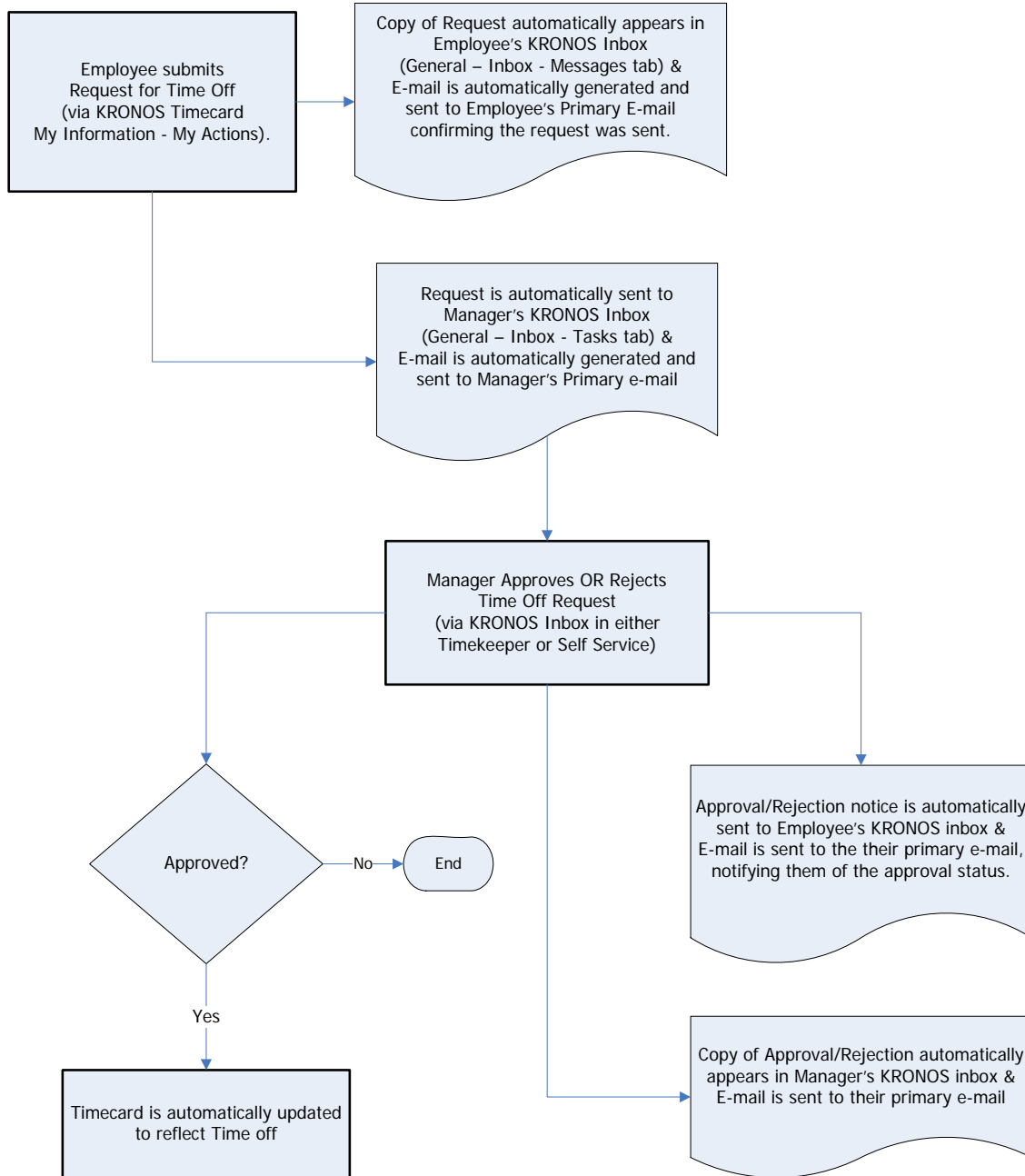


KRONOS Request for Time Off Instructions

High-Level Process Flow of Request for Time Off

KRONOS Request for Time Off Process Flow



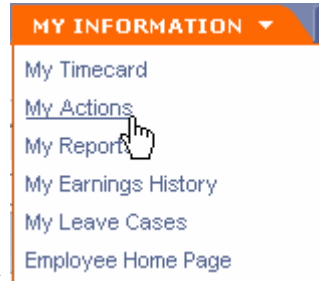
Cancellations: If the employee does not take time off as planned, the employee must Cancel the Time off request **and** the Manager must approve the cancellation before the time off will be removed from the timecard.

