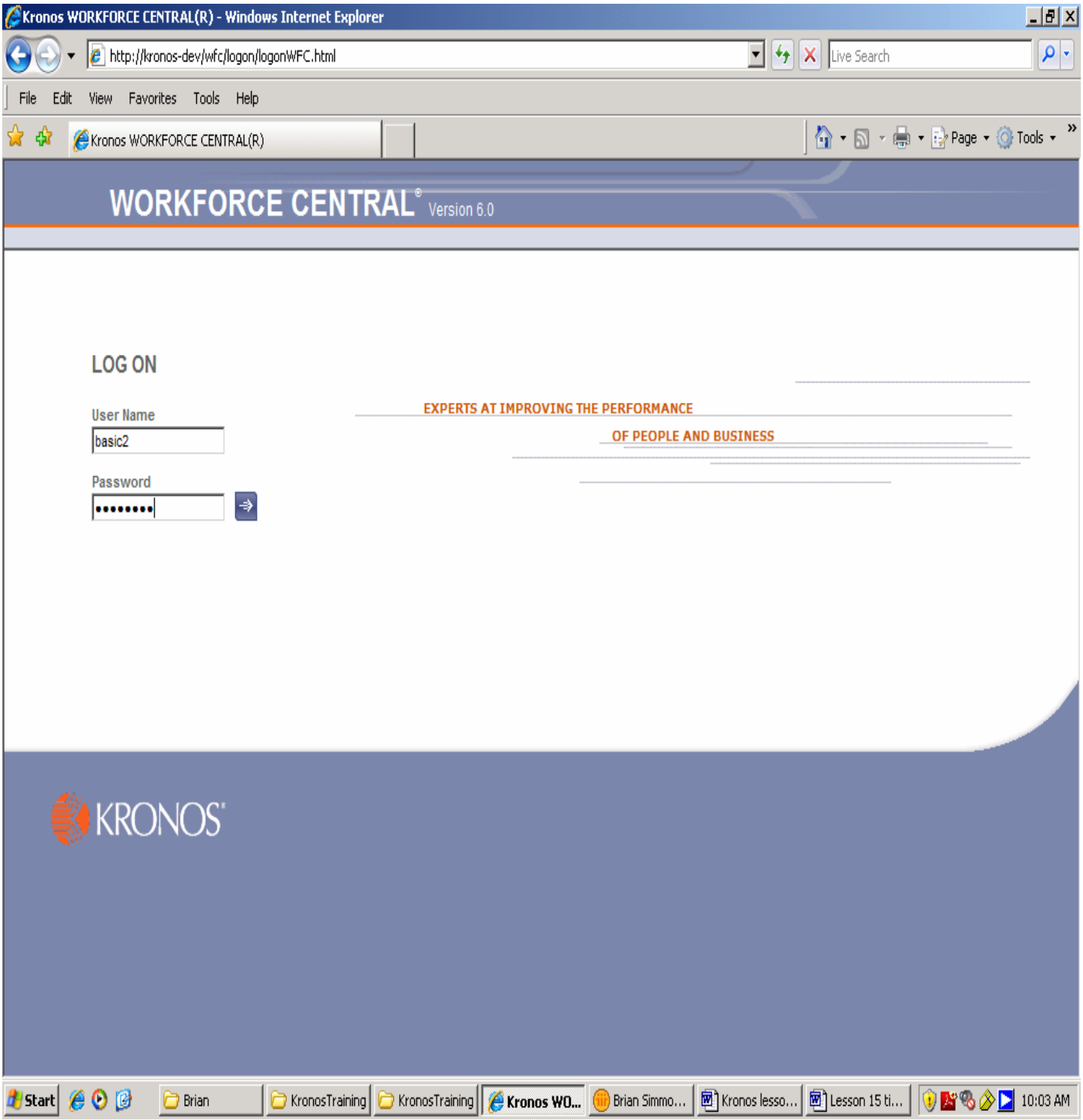
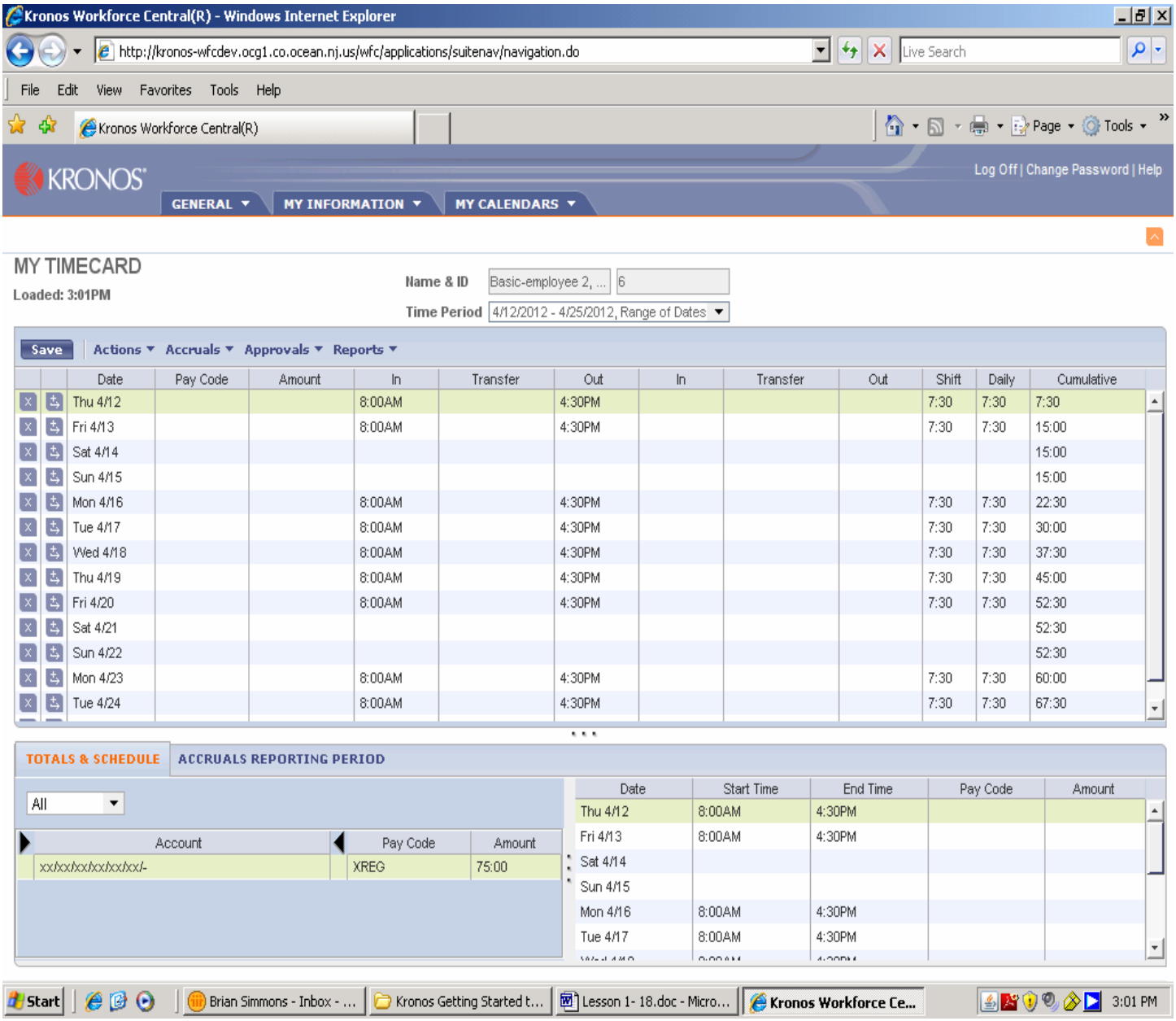
OCEAN COUNTY
KRONOS
TRAINING GUIDE

