

Request Time Off

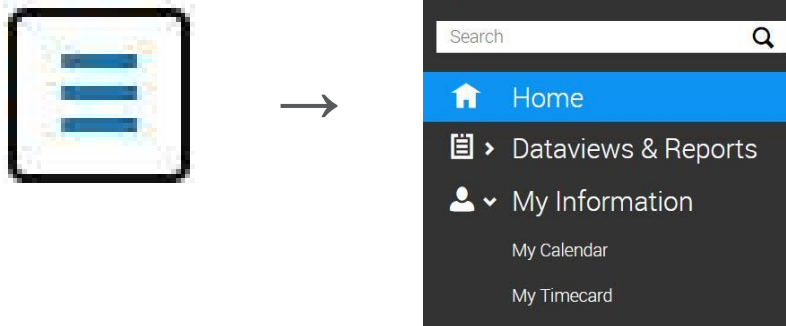
Kronos® Job Aid for Exempt and Non-Exempt Web Users

This job aid shows you how to request time off — such as personal, sick, bereavement, floating holidays, vacation, and jury duty — in Kronos®.

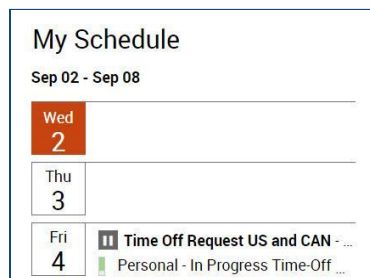
From the Kronos® Homepage:

There are two ways to access your Schedule in Kronos® to request time off.

1. Use the **Menu** icon in the top left corner of the browser window.
 - a. Click the **Menu** icon.
 - b. Under the **My Information** section, select **My Calendar**.



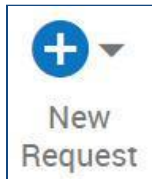
2. Use the **My Schedule** tile.
 - a. Locate the **My Schedule** tile.
 - b. Click the **Date Range (i.e. Sep 02 - Sep 08)** under the **My Schedule** title of the tile.



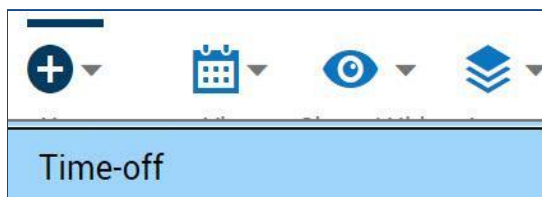


Use My Calendar to Request Time Off:

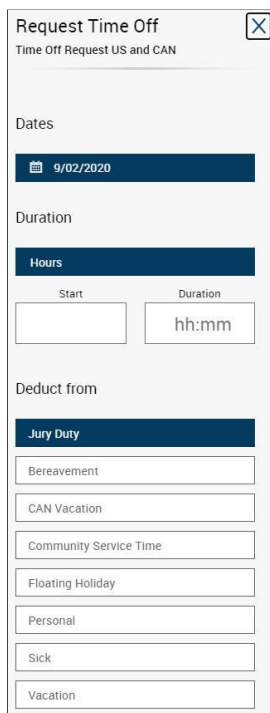
1. In the top right side of the window, select the **New Request** button.



2. From the dropdown menu, select the **Time Off** option.



3. The **Request Time Off** sidebar appears.



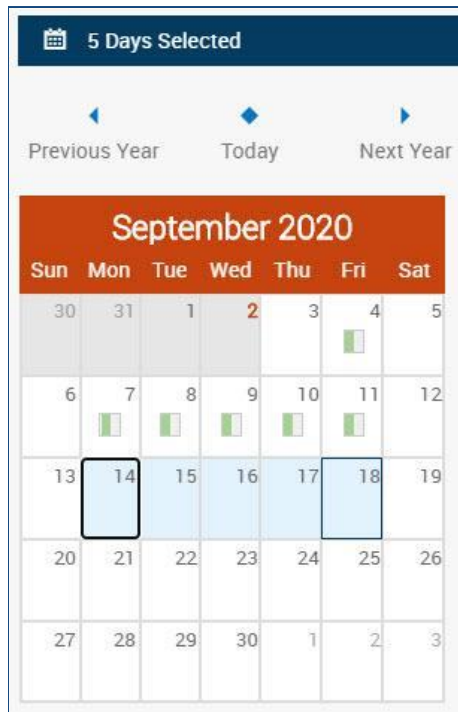


4. Complete the time off request fields:

- a. Click the **Dates** icon to display a mini version of the calendar to select one or more dates. Note: You cannot request time off for the current day.



- b. Click a single day or click the first day and drag across to select more than one day off in a row. For non-consecutive days, make separate time off requests. Remember not to include weekends unless they are part of your regular schedule.



- c. Review the days selected, and click **Apply** at the bottom of the sidebar.