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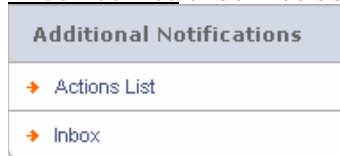
To request time off:	2
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To request time off:

1. Either log into your KRONOS Timecard **OR** KRONOS Self-Service...



- a. In the Timecard under My Information, select **My Actions**
- b. In Self-Service under Additional Notifications, select **Actions List**



2. Within Actions, select **Request for Time Off**
3. Fill out the Request – see below...

KRONOS Request for Time Off Instructions

Time Off Balances (hours) as of today

ESL may be used for extended illness beyond the first 16 hours. The first 16 hours must come out of the employee's PTO bank. If requesting extended time off for your, or a qualifying family member's, medical condition (and the use of ESL), or for a period greater than two weeks for a reason other than a planned vacation, please see HR for Leave of Absence Request Forms

PTO Balance: 55.95
ESL Balance: 32.02

Time Off Request

* Request Type: [Dropdown]

Furthest Eligible Request Date: 6/07/2008

* Start Date: [Date Picker]

* End Date: [Date Picker]

Message: [Text Area]

* Hours: Specify Hours Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Start Time: [Text Box]

Hours Per Day: [Text Box]

Day Type: Scheduled and Non-scheduled Days Scheduled Days

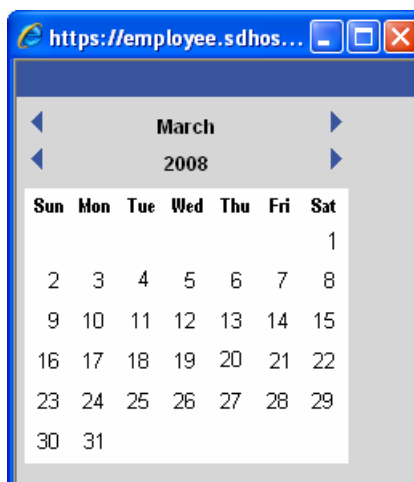
Next Reset Cancel

Filling out the Time Off Request:

Bereavement
Extended Sick Leave
Jury
Mileage
PTO

- Select a Request Type of either **PTO** or **ESL** from the drop-down list.
IMPORTANT: You can ALSO use this form to request Jury, Bereavement, and Sabbatical. HOWEVER, the system only validates accrual amounts for PTO and ESL; it does not validate any rules for Jury, Bereavement, or Sabbatical. It will be up to the manager to validate the time requested for Jury, Bereavement, and Sabbatical.

KRONOS Request for Time Off Instructions



- Select a **Start Date** using the calendar.
- Select an **End Date** using the calendar.
- You can type a free-form message/comment in the Message box. This is optional.

Message:

- If you are **Salaried** and have a pre-populated timecard filled in for you based on a schedule, click the "Same Hours as Scheduled Shifts" radio button. Specify Hours Same Hours as Scheduled Shifts
- If you are **Hourly** and DO NOT have a pre-populated timecard filled in for you, click the "Specify Hours" radio button. Specify Hours
- **Hourly only:** You will need to then fill in the bottom section of the Request for Time Off.

Fill in only if Specify Hours is selected above

Start Time:

Hours Per Day:

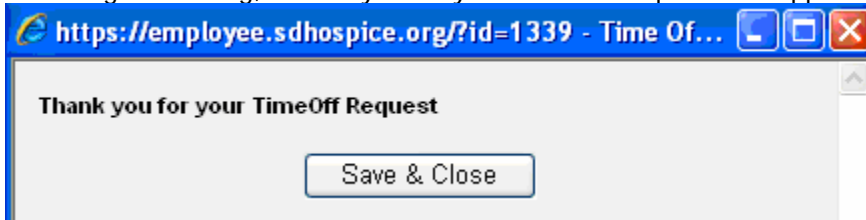
Day Type: Scheduled and Non-scheduled Days Scheduled Days

- Enter the **Start Time** for you normal work day (example: 7:00)
- Enter the **Hours Per Day** you work (example: 8, 10, or 12)
- Select the Day Type of **Scheduled and Non-scheduled Days**

- Select **Next** to submit the request. [OR click Reset or Cancel if you do not wish to submit the request.]

