**Using The Kronos Time Clock:**

**Emergency Close ETO Request**

**Step 1**
Select the **New Request** button.

**Step 2**
Swipe your UCard or press the **Punch** button to enter your badge number. Your badge # is on the back of the card. This is NOT your student or staff ID #.

**Step 3**
Select **Other Paid Leaves**

**Step 4**
Select **Submit Request**.

**Step 5**
Select the **Start Date** and **END Date** button to select the start and end date for the absence.

**Step 6**
Select the EmerCloseETOUsed pay code.
**Step 7**

Review the transaction and select the **Continue** button.

**Step 8**

Select the **Duration** button to request the absence dates. Select either **Full day** or **Hours** for a partial day.

**Step 9**

Review the request and select the **Continue** button. Select the **Submit** button if this is for a full-day. See steps 10-12 to continue with a partial day.

**Step 10**

For a partial day, enter the start time you will start the time off using the numbered buttons and select **AM** or **PM**. Select **Enter**.

**Step 11**

Enter the length of time off using the numbered buttons and select **Enter**.

**Step 12**

Select the **Submit** button.