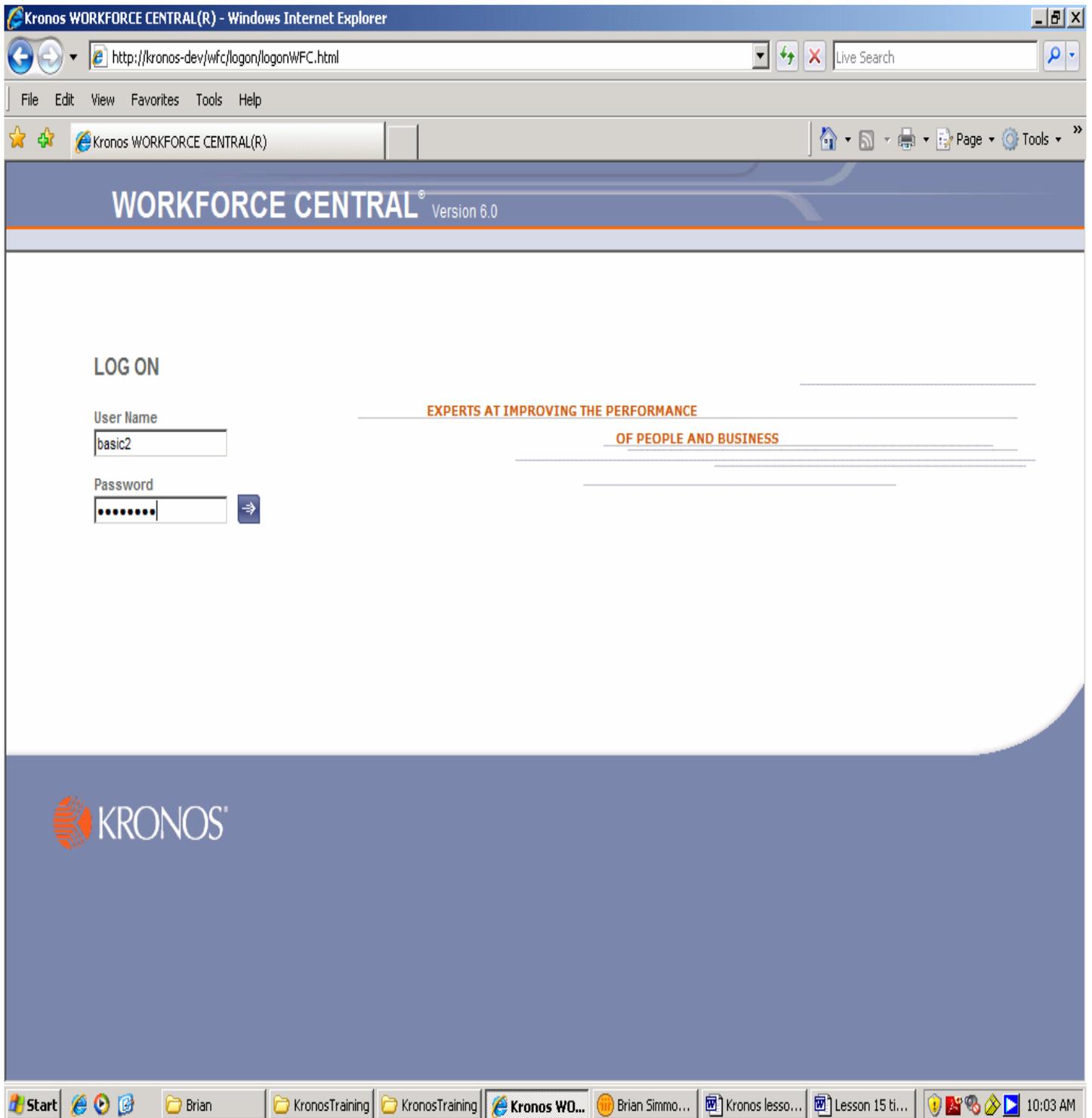




OCEAN COUNTY KRONOS TRAINING GUIDE

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”**.

Kronos Workforce Central(R) - Windows Internet Explorer

http://kronos-wfcdev.ocg1.co.ocean.nj.us/wfc/applications/suitenav/navigation.do

File Edit View Favorites Tools Help

Kronos Workforce Central(R)

KRONOS

Log Off | Change Password | Help

GENERAL MY INFORMATION MY CALENDARS

MY TIMECARD

Loaded: 3:01PM

Name & ID Basic-employee 2, ... 6

Time Period 4/12/2012 - 4/25/2012, Range of Dates

Save Actions Accruals Approvals Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Thu 4/12			8:00AM		4:30PM				7:30	7:30	7:30
X	Fri 4/13			8:00AM		4:30PM				7:30	7:30	15:00
X	Sat 4/14											15:00
X	Sun 4/15											15:00
X	Mon 4/16			8:00AM		4:30PM				7:30	7:30	22:30
X	Tue 4/17			8:00AM		4:30PM				7:30	7:30	30:00
X	Wed 4/18			8:00AM		4:30PM				7:30	7:30	37:30
X	Thu 4/19			8:00AM		4:30PM				7:30	7:30	45:00
X	Fri 4/20			8:00AM		4:30PM				7:30	7:30	52:30
X	Sat 4/21											52:30
X	Sun 4/22											52:30
X	Mon 4/23			8:00AM		4:30PM				7:30	7:30	60:00
X	Tue 4/24			8:00AM		4:30PM				7:30	7:30	67:30