- d. Set your usual **Start** time for example, 08:00 for 8:00 a.m., and the usual duration of your shift for a full day request or the portion you are requesting for time off if less than a full day, such as 08:00 for eight (8) hours and no minutes.

Hours	
Start	Duration
8:00 AM	08:00

- e. Select the type of time off request.



Deduct from
Jury Duty
Bereavement
CAN Vacation
Community Service Time
Floating Holiday
Personal
Sick
Vacation

Be sure you have enough accrued time to cover the number of hours for the type of time off request you are making. See the **View Accruals** job aid for more information.

- f. Click **Review** to confirm your selections and add a comment (optional).


Review

Vacation (Hours)

 5 Days 

Monday 9/21/2020 - Friday 9/25/2020
8:00 AM [08:00]

Comments [0]

 ▼

You can add a comment (optional) by clicking the **Select a Comment** dropdown menu, choosing **Time Off**, and typing a note in the field below.


- g. Click **Submit** to enter your request for time off. A notification goes to your supervisor to approve the request.

Your request for time off shows as **In Progress** on your calendar until it is approved.

How to Cancel a Time Off Request:

You can cancel a time off request **before** it has been approved.

1. From the homepage, locate the **My Notifications** tile.

My Notifications 

0 Tasks

0 Employee Requests

3 My Requests

0 Timekeeping



2. Click the **My Request** link. The list of pending requests displays.

Filter : No Status, Cancel Sub... None	
<input type="checkbox"/> Request Employee Created On Request Status	Time Off Request US and CAN 9/02/2020 4:38 PM Submitted
<input type="checkbox"/> Request Employee Created On Request Status	Time Off Request US and CAN 9/02/2020 8:36 AM Submitted
<input type="checkbox"/> Request Employee Created On Request Status	Time Off Request US and CAN 9/02/2020 8:34 AM Submitted

3. Click the checkbox next to the request you want to cancel. The request details display in the sidebar.

Details

1 of 1

Time Off Request US and CAN

Time Off Submitted

NA, Iron Mountain/US/A MNREM

> Accruals

> More Details

> Modified Dates

▼ Requested Dates

Paycodes

Vacation (Hours)

Monday 9/21/2020 - Friday 9/25/2020
8:00 am-4:00 pm



4. Review the request details to make sure this is the request you want to cancel. Then, click the **Cancel** button at the top of the sidebar.




5. The **Cancel Request** sidebar appears. Review and add a comment (optional). Then, click **Cancel Request** at the bottom of the sidebar.

Cancel Request

✕

< 1 of 1 >

 NA ,Iron Mountain/US/...

Status

Submitted

Submit Date: 9/02/2020 4:38 PM
Submitted By:
Modified By:

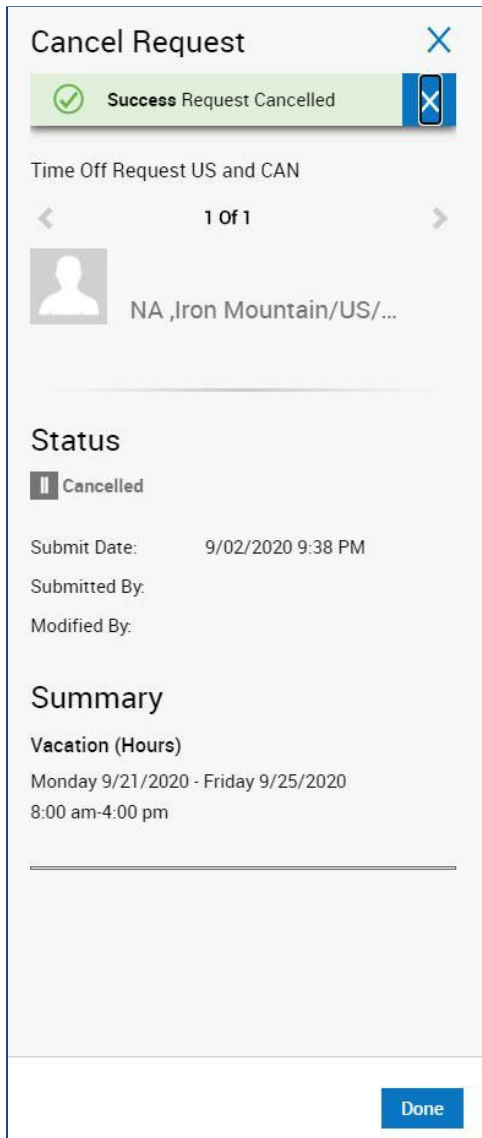
Review

Vacation (Hours)
Monday 9/21/2020 - Friday 9/25/2020
8:00 am-4:00 pm

Comments [0] [Add Comment](#)



6. A **Cancel Request** confirmation appears. Click **Done** to return to **My Requests**.



If you need to cancel a time off request **after** it has been approved, you'll need to speak with your supervisor so they can make the adjustment to your timecard.