Requesting Time off

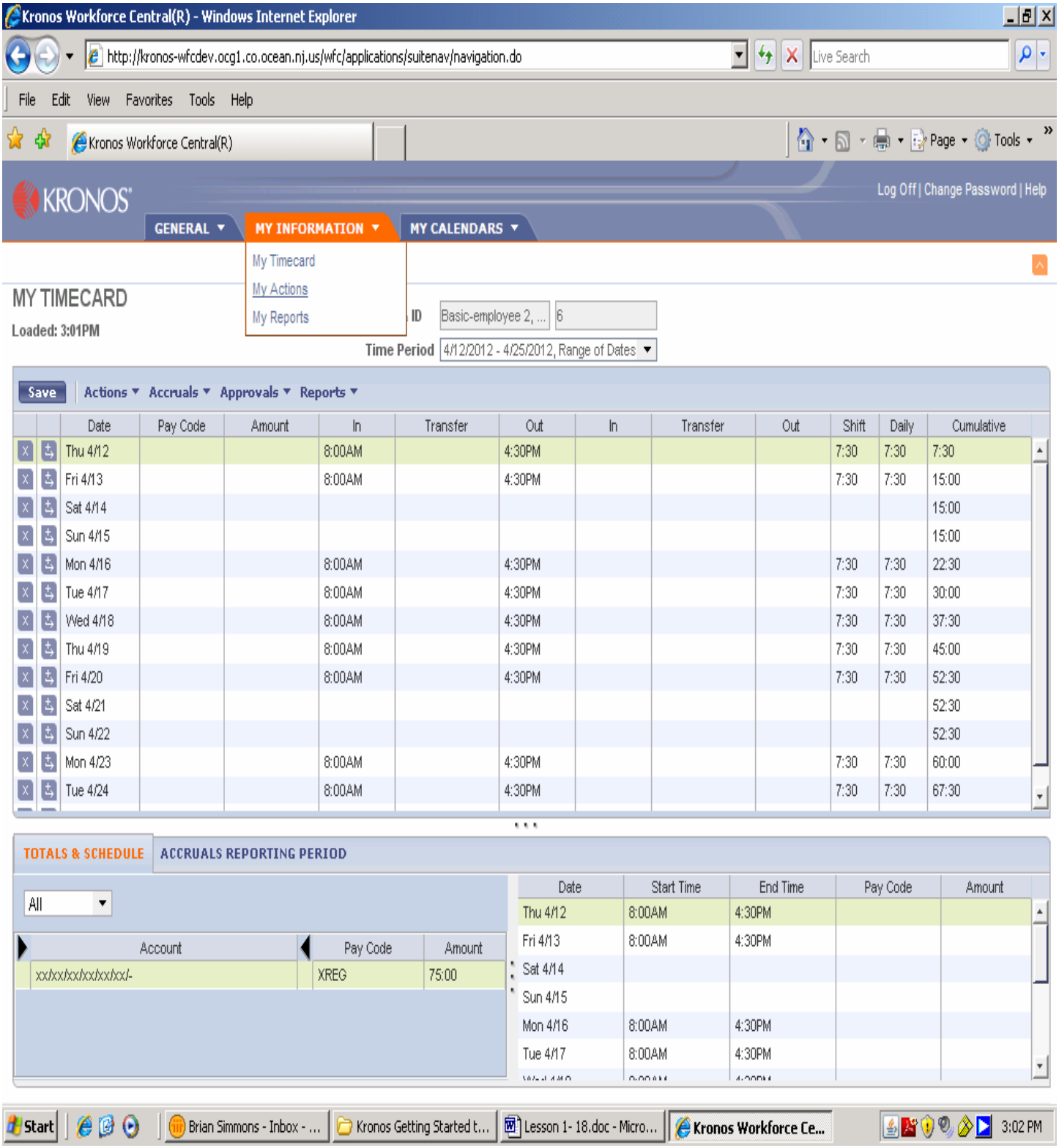


To demonstrate how an employee would request time off and have a supervisor approve the time off, we need to sign on as an employee. In this case **"Basic-employee2".**