TOTALS & SCHEDULE ACCRUALS REPORTING PERIOD

All

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
xxxxxxx-xxxxxxx-	XREG	75.00	Thu 4/12	8:00AM	4:30PM		
			Fri 4/13	8:00AM	4:30PM		
			Sat 4/14				
			Sun 4/15				
			Mon 4/16	8:00AM	4:30PM		
			Tue 4/17	8:00AM	4:30PM		

Start Brian Simmons - Inbox - ... Kronos Getting Started t... Lesson 1- 18.doc - Micro... Kronos Workforce Ce... 3:01 PM

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.

Kronos Workforce Central(R) - Windows Internet Explorer

http://kronos-wfcdev.ocg1.co.ocean.nj.us/wfc/applications/suitenav/navigation.do

File Edit View Favorites Tools Help

Kronos Workforce Central(R)

Log Off | Change Password | Help

GENERAL MY INFORMATION MY CALENDARS

My Timecard
My Actions
My Reports

MY TIMECARD

Loaded: 3:01PM

ID Basic-employee 2, ... 6

Time Period 4/12/2012 - 4/25/2012, Range of Dates

Save Actions Accruals Approvals Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Thu 4/12			8:00AM		4:30PM				7:30	7:30	7:30
X	Fri 4/13			8:00AM		4:30PM				7:30	7:30	15:00
X	Sat 4/14											15:00
X	Sun 4/15											15:00
X	Mon 4/16			8:00AM		4:30PM				7:30	7:30	22:30
X	Tue 4/17			8:00AM		4:30PM				7:30	7:30	30:00
X	Wed 4/18			8:00AM		4:30PM				7:30	7:30	37:30
X	Thu 4/19			8:00AM		4:30PM				7:30	7:30	45:00
X	Fri 4/20			8:00AM		4:30PM				7:30	7:30	52:30
X	Sat 4/21											52:30
X	Sun 4/22											52:30
X	Mon 4/23			8:00AM		4:30PM				7:30	7:30	60:00
X	Tue 4/24			8:00AM		4:30PM				7:30	7:30	67:30

...

TOTALS & SCHEDULE ACCRUALS REPORTING PERIOD

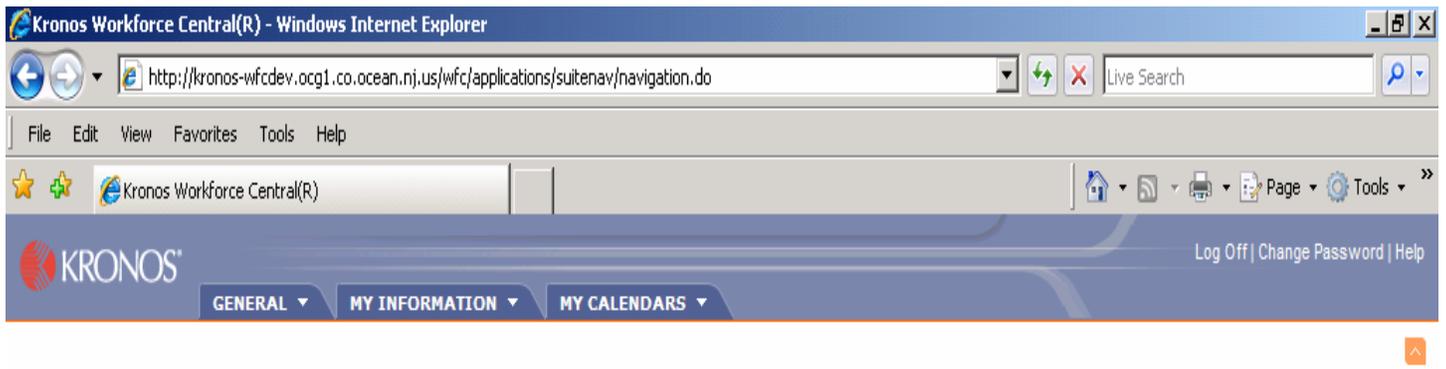
All

Date	Start Time	End Time	Pay Code	Amount
Thu 4/12	8:00AM	4:30PM		
Fri 4/13	8:00AM	4:30PM		
Sat 4/14				
Sun 4/15				
Mon 4/16	8:00AM	4:30PM		
Tue 4/17	8:00AM	4:30PM		

Account	Pay Code	Amount
xxbxxbxxbxxbxxb-	XREG	75.00

Start Brian Simmons - Inbox - ... Kronos Getting Started t... Lesson 1- 18.doc - Micro... Kronos Workforce Ce... 3:02 PM

Select the “My Actions” tab.