KRONOS Request for Time Off Instructions

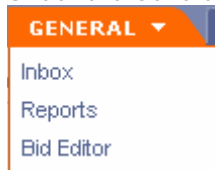
4. A message indicating, "Thank you for your TimeOff Request" will appear. Select **Save & Close**.



5. The request will automatically be sent by the system to your manager.
6. You will receive a receipt in your INBOX (under the General Menu) AND you will receive a confirmation e-mail if you have listed a primary e-mail in Self Service.

- To check your KRONOS Inbox:

- Under the General menu in the Timecard, select **Inbox**.



- OR** Under Additional Notifications in Self-Service, select **Inbox**.



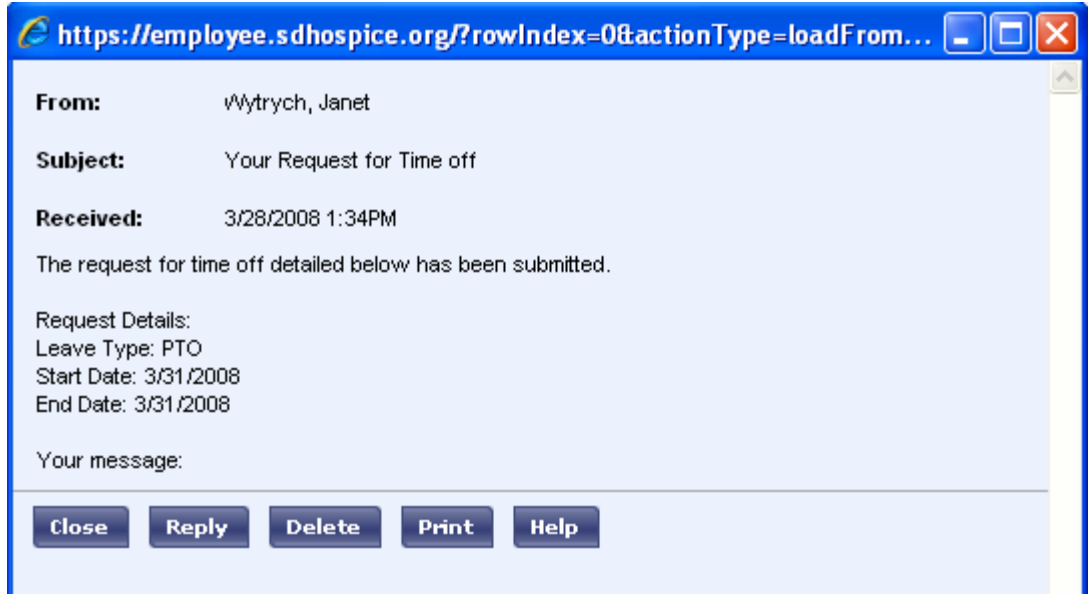
- Select the **Messages** tab.



- Select the message you want to see and select Open.



KRONOS Request for Time Off Instructions



8. If your manager approves the Time Off Request, you will receive notification in your KRONOS inbox AND via e-mail (if you have a primary e-mail set up via Self-Service).

