Submitting Time Off Requests

1. From the Employee Workspace, Click the Time Off Request (TOR) widget, located in the Related Items Pane.

2. Select a Time Period that includes the entire expected date(s) span for the TOR > Click Apply > Then click each desired day of the TOR.

3. Select Request Time Off

4. Enter the following fields for your time off request:
   a. Start & End date(s) of TOR (contiguous workdays; up to 1 week increments only). If the TOR is more than 1 week in length, click to add a row per additional week. NOTE: Only submit TORs for days you work. If your TOR spans a non-working day, submit multiple rows, so non-working days are excluded. If a non-working day is included in your date span, the Pay Code will be assigned to that non-working day.
   b. Pay Code (Vacation or Sick; also Comp Time/CT if non-exempt employee).
   c. Start Time (8a or the regular start time of work day; for 9/80 employees, submit multiple rows to account for the different hours to be taken on certain work days).
   d. Length (number of hours per requested day of time off to be allocated to selected pay code).
   e. Type in pertinent details in the Notes box.
   f. Click “Draft” if you want to save the request and submit it later.
   g. Click “Submit” if you are ready to submit the request to your manager/supervisor.

5. The widget will now display your Requested Time Off (RTO).

6. The TOR submission process is now complete.
Viewing "My Current Requests"

The "My Current Requests" view in the Time Off Request (TOR) widget in Kronos only displays the "Time Period" that you are viewing. A TOR will not display unless you have selected the time period on the calendar where the TOR exists, and have clicked "Apply" for that time period.

There are a number of different time period options in the drop down menu. You can also change the format of the "View Width" so that the time period displays in a Week, Month, or Multiple Months format.

1. Select a Time Period option.
2. If you selected "Range of Dates," you need to enter the dates.
3. Click Apply.
4. Any requests that exist within that Time Period will display in the "My Current Requests" view.

Visibility of TORs on the Employee Timecard

Approved TORs may not immediately flow onto an employee’s timecard. It depends how far into the future the TOR exists on the calendar.

An Approved request that has flowed onto the timecard will have the accrual code and the number of hours listed twice.

An Approved request that has not yet flowed onto the timecard will only have the accrual code listed once.

Your manager can view your schedule to see hours that are scheduled to flow to your timecard but have not yet done so.
How to Retract a Submitted (Not Yet Approved) Time Off Request

a. Click the “Time Off Request” widget link.
b. Select a range of dates that will include the submitted request, and click Apply.
c. Click the “My Current Requests” link.
d. Check the box for the request that you wish to Retract.
e. Click the “Select an action” drop down menu and choose “Retract Request.”
f. Click Apply.
g. The previously submitted request appears as “Retracted” and cannot be approved by the manager.

Cancelling or Changing an Approved Time Off Request and Removing Hours from Timecard

If your manager has approved a time off request and you wish to cancel the TOR or modify it, it is best to first submit a cancel request (same process as a retraction, but with the Cancel option). Then you should ask your manager to modify the schedule so that any previously approved hours are properly removed from your schedule and your unused hours are properly returned to your accruals.