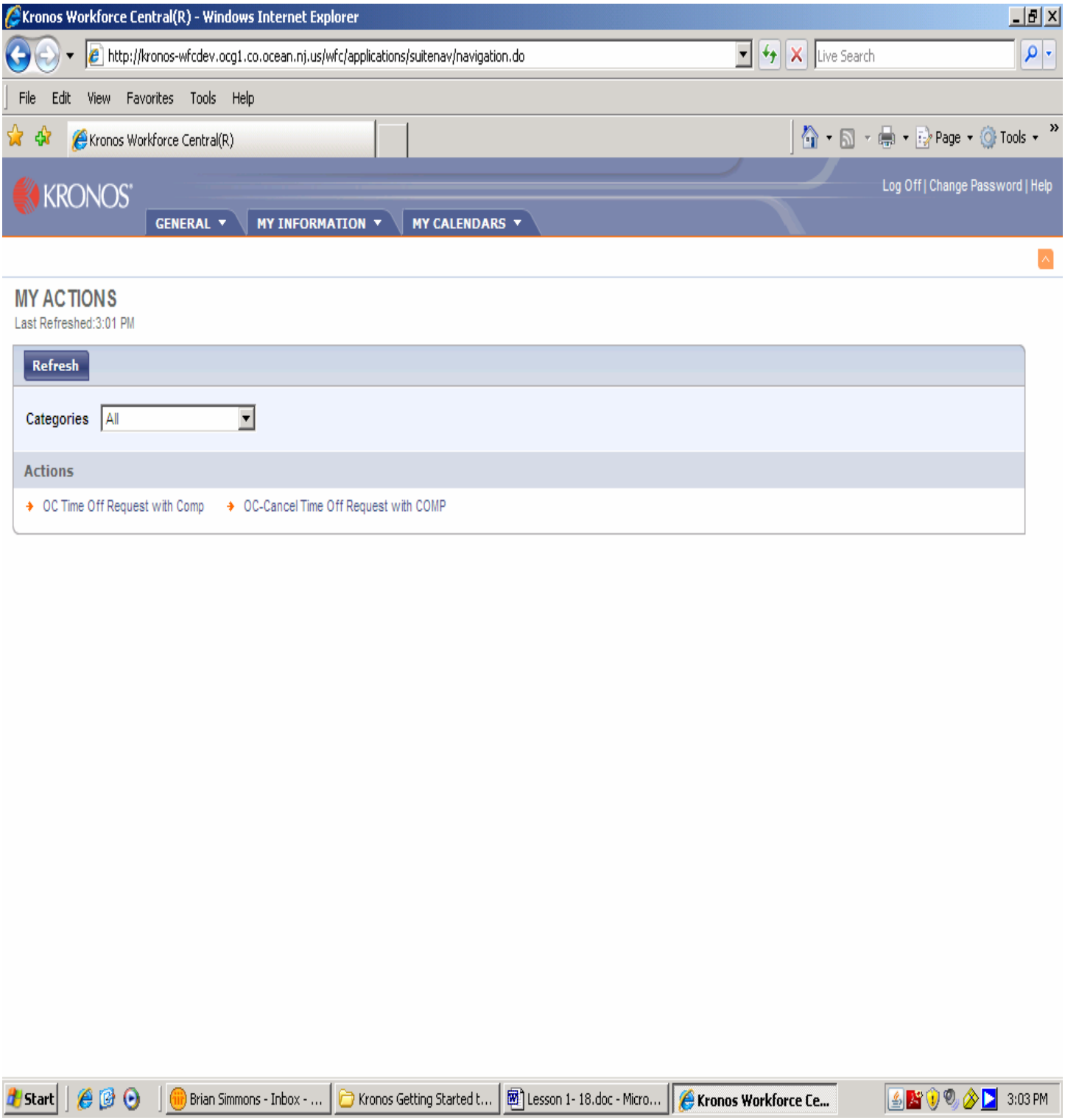


When Basic-employee2 signs on notice that the employee has only three tabs under the logo Kronos. Also notice that an employee cannot edit anything in their timecard. However the employee can change the "**Time Period**".

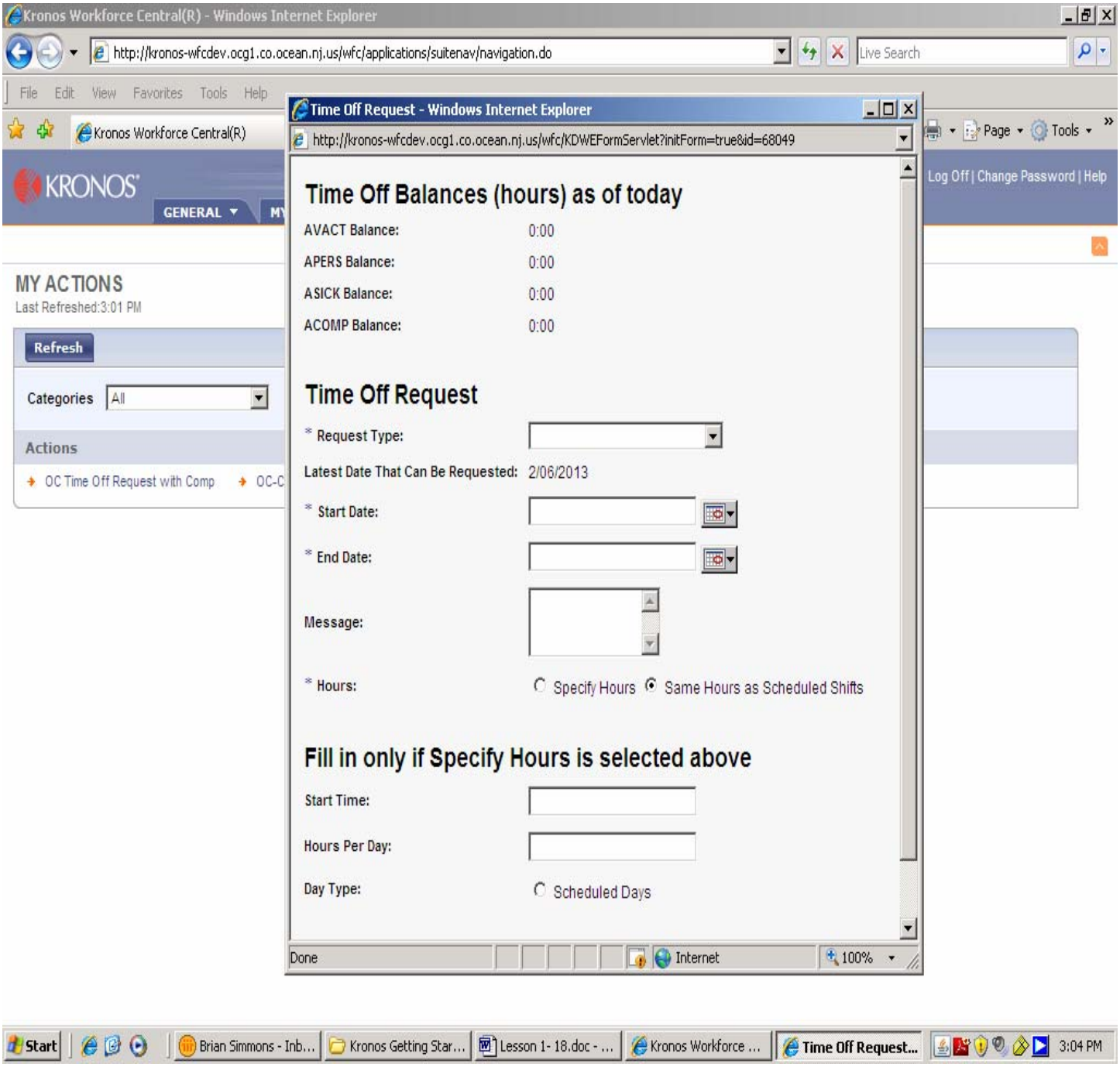
Now, go to the " My Information" tab at the top of the page, and click on it.



