

Requesting Time Off at the Kronos Time Clock

Select New Request
Swipe your Ucard

Select the type of request.

Click **Submit Request**

Teamsters will see

Trades will see

Select Action

0 Submit request

1 Cancel request

Select **Start Date** and **End Date**

Select the appropriate **Pay Code**
Scroll up/down for more options
(Teamster options shown below)

Review information entered and click **continue** if accurate.

Start Date	4/03/2020
End Date	4/03/2020
Pay Code	0 Vacation

Back Continue

Select Duration – “0-Full Day” or “1-Hours” for partial day

For Partial Day

First, enter the **start time**
Click **Enter**

Then enter in the length of time
Click **Enter**

Review request, if accurate, click **submit** or select back to modify the request

Your Supervisor will be notified that a time off request was submitted for approval