KRONOS Inbox Notification – example of Approval Notification

INBOX
Last Refreshed: 2:26 PM

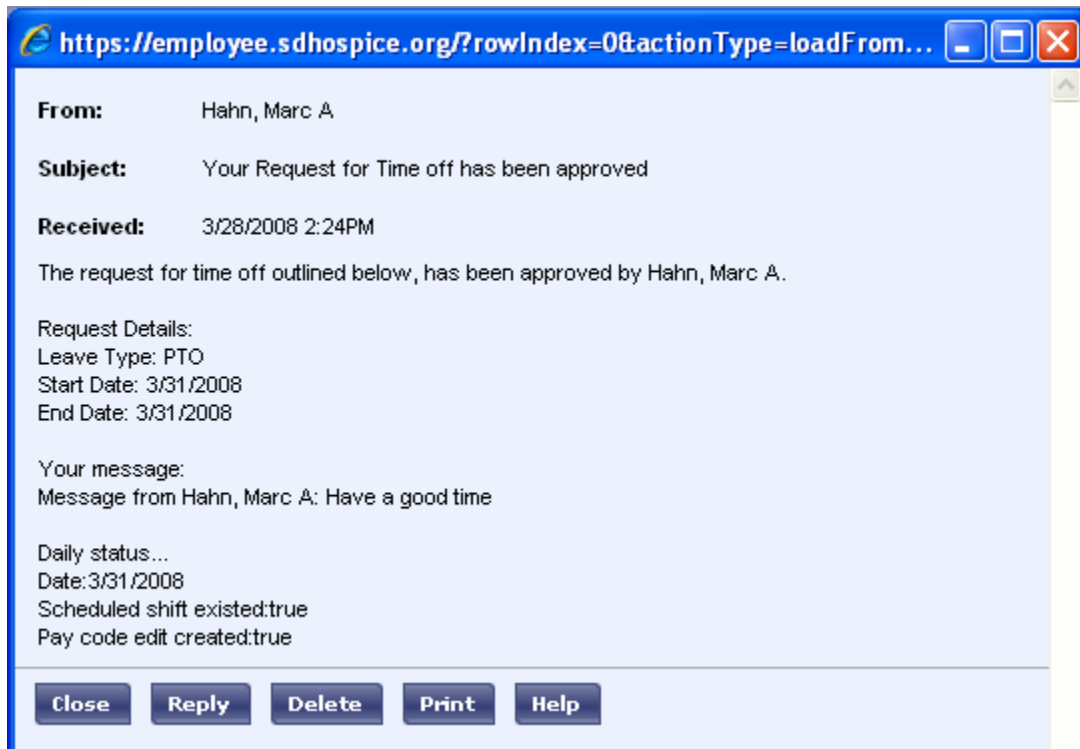
TASKS | **MESSAGES**

[New](#) [Open](#) [Reply](#) [Delete](#) [Refresh](#)

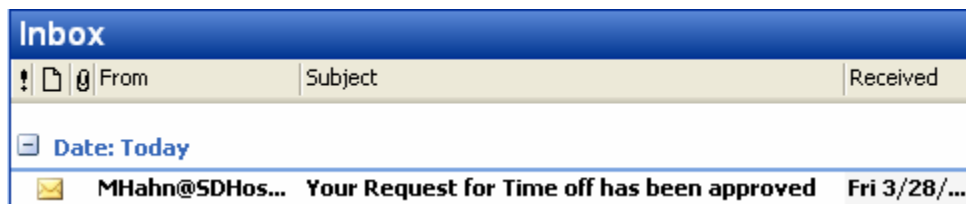
As of Date:

From	Subject
Hahn, Marc A	Your Request for Time off has been approved
Wytrych, Janet	Your Request for Time off

KRONOS Request for Time Off Instructions



Example of Primary Email Approval Notification



Your Request for Time off has been approved

MHahn@SDHospice.org

To: Janet Wytrych

The request for time off outlined below, has been approved by Hahn, Marc A.

Request Details:
Leave Type: PTO
Start Date: 3/31/2008
End Date: 3/31/2008

Your message:
Message from Hahn, Marc A: Have a good time

Daily status...
Date:3/31/2008
Scheduled shift existed:true
Pay code edit created:true

KRONOS Request for Time Off Instructions

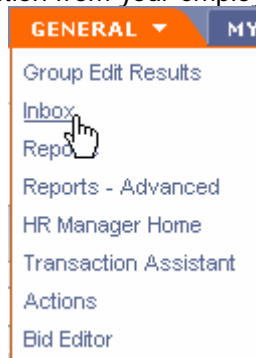
9. AND, IF the request is approved, your timecard will automatically be updated with the time off.

Week starting: Sun 3/30						
		Pay Code	Transfer		Sun 3/30	Mon 3/31
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked				
<input type="checkbox"/>	<input type="checkbox"/>	PTO				8.0
						8.0

Note: IF you've requested time off for a time in a future pay period, the time off will not appear in your timecard until that pay period becomes the current pay period. HOWEVER, time off will show in the Accrual tab as a Projected Debit.