Select the "**My Actions**" tab.

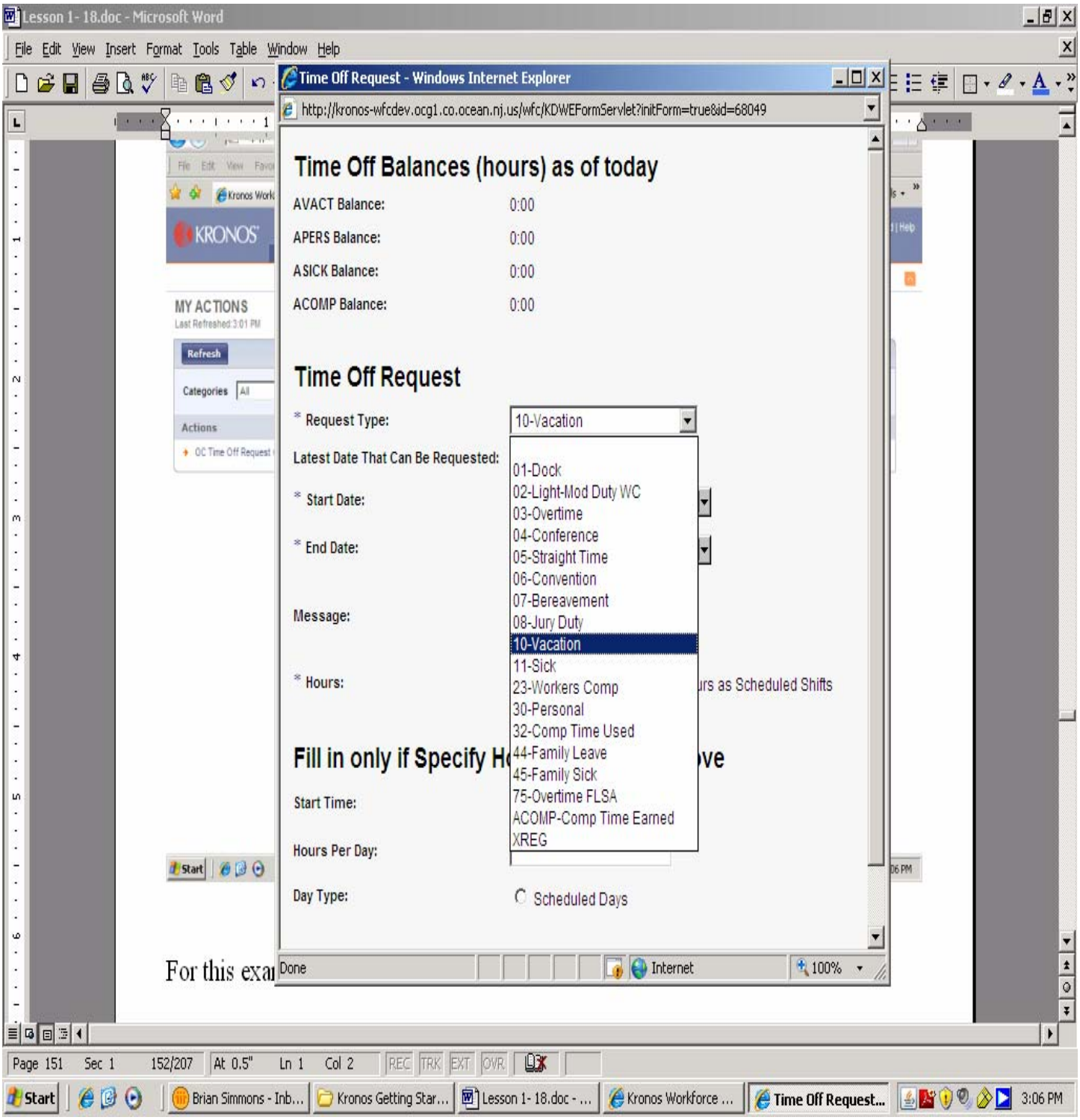


Click on the "**OC Time Off Request – with Comp**".