MY ACTIONS

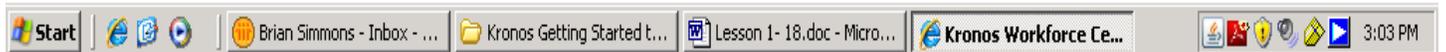
Last Refreshed: 3:01 PM

[Refresh](#)

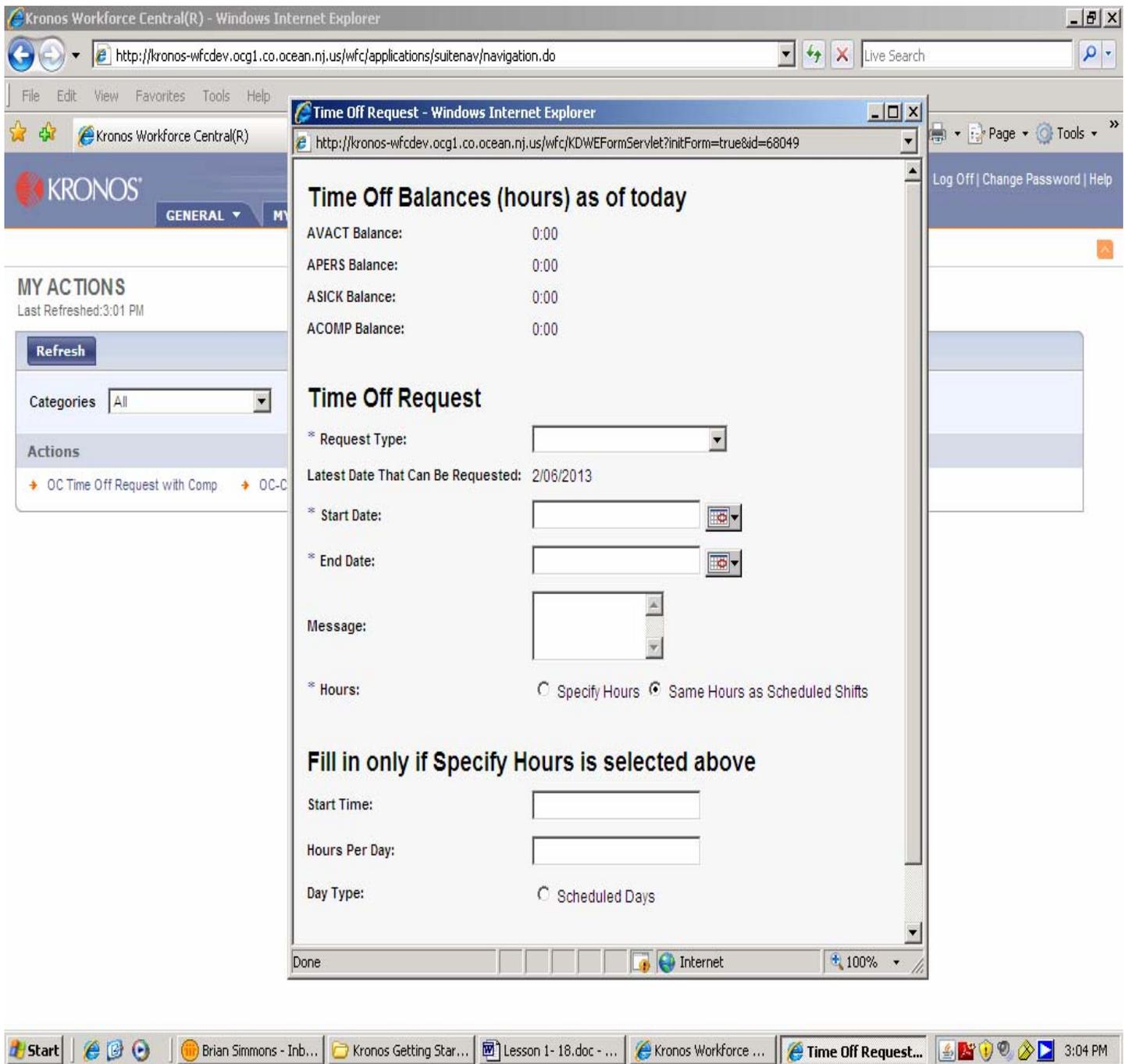
Categories

Actions

- [OC Time Off Request with Comp](#)
- [OC-Cancel Time Off Request with COMP](#)

