Request & Approve Time Off

Purpose: Use this Job Aid to Request and Approve Time Off for Yourself and Others.

Reference Guide Details

<table>
<thead>
<tr>
<th>Guide Objectives</th>
<th>Upon completion, the user will:</th>
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<tbody>
<tr>
<td></td>
<td>● Know how to Request Time Off for Others</td>
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<tr>
<td></td>
<td>● Know how to Request Time Off for Yourself</td>
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<tr>
<td></td>
<td>● Know how to Approve and a Cancel Time Off Request for an Employee</td>
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<td>● Know how to Approve Multiple Time Off Requests at the Same Time</td>
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<tr>
<td>Prerequisites</td>
<td>None</td>
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<tr>
<td>Kronos Role</td>
<td>Supervisors</td>
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<td>Revision Date</td>
<td>7/23/19</td>
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**Request Time Off for Others**
Follow these steps to request time off for others. To request time off for yourself, you will need to access the My Information workspace for employees. Refer to the *Request Time Off for Yourself* section of this Job Aid.

1. Click on **Requests** from the Related Items pane on the right-hand side.

![Requests Pane](image1)

2. Select the Hyperfind Query that shows your direct reports (if you have one created). This will narrow the list of employees to choose from.

![Hyperfind Queries](image2)

3. Click the **Add Request** button on the left-hand side.

![Add Request Button](image3)

4. Select the Employee from the drop-down list.
5. Verify their balances in the **Accruals** section to see if they have enough time to take off.
6. Select the request **Type** from the drop-down list. Refer to the [Kronos Pay Codes Job Aid](#) for definitions.
7. Select the **Start and End Date** from the calendar. Time off requests can be made for consecutive whole days by entering the Start and End dates for the consecutive dates.
8. Select the **Pay Code** from the drop-down list for the leave type you are requesting.
9. Select the **Time Unit** from the drop-down list. Depending on your employee classification, you may select hours, or full day or half day. If selecting **Hours**, you will need to include the **Start Time** and **Daily Amount** (Duration).
10. Click **Submit**. Refer to the **Approving Time Off** section to approve the time off that was submitted.

**Request Time Off for Yourself**

1. Click on the + (plus) sign in the upper-left corner to open a new window and select **My Information**.
2. Click on **My Calendar** from the Related Items pane on the right-hand side.

3. Click the **Request Time Off** button on the left-hand side.

4. Select the request **Type** from the drop-down list. Refer to the *Kronos Pay Codes Job Aid* for definitions.
5. Select the **Start and End Date** from the calendar. Time off requests can be made for consecutive whole days by entering the Start and End dates for the consecutive dates.

6. Select the **Pay Code** from the drop-down list for the leave type you are requesting.

7. Select the **Time Unit** from the drop-down list. Depending on your employee classification, you may select hours, or full day or half day. If selecting **Hours**, you will need to include the **Start Time** and **Daily Amount** (Duration).

8. Click **Submit**. Your Supervisor will receive an email that they need to approve this request.

**Approve Time Off for an Employee**

1. Click on **Requests** from the Related Items pane on the right-hand side.
2. Click on the **Approve** button.

3. Use the (1) Status, (2) Time Period, or (3) Hyperfind filters to find the time off requests that need approval.
4. Select the employee name to highlight the request. Click on the **ACCRUALS** Tab on the bottom of the Request windows to verify this employee has available time to take off.

5. Click on the **Approve** or **Refuse** buttons to take that action on the request.

6. Review the transaction and click the **Approve** button.
Approve Multiple Time Off Requests
If you have multiple time off requests to approve, you can select all of them and approve them in one step.

1. In the Status Column, select **Submitted** to display submitted time off transactions.

2. Use the CTRL or SHIFT key and select all the employees to approve time off for.

3. Click the **Approve** button.
4. Review the requests and click the **Approve** button.
Cancel Time Off for an Employee
Time off can only be canceled by a Supervisor AFTER it has been approved. This is a 2-step process. You must cancel the request and then approve the cancelation.

1. Click on Requests from the Related Items pane on the right-hand side.

2. In the Status Column, select Approved to display approved time off transactions.
3. Select the employee name to highlight the request.
4. Click on the **Cancel** button.

5. Review the transaction and click the **Cancel Request** button.

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**Approve the Canceled Request**

1. Change the Status filter to **Cancel Submitted** and find the request.
2. Select the request with a *Cancel Submitted* status.

3. Click on the **Cancel Approved** button.