Requesting Time Off at the Kronos Time Clock

Select New Request
Swipe your Ucard

Select the type of request.

Click Submit 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.

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