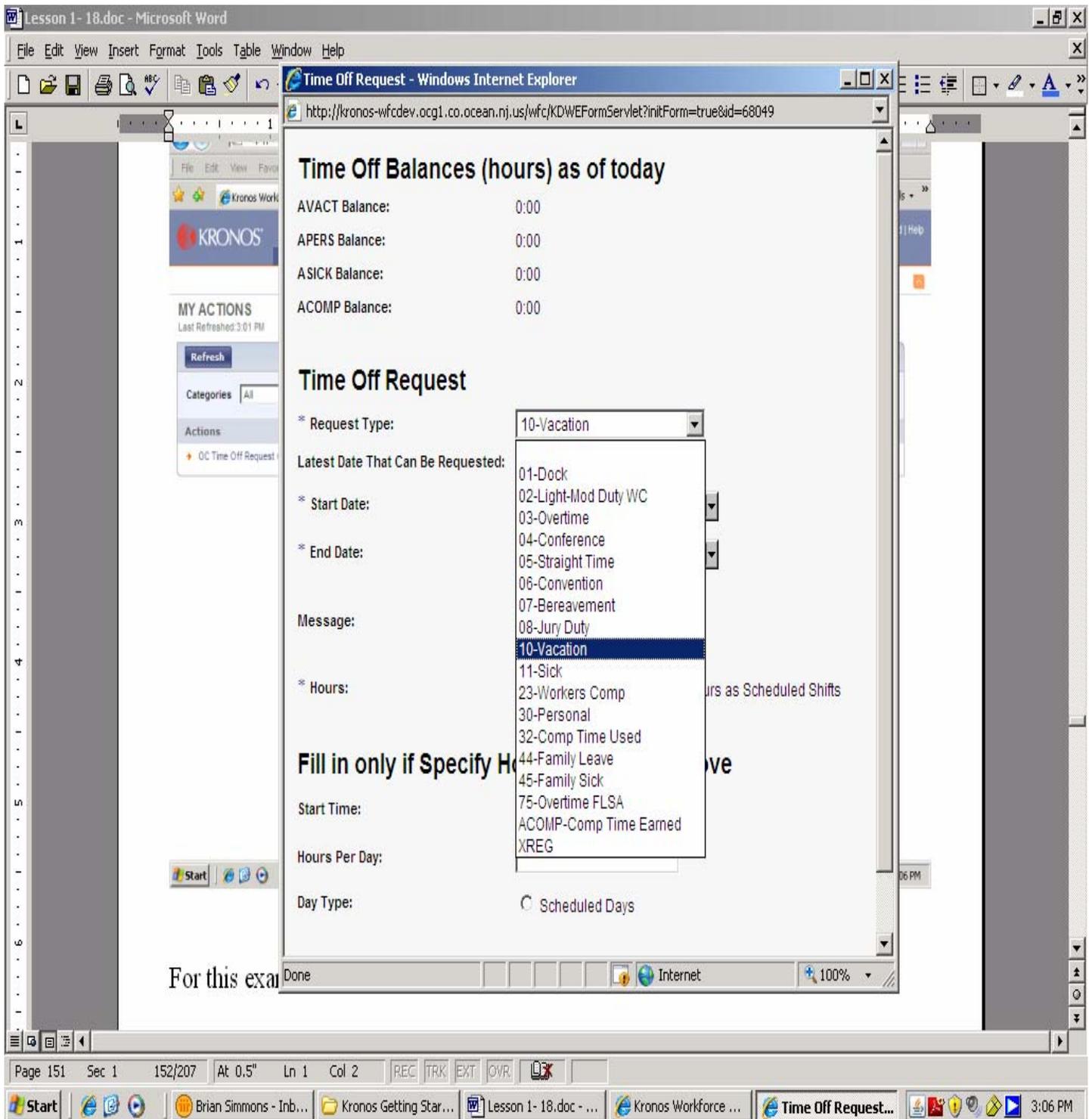


Click on the **“OC Time Off Request – with Comp”**.