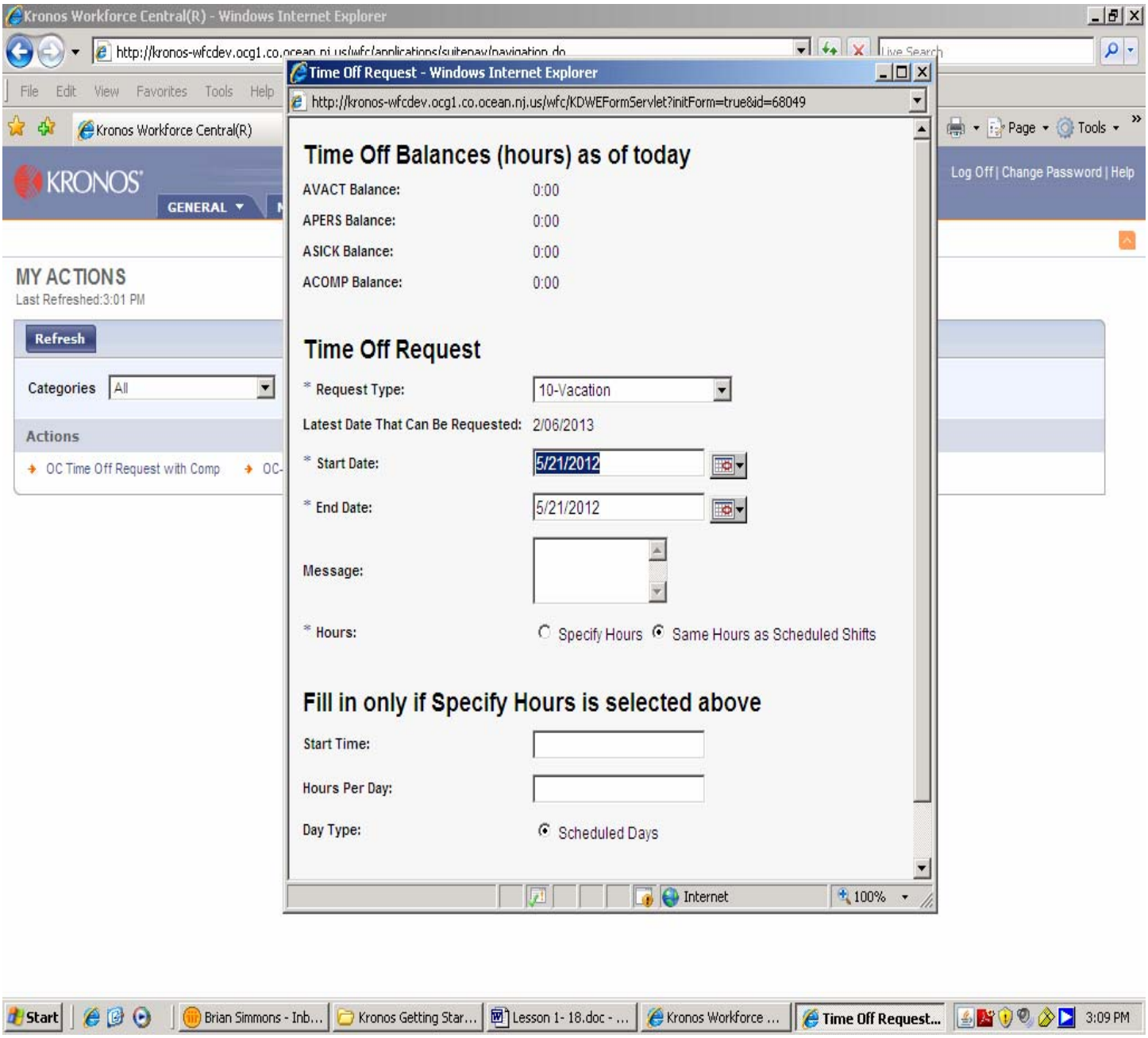


You should see the Time Off Request dialog box.

Next, Click on the "**Request Type**" field drop down arrow.

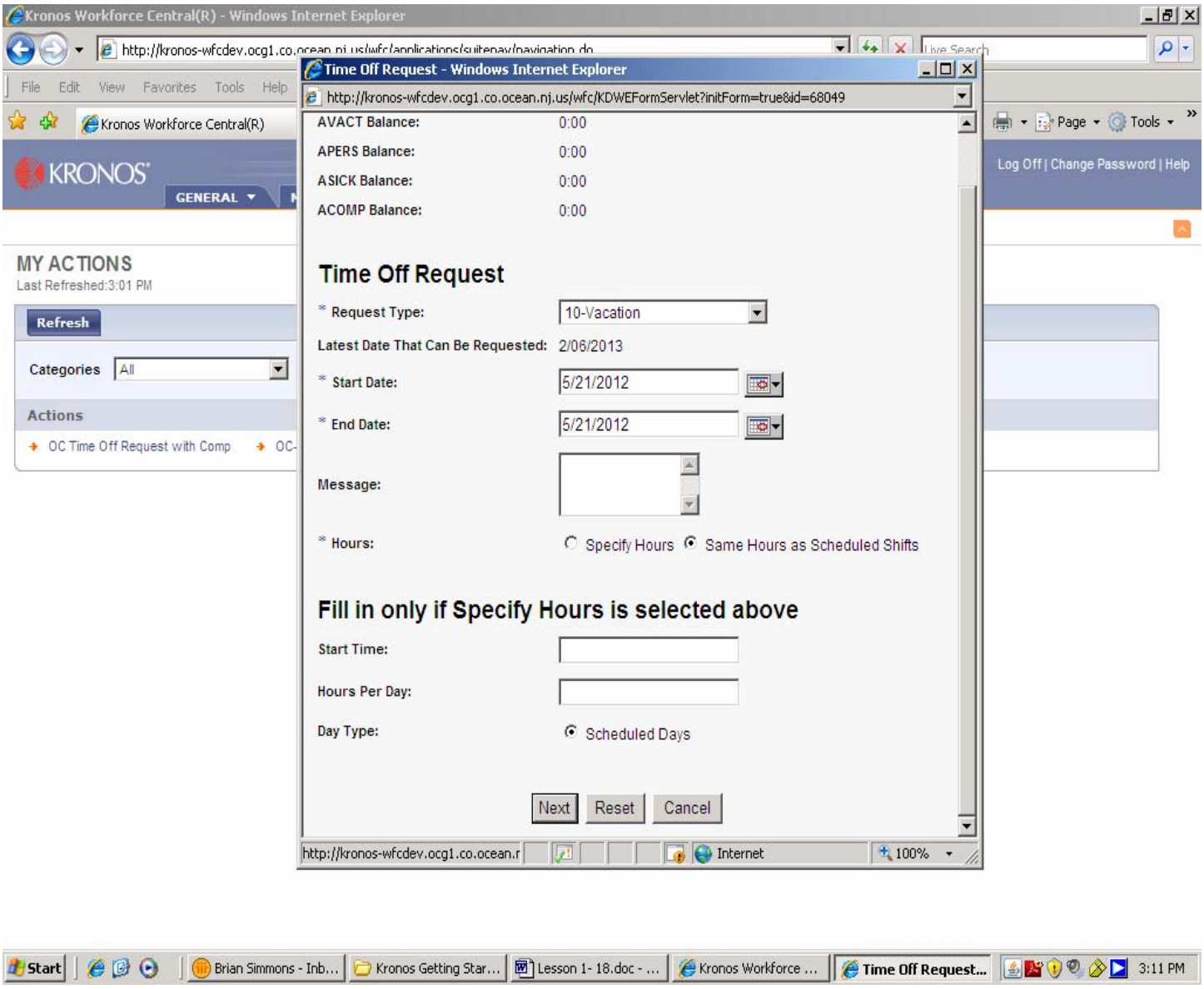


For this example select "**10-Vacation**".



Click on the "**Start Date**" and enter the date you are requesting either by using the calendar to the right of the box or just entering the date.

Do the same for the "**End Date**". In this scenario we'll use 05/21/12.