Approving a Request for Time Off:

1. Log into either the KRONOS Timecard or KRONOS Self-Service and open your Inbox **OR** click either link in the Request for Time Off e-mail notification from your employee.



- From the Timecard, under General select **Inbox** OR
- From Self_Service, under Additional Notifications select **Inbox**
- OR from the e-mail notification, click on the link to either Self Service or the Timecard (Workforce Central)

From: JWytrych@SDHospice.org [<mailto:JWytrych@SDHospice.org>]
Sent: Friday, March 28, 2008 1:34 PM
To: Marc Hahn
Subject: Request for Time off for Wytrych, Janet

Wytrych, Janet has submitted a Request for time off.

Request Details:

Accrual balances:
PTO: 55:57
ESL: 32:01

Leave Type: PTO
Start Date: 3/31/2008
End Date: 3/31/2008

Employee's message:

Go to your task list to take immediate action.

Click here for Workforce Central Self-Service:
<https://employee.sdhospice.org/wfc/applications/ems/html/Inbox.jsp?ess=true>

Click here for Workforce Central:
<https://employee.sdhospice.org/wfc/applications/ems/html/Inbox.jsp?ess=false>

2. The inbox has two tabs: 1. Tasks and 2. Messages.

INBOX

Last Refreshed: 1:40 PM



KRONOS Request for Time Off Instructions

3. Select the request you want to review from the Tasks section of the Inbox and click **Edit**.

INBOX
Last Refreshed: 2:21 PM

TASKS **MESSAGES**

Edit → **Reassign** → **Refresh**

Status Active ▾ **As of Date:** 2/27/2008 **Categories** All ▾

From	Subject
Hahn, Marc A	Request for Time Off_Mgr Form - Non Specific Hrs - Aprov/Reject/ReCheck

4. The Request for Time Off will open in a separate window... Fill out the request:

<https://employee.sdhospice.org/?id=1343&initForm=t...>

Rule Violatons: None
Accrual Violations: None
Employee ID: 2614
Employee Name: Wytrych, Janet
PTO Balance: 55.95
ESL Balance: 32.02

Request Type: PTO
Start Date: 3/31/2008
End Date: 3/31/2008
Hours Type: Full Scheduled Day
Unavailable Start Time:
Unavailable Duration:
Employee Message:

What do you want to do?

* Approve Reject Recheck Rules

Override Shift:
Create Open Shift:

Message:

- Review the request. Select **Approve or Reject**. [Note: For ESL, Bereavement, Jury Duty, and Sabbatical, validate that the use of requested time off adheres to company policy.]
- Make sure **Override Shift and Create Open Shift** are selected.
- You can type a message to your employee using the Message box. This is optional.
- Select **Next** to submit the approval/rejection.

KRONOS Request for Time Off Instructions

5. The approval/rejection will automatically be sent by the system to your employee's KRONOS Inbox and primary e-mail (if applicable).
6. You will retain a copy of the approval/rejection in your KRONOS inbox AND you will receive a copy via your primary e-mail.
7. If approved, the employee's timecard will automatically be updated with the time off.

Week starting: Sun 3/30					
		Pay Code	Transfer	Sun 3/30	Mon 3/31
<input type="checkbox"/>	<input type="checkbox"/>	Hours Worked			
<input type="checkbox"/>	<input type="checkbox"/>	PTO			8.0
					8.0