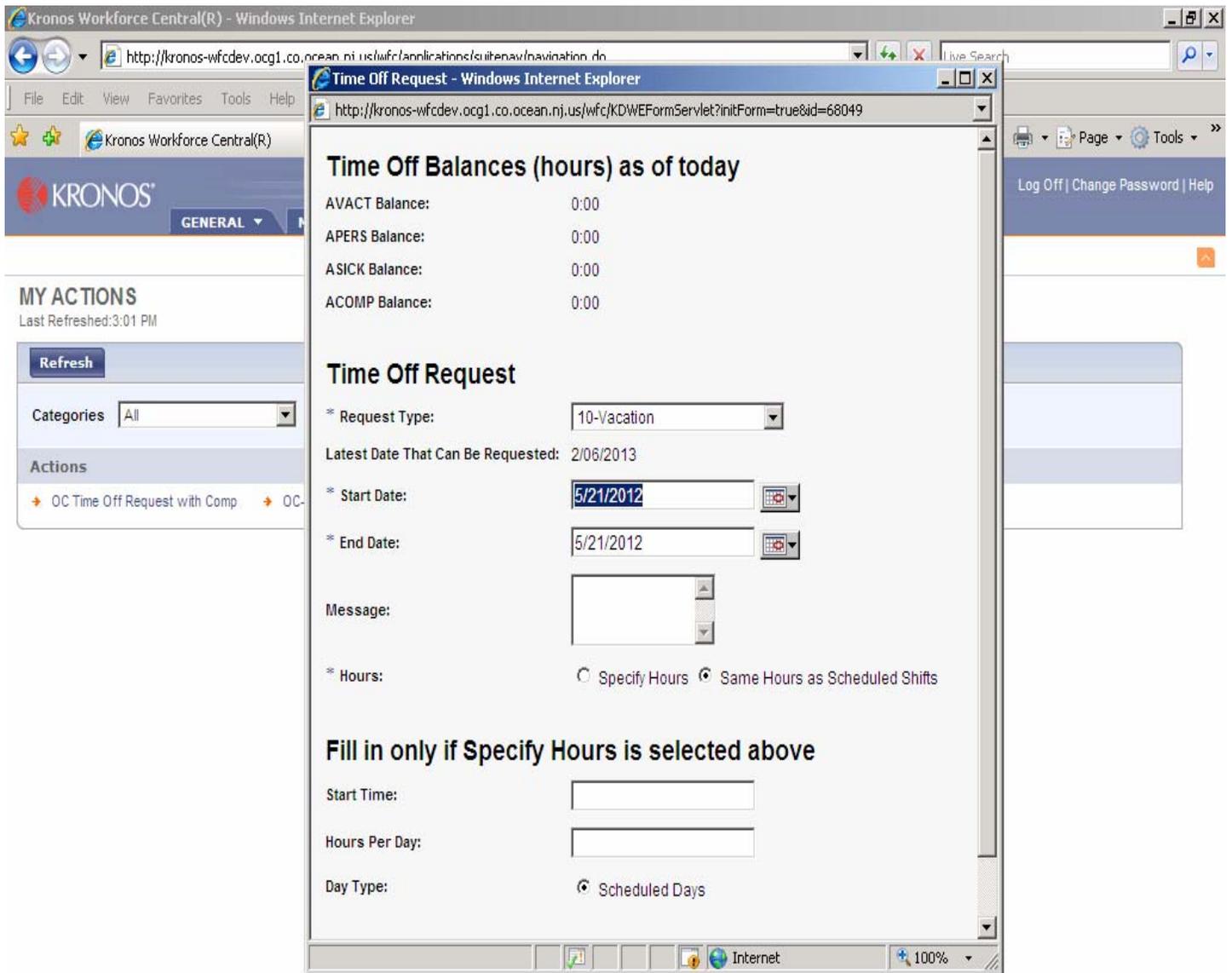


You should see the Time Off Request dialog box.

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

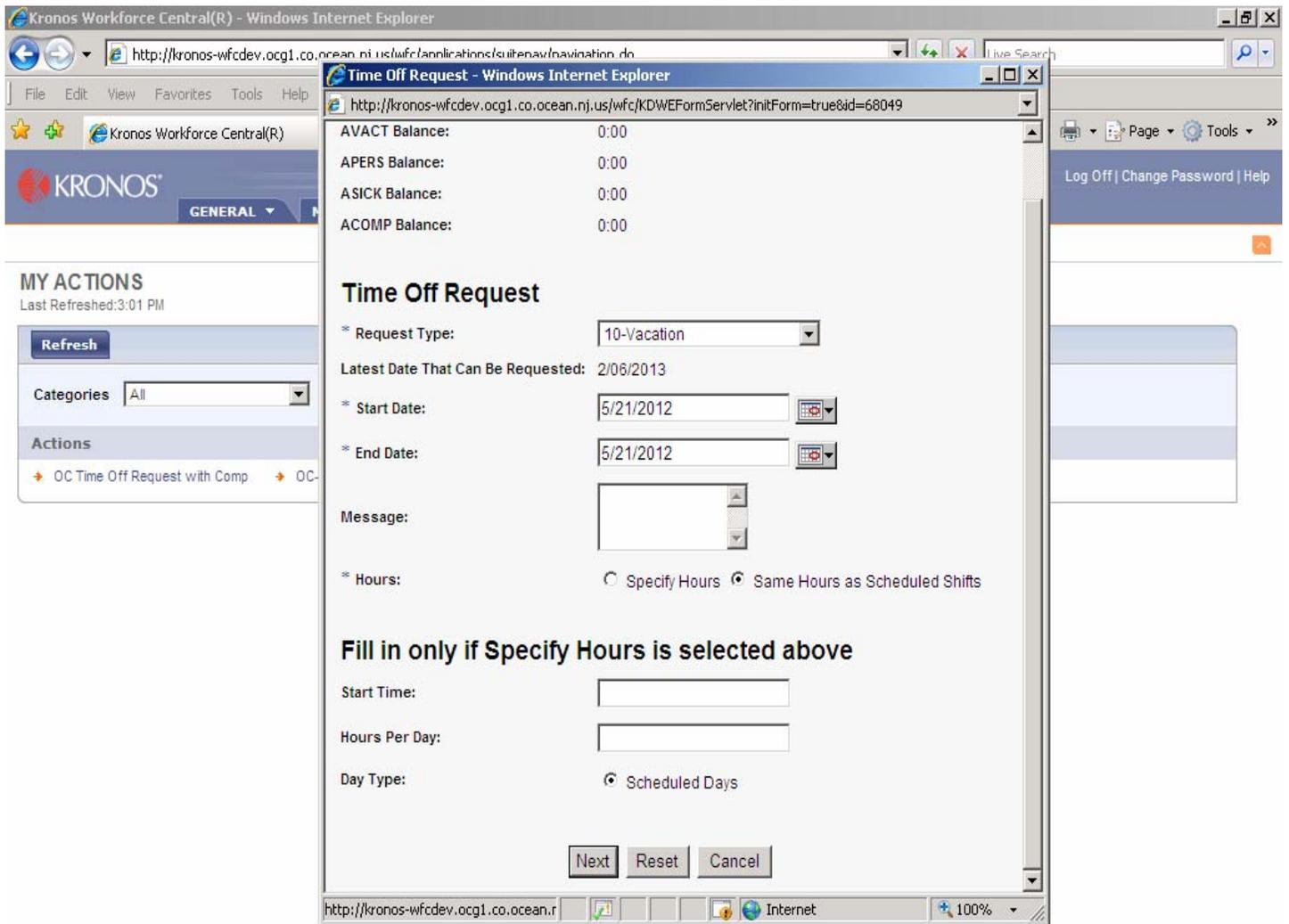


For this example select **“10-Vacation”**.