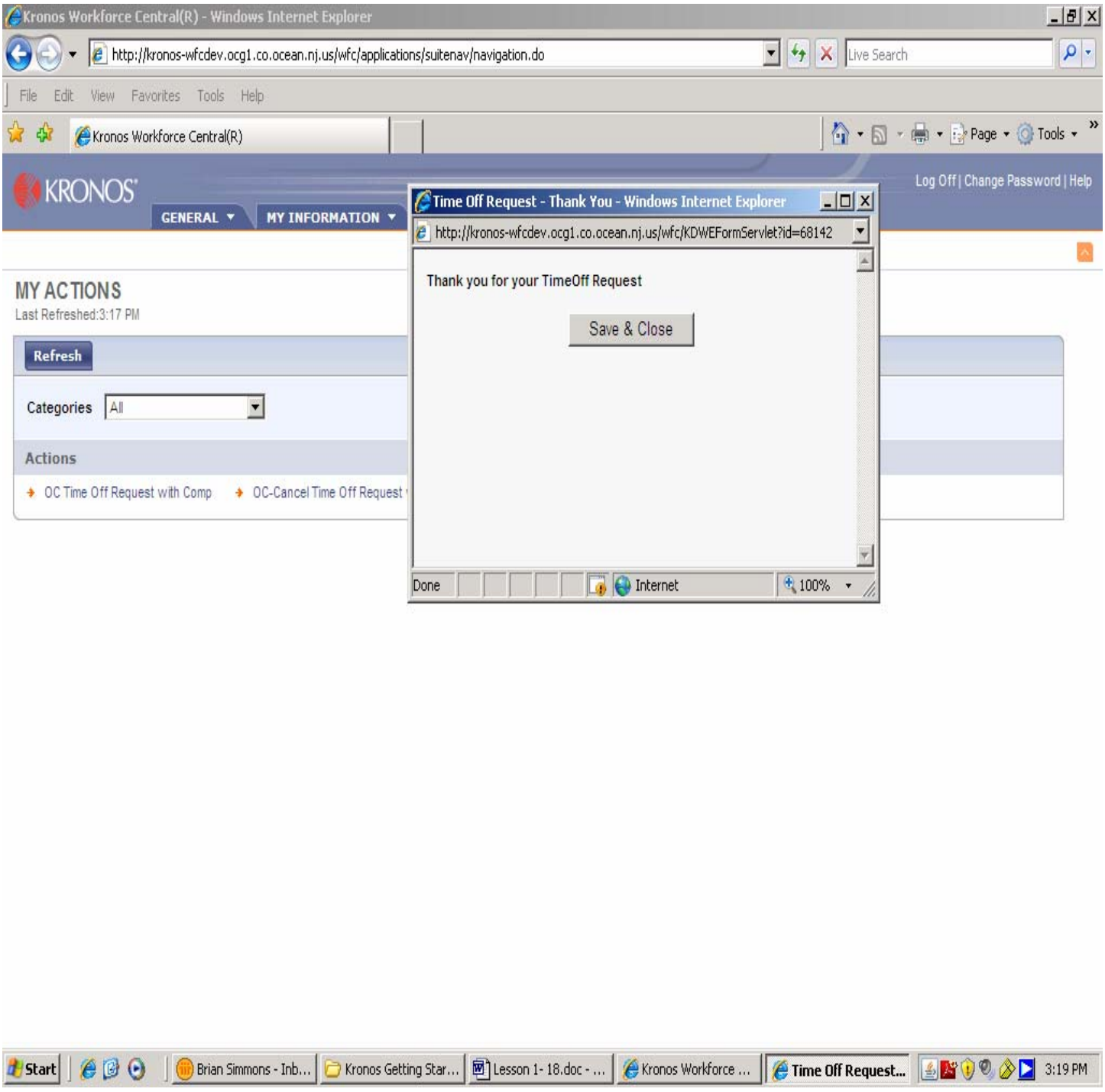
There is a message box that is optional. If you want to include a message with this request enter a message.

Next is the "**Hours**:" buttons. The system defaults to the "**Same Hours as Scheduled Shifts**".

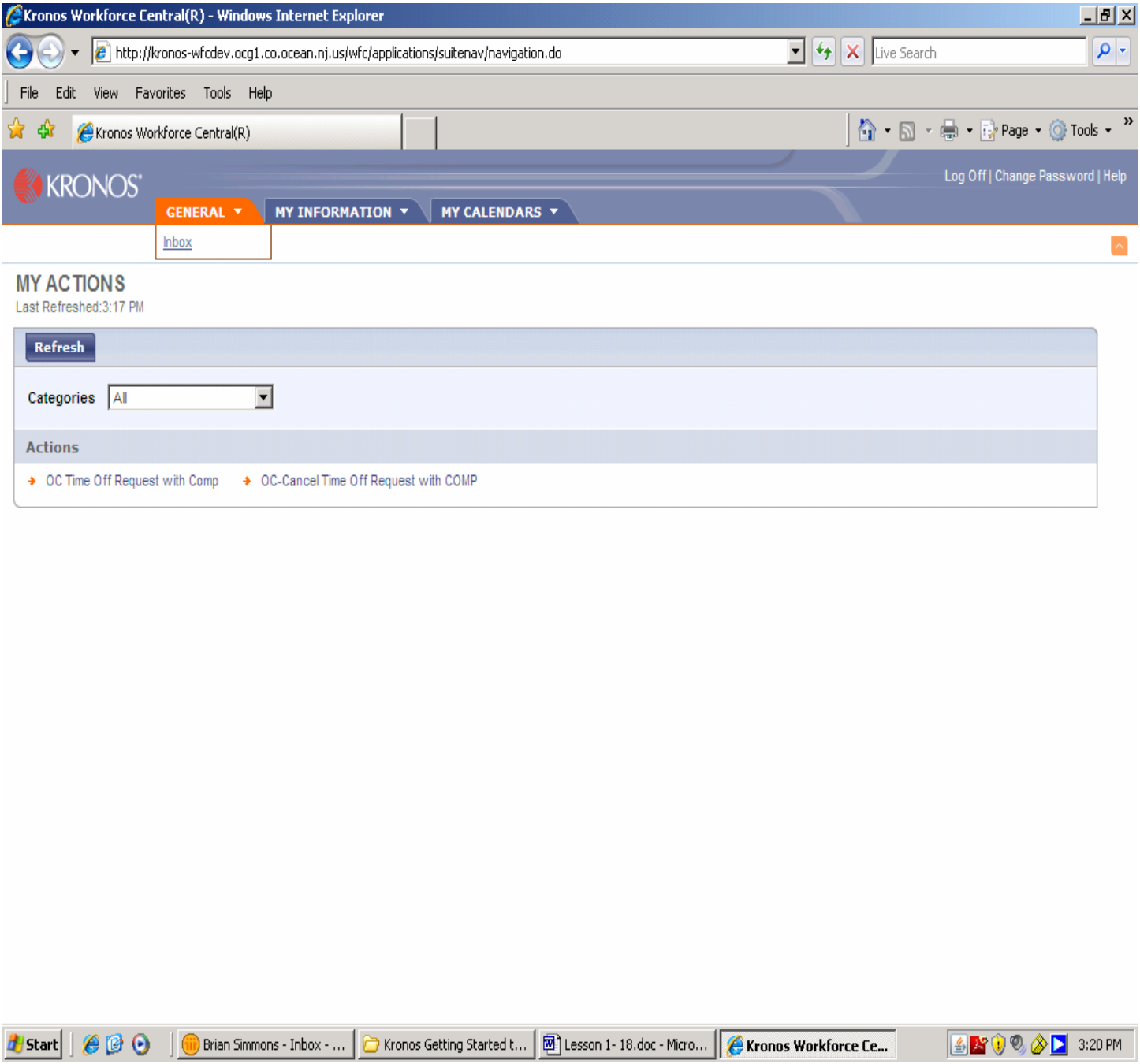
If you are requesting a portion of a day you would select the "Specify Hours" button.
Then you would complete the "Start Time:" and "Hours Per Day:"

In either case you would then Click on the "Next" button, at the bottom of the page.

