Using The Kronos Time Clock:

Trades

Request Time Off

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

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

**Step 3**
Select **Trade Absences**.

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

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

**Step 6**
Select the appropriate 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.
Cancel a Time Off Request

Time off requests can only be cancelled AFTER it has been approved by your Supervisor.

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

**Step 2**
Swipe your U Card to sign-in and select **Trade Absences**.

**Step 3**
Select **Cancel Request**.

**Step 4**
Select the **Start Date** and **End Date** buttons to select the start and end date for the request to cancel.

**Step 5**
Review the transaction and select **Continue**.

**Step 6**
Select 0 to submit the cancellation to your Supervisor.
**Transfer Assignment**

Once you swipe and select a transfer assignment, you do not need to select the transfer again when punching out if the transfer is for a full day.

**Step 1**

Select the **Assignment Transfer** button.

**Step 2**

Select the pay period to view the time card.

**Step 3**

Review the time card for the period selected.

**Step 4**

Select a punch to view more details. Select the **Close** button to exit.

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**View Time Card**

**Step 1**

Select the **View Time Card** button.