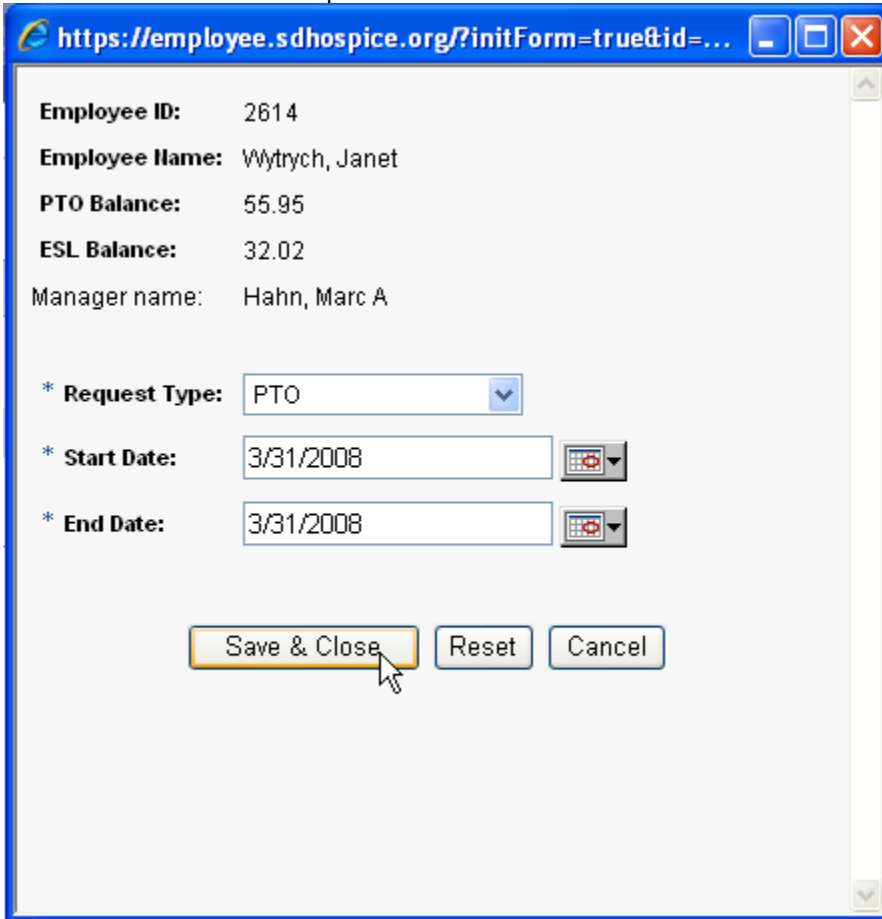
Note: IF you've requested time off for a time in a future pay period, the time off will not appear in your timecard until that pay period becomes the current pay period. HOWEVER, time off will show in the Accrual tab as a Projected Debit.

Cancelling a Request for Time Off

1. Log into your KRONOS Timecard OR Self-Service. **IMPORTANT:** You MUST have a Time Off Request in KRONOS in order for you to be able to Cancel it.
2. From the Timecard under My Information, select **My Actions** (OR from Self-Service under Additional Notifications select **Actions List**).



3. Then, select **Cancel Time Off**
4. Fill out the Cancellation Request – see below...

A screenshot of a web browser window showing a cancellation request form. The browser address bar shows 'https://employee.sdhsospice.org/?initForm=true&id=...'. The form displays the following information: Employee ID: 2614, Employee Name: Wytrych, Janet, PTO Balance: 55.95, ESL Balance: 32.02, and Manager name: Hahn, Marc A. Below this information are three fields: '* Request Type:' with a dropdown menu set to 'PTO', '* Start Date:' with a text box containing '3/31/2008' and a calendar icon, and '* End Date:' with a text box containing '3/31/2008' and a calendar icon. At the bottom of the form are three buttons: 'Save & Close', 'Reset', and 'Cancel'. A mouse cursor is pointing at the 'Save & Close' button.

- Select the Request Type (**PTO or ESL**)
 - Select the **Start Date** (of the day(s) you want to cancel) using the calendar
 - Select the **End Date** (of the day(s) you want to cancel) using the calendar
 - Select Save & Close
5. The request will automatically be sent by the system to your manager.
 6. You will receive a receipt in your INBOX (under the General Menu) AND you will receive a confirmation e-mail (if you have listed a primary e-mail in Self Service).
 7. If your manager approves the cancellation, you will receive notification in your KRONOS inbox AND via e-mail (if you have a primary e-mail set up via Self-Service).
 8. AND, IF the cancellation is approved, your timecard will automatically be updated with the time off being removed.

Approving Cancellation Requests

1. Log into either the KRONOS Timecard or KRONOS Self-Service and open your Inbox OR click either link in the Cancellation e-mail notification from your employee.
 - From the Timecard, select **Inbox** under General
 - From Self Service, select **Inbox** under Additional Notifications
 - OR from the e-mail notification, click on the link to either Self Service or the Timecard (Workforce Central)

From: JWytrych@SDHospice.org [<mailto:JWytrych@SDHospice.org>]
Sent: Friday, March 28, 2008 2:30 PM
To: Marc Hahn
Subject: Request to Cancel Time off for Wytrych, Janet

Wytrych, Janet has submitted a Request to Cancel time off.