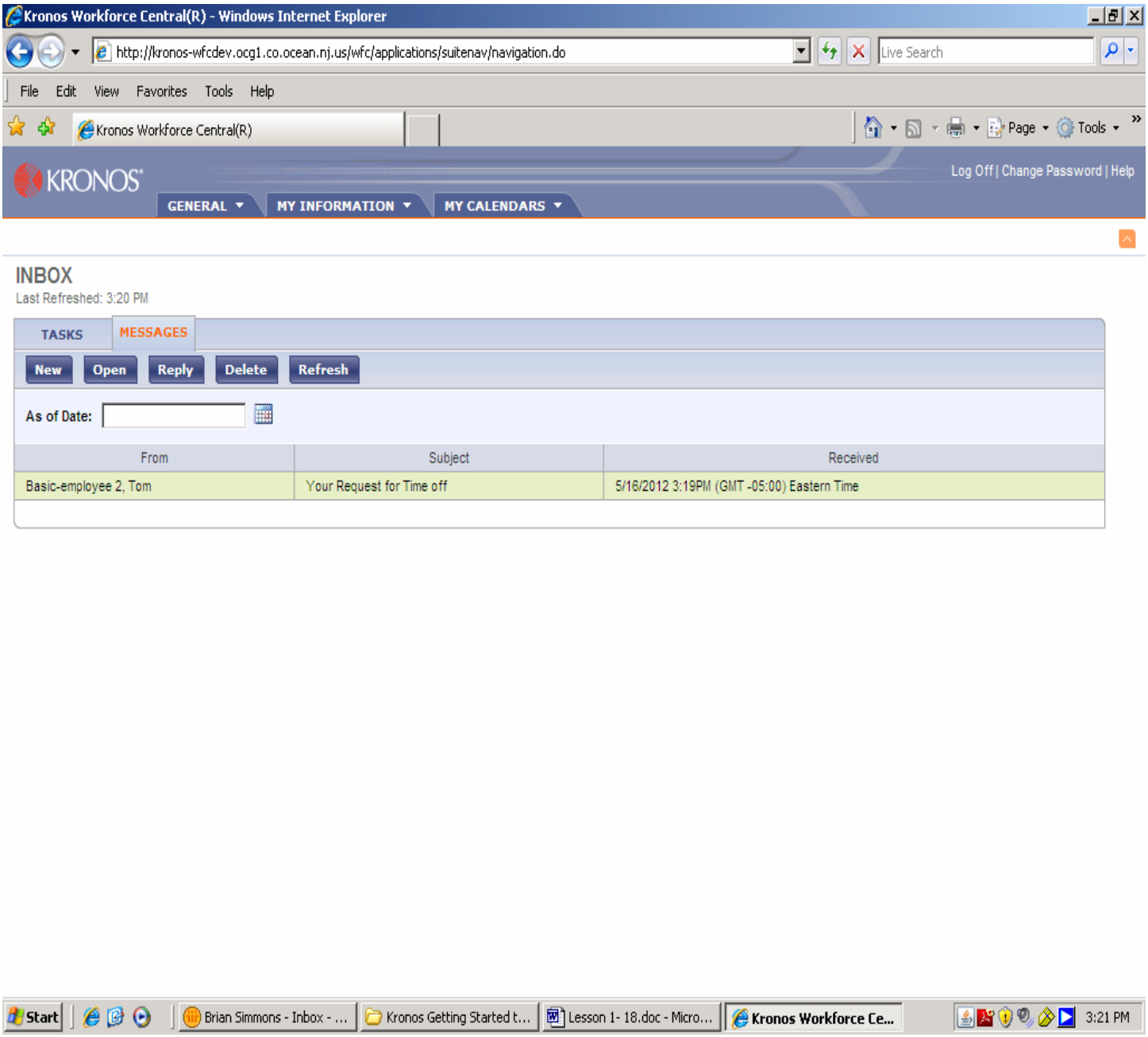
In this demonstration we are going to request the whole day.



After you Click Next, the employee will get a pop up, saying "**Thank you for your Time off request**". The employee will then click on the "**Save & Close"** button.



Next, the employee should verify that their time off request was sent to their supervisor, by clicking on the "**General**" tab, at the top of the page and select, **"Inbox".**