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.



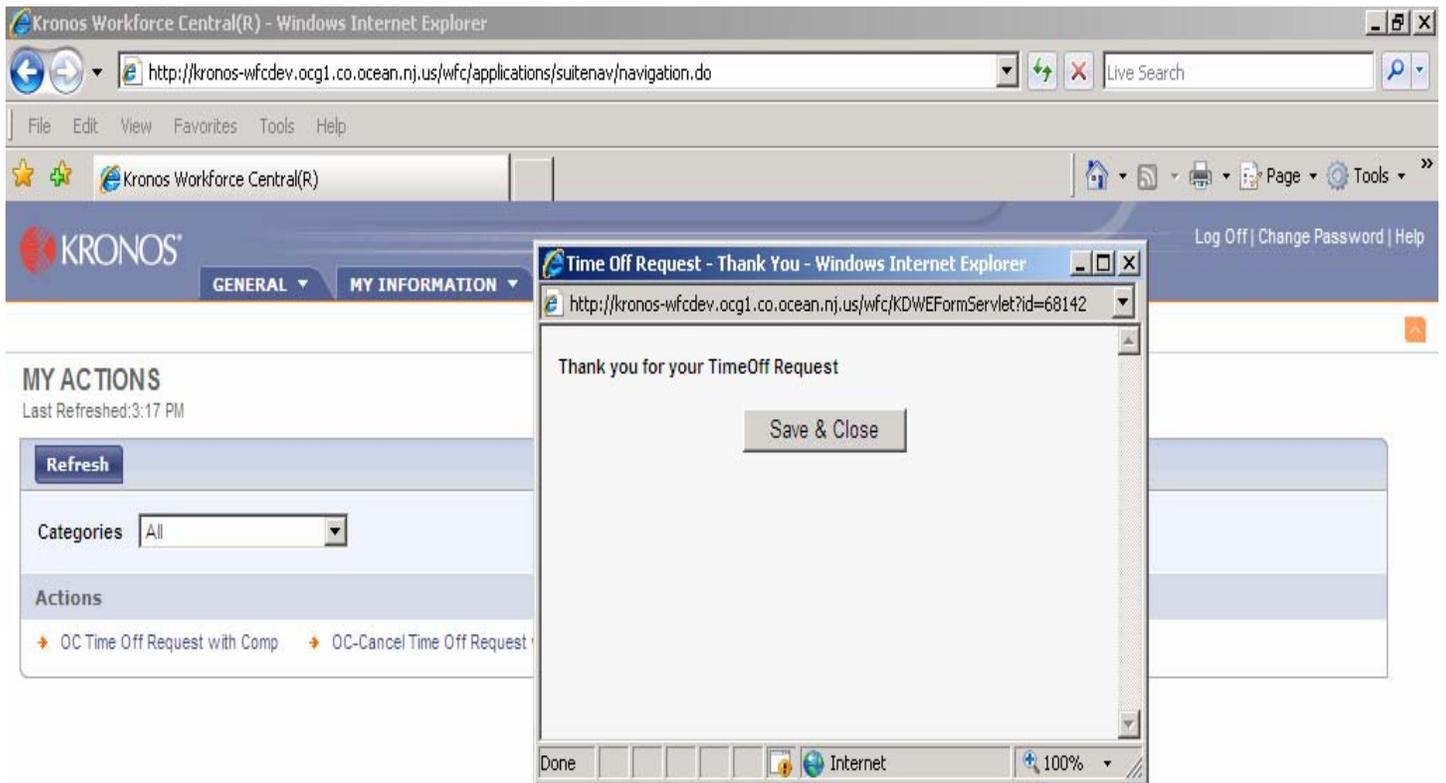
There is a message box that is optional. If you want to include a message with this request enter a message.

Next is the “**H**ours:” buttons. The system defaults to the “**S**ame **H**ours as **S**cheduled **S**hifts”.

