How do I request Time Off in Kronos?

Tell Me

1. My Info > My Time > Time Off > Request
2. Click the magnifying glass and select the leave type from the Time Off Type look up box.

![Browse and Select](image)

3. Click Start Request to the far right of the screen.
4. Select the appropriate Request Type from the drop down:
   a. Full Day
      i. Select the date from the calendar icon.
      ii. The system will automatically populate the total hours based on the employee's FTE (i.e., 1.00 FTE = 8:00).
   b. Multiple Days
      i. Select the date range in the From and To fields using the calendar icon.
      ii. Enter Total Hours Per Day to the request. This should be the total hours you work per day (i.e. 8 hours for a full time employee).
   c. Partial Day (Bulk)
      i. Select the date from the calendar icon.
      ii. Type the specific amount of hours needed for the date selected in the Total Hours box (i.e., 2:00).
   d. Partial Day (Start/Stop)

![Tips](image)

Use the SEARCH box to quickly locate the desired time off. I.E. type in "Vacation".

Clicking the arrow next to Accrued Balances Details will quickly show your current balance for the leave type selected.

![Accrued Balances Details](image)

Note

A range of dates that includes scheduled days off can be selected because the system will not request time for those days and will automatically skip them.
i. Select the date from the calendar icon.
ii. