**Using The Kronos Time Clock: Union**

**Request Time Off**

**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 **DXXX VSC**

**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 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. If you have multiple consecutive dates in the request, all dates will be canceled by just selecting one of them.

**Step 1**

Select the **New Request** button.

**Step 2**

Swipe your U Card to sign-in and select the time off to cancel.

**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**

Swipe your U Card to sign-in and select your transfer assignment from the list. **You do not need to select the transfer when punching out.**

**Step 3**

Review the time card for the period selected. Use the arrow buttons to scroll up or down.

**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.