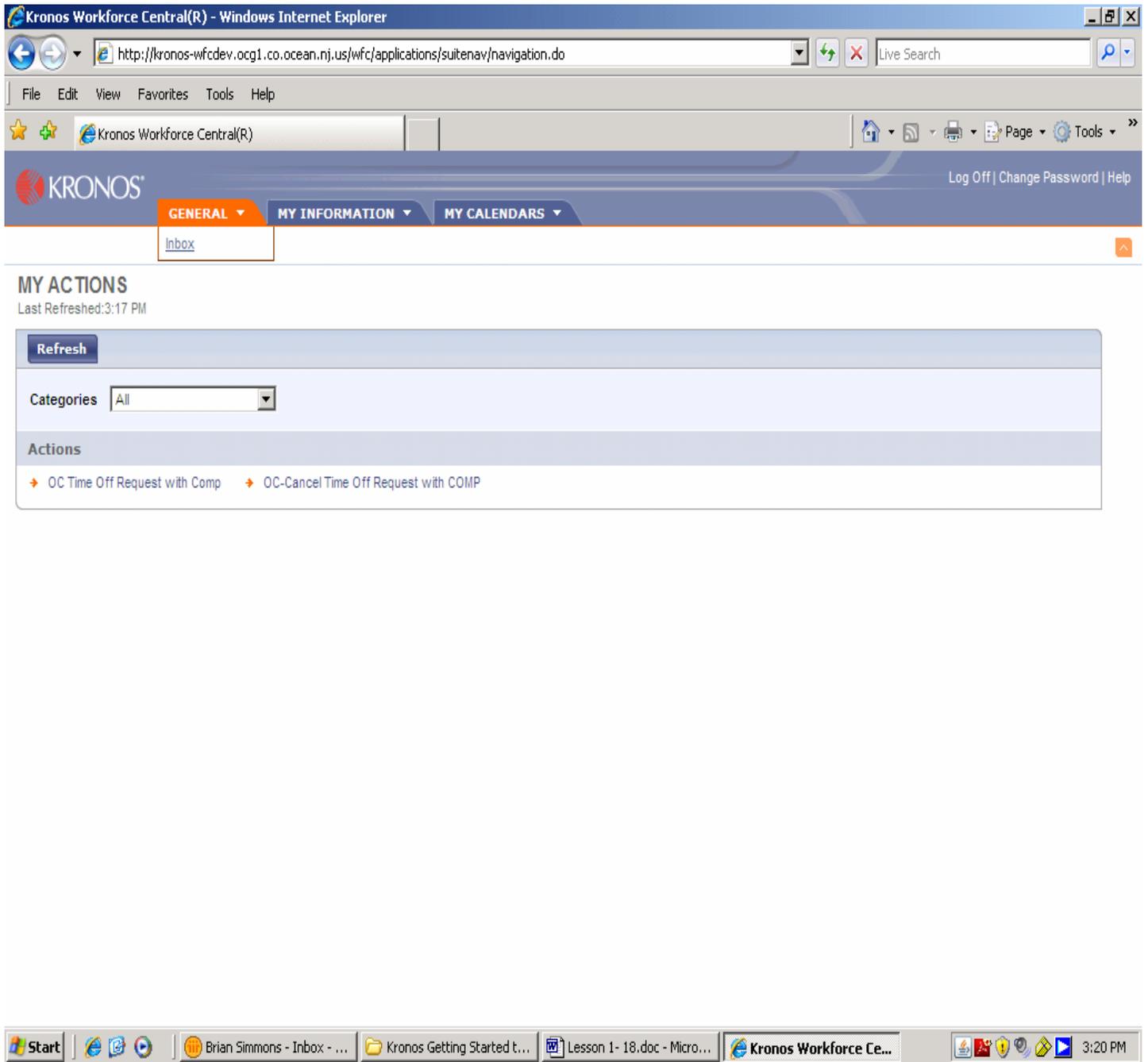
If you are requesting a portion of a day you would select the “Specify Hours” button. Then you would complete the “Start Time:” and “Hours Per Day:”

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

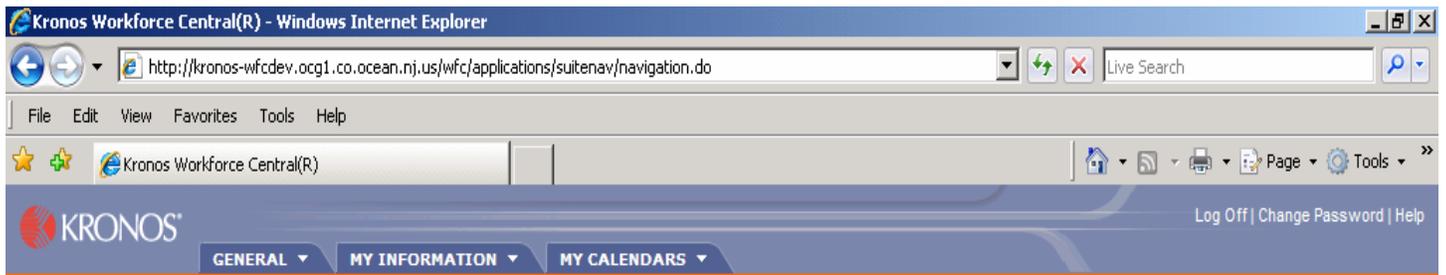
In this demonstration we are going to request the whole day.



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**”.



INBOX

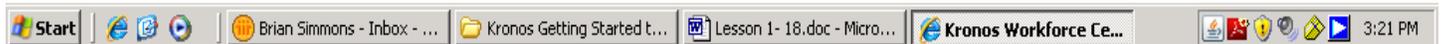
Last Refreshed: 3:20 PM

TASKS **MESSAGES**

New Open Reply Delete Refresh

As of Date:

From	Subject	Received
Basic-employee 2, Tom	Your Request for Time off	5/16/2012 3:19PM (GMT -05:00) Eastern Time