Request Details:

Balances:
PTO: 55:57
ESL: 32:01
:

Leave Type: PTO
Start Date: 3/31/2008
End Date: 3/31/2008

Go to your task list to take immediate action.

Click here for Workforce Central Self-Service:
<http://kronosserver/wfc/applications/ems/html/Inbox.jsp?ess=true>

Click here for Workforce Central:
<http://kronosserver/wfc/applications/ems/html/Inbox.jsp?ess=false>

2. Select the request you want to review from the Tasks section of the Inbox and click **Edit**.

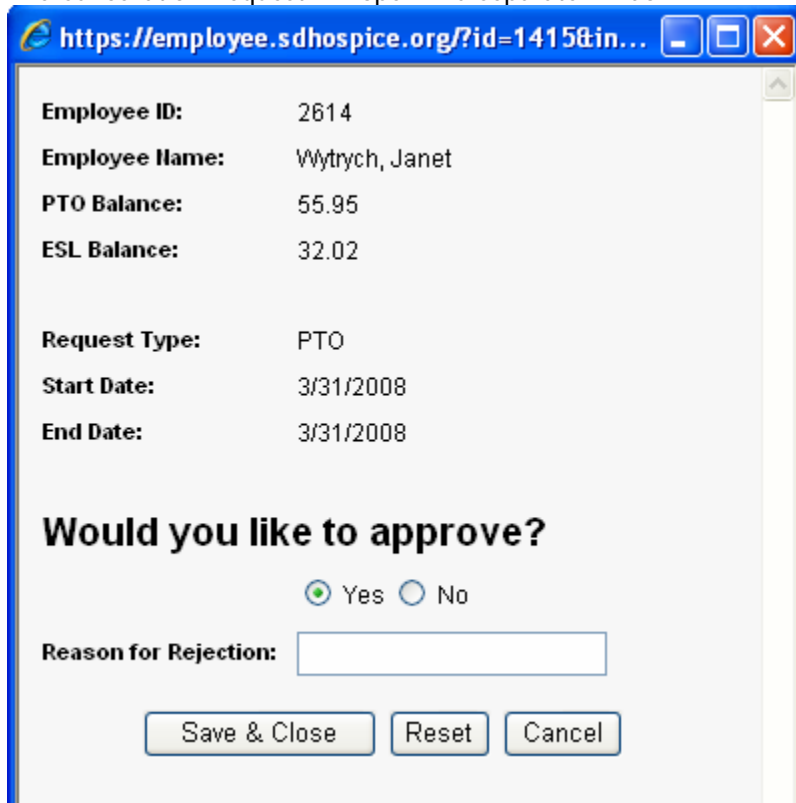
INBOX

Last Refreshed: 2:30 PM

TASKS		MESSAGES			
Edit →		Reassign →		Refresh	
Status	Active ▼	As of Date:	2/27/2008	Categories	All
From	Subject				
Wytrych, Janet	Cancel Time Off,Manager Approval Form				

KRONOS Request for Time Off Instructions

3. The Cancellation Request will open in a separate window...



The screenshot shows a web browser window with the address bar displaying <https://employee.sdhospace.org/?id=1415&in...>. The form content is as follows:

Employee ID:	2614
Employee Name:	Wytrych, Janet
PTO Balance:	55.95
ESL Balance:	32.02
Request Type:	PTO
Start Date:	3/31/2008
End Date:	3/31/2008

Would you like to approve?

Yes No

Reason for Rejection:

Buttons:

4. Review the request. Select **Yes** (or No).
5. You can enter a reason for rejection; this is optional.
6. Select **Save & Close** to submit the cancellation approval.
7. The approval/rejection will automatically be sent by the system to your employee's KRONOS Inbox and primary e-mail (if applicable).
8. You will retain a copy of the approval/rejection in your KRONOS inbox AND you will receive a copy via your primary e-mail.
9. If approved, the employee's timecard will automatically be updated to have the time off removed.