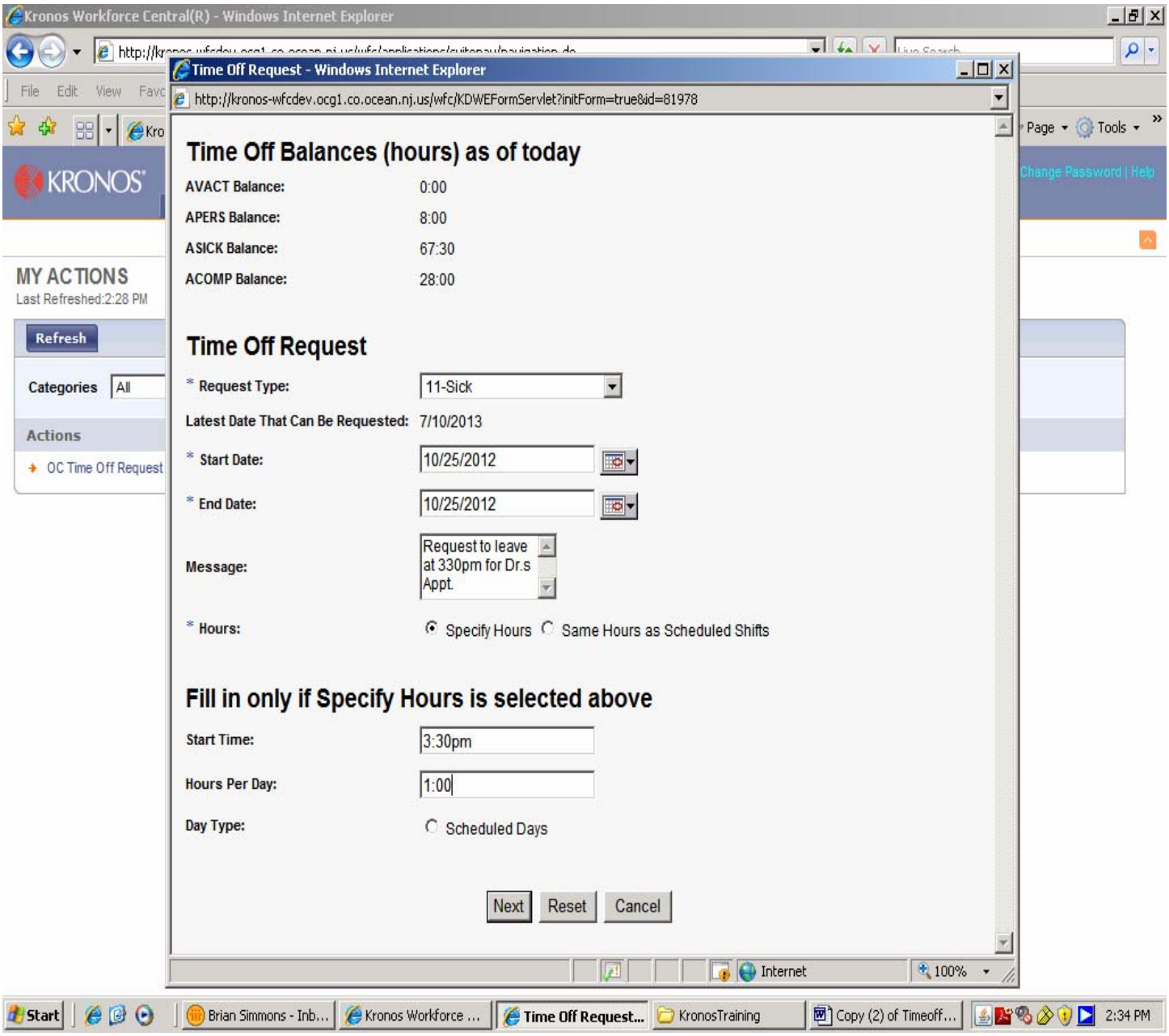


Once the inbox appears, the employee will click on the "**Messages**" tab at the top left under the words **Inbox**.

The employee's time off request is highlighted above verifying that it was submitted.

The employee is done with the request.

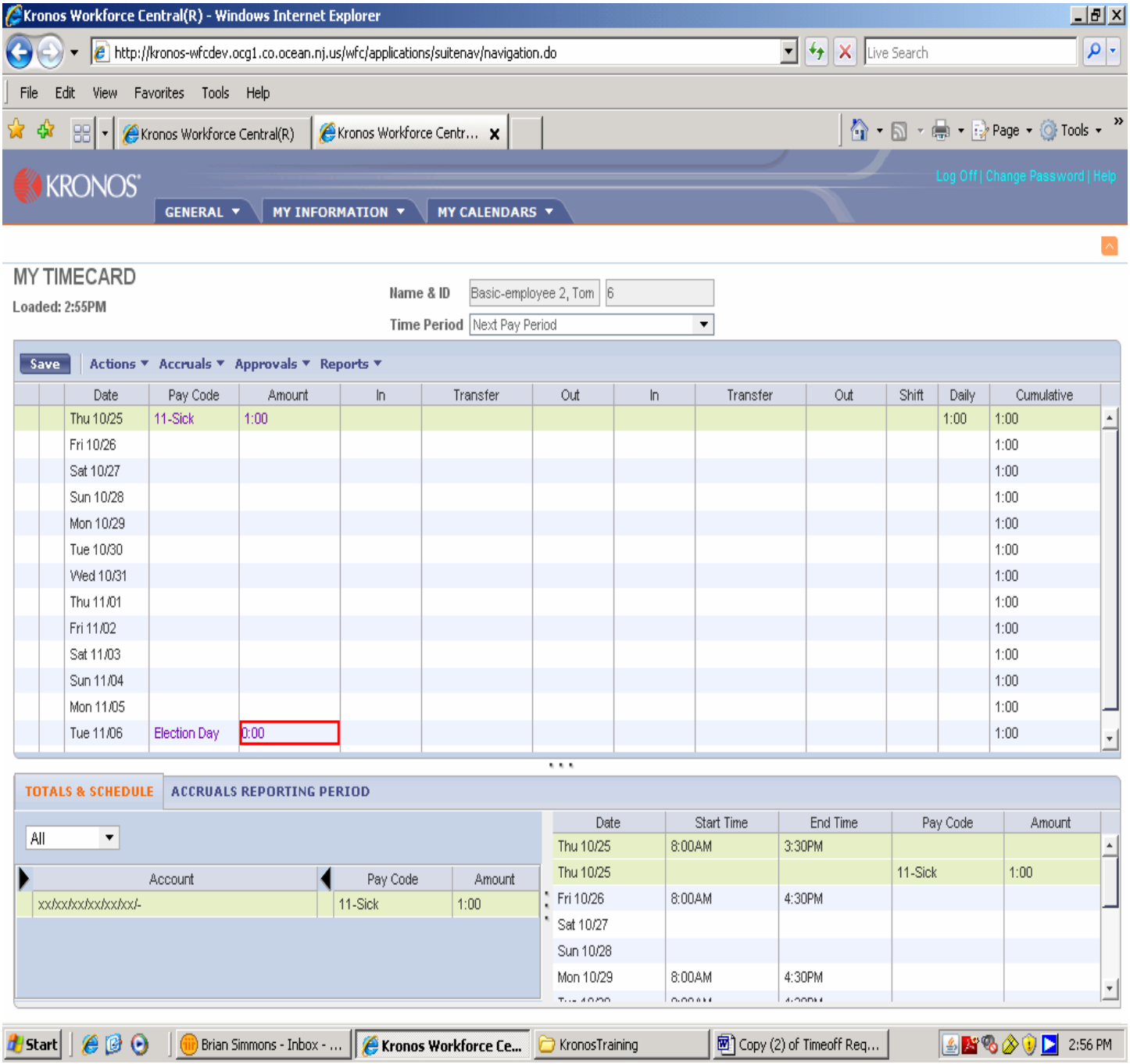
Below is a sample of a request when requesting a partial time off request.
In the example below the employee is requesting to leave early. This test employee is scheduled to leave at 4:30pm but is requesting to leave at 3:30pm, using 1:00hr sick time.



Notice above when the employee is completing the time off request, they are requesting Sick time, for 10/25/12, and they selected the button “Specify Hours”. Also they completed the Start Time of 3:30pm and hours per day: 1:00.

The Employee will now click on “Next” and their request will be submitted to their approver of time.

The employee is done with the request.



Any time a request is sent to an approver of time and a request is approved by an approver of time off, an email will be sent via your Lotus Notes email account notifying both of the request and the approval.

After an approver of time approves a request the time off will automatically populate to the employees time card.

Above shows the approved partial request that this test employee requested for 10/25/12.