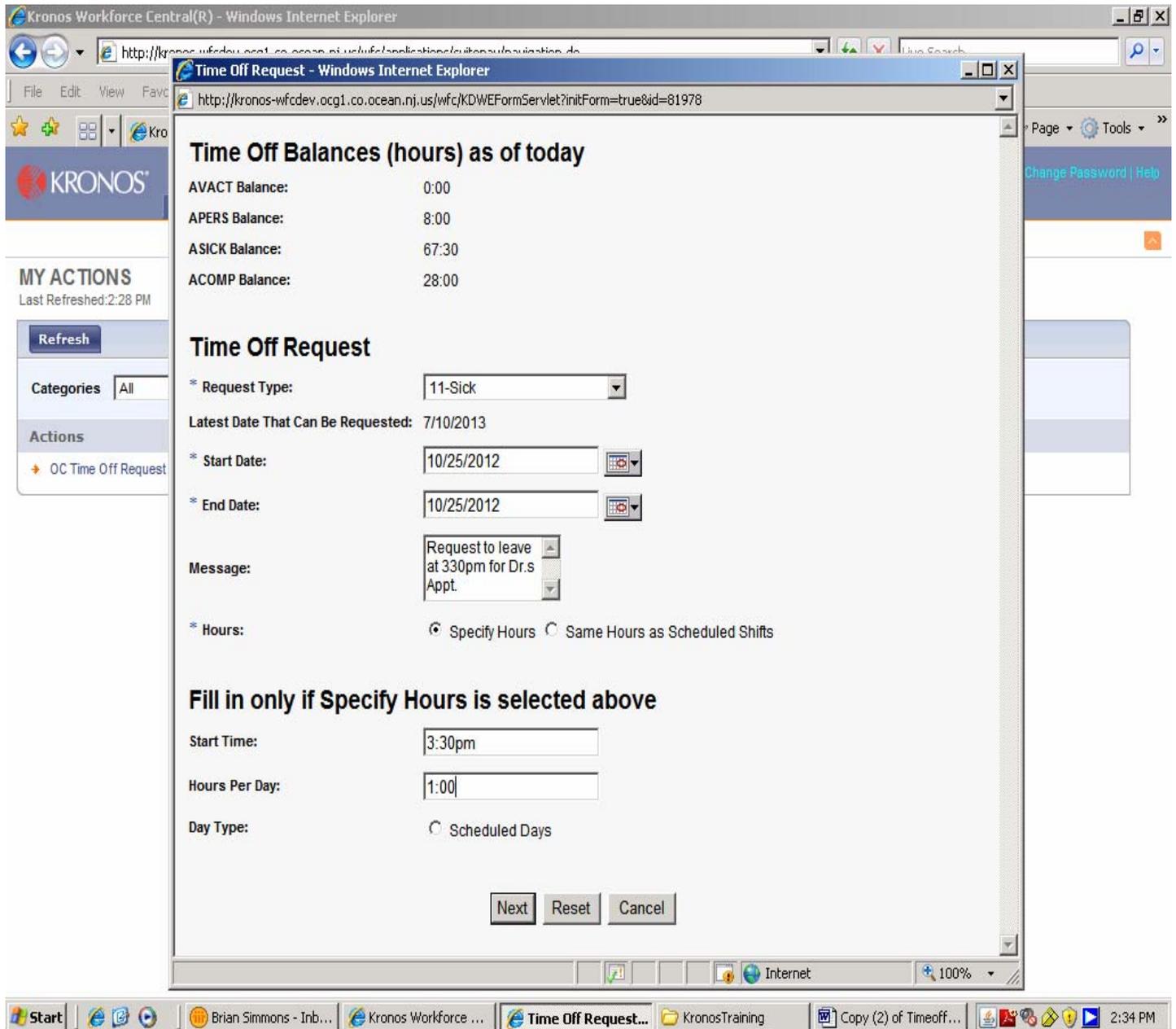
Once the inbox appears, the employee will click on the “**Messages**” tab at the top left under the words **Inbox**.

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.

Kronos Workforce Central(R) - Windows Internet Explorer

http://kronos-wfcdev.ocg1.co.ocean.nj.us/wfc/applications/suitenav/navigation.do

File Edit View Favorites Tools Help

KRONOS

GENERAL MY INFORMATION MY CALENDARS

Log Off | Change Password | Help

MY TIMECARD

Loaded: 2:55PM

Name & ID: Basic-employee 2, Tom 6

Time Period: Next Pay Period

Save Actions Accruals Approvals Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
	Thu 10/25	11-Sick	1:00								1:00	1:00
	Fri 10/26											1:00
	Sat 10/27											1:00
	Sun 10/28											1:00
	Mon 10/29											1:00
	Tue 10/30											1:00
	Wed 10/31											1:00
	Thu 11/01											1:00
	Fri 11/02											1:00
	Sat 11/03											1:00
	Sun 11/04											1:00
	Mon 11/05											1:00
	Tue 11/06	Election Day	0:00									1:00

TOTALS & SCHEDULE ACCRUALS REPORTING PERIOD

All

Account	Pay Code	Amount	Date	Start Time	End Time	Pay Code	Amount
xxxxxxxxxxxxxxxx	11-Sick	1:00	Thu 10/25	8:00AM	3:30PM	11-Sick	1:00
			Thu 10/25				
			Fri 10/26	8:00AM	4:30PM		
			Sat 10/27				
			Sun 10/28				
			Mon 10/29	8:00AM	4:30PM		
			Tue 10/30	8:00AM	4:30PM		

Start Brian Simmons - Inbox - ... Kronos Workforce Ce... KronosTraining Copy (2) of Timeoff Req... 2:56 PM

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.