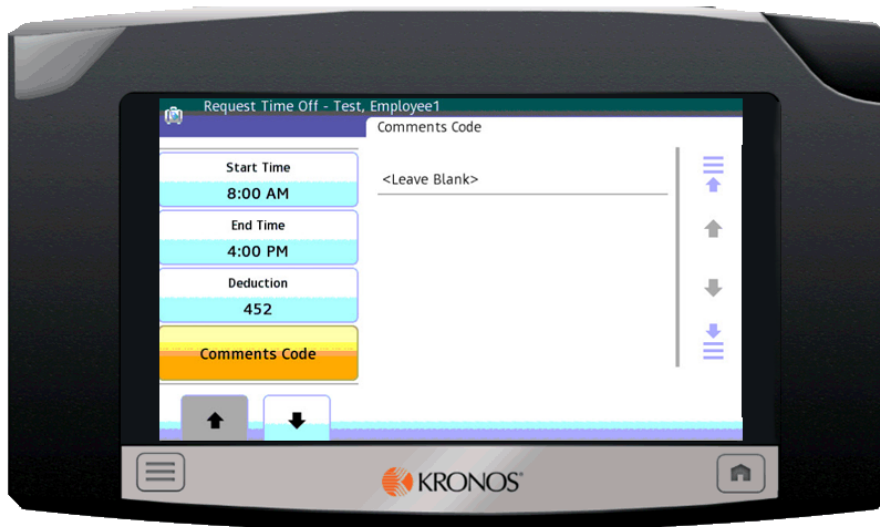
10. If you wish to add a comment, tap **Add Comments** and use the keyboard to type your comments. Then, click **Enter**. NOTE: Comments are not required. If you do not wish to add a comment, click **No Comments**. The **Review** screen displays.

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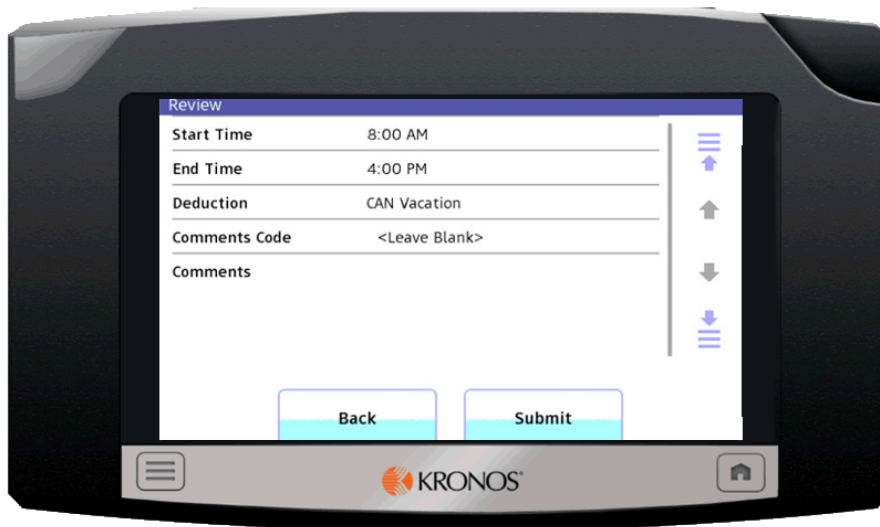
12. Press the **Home** (🏠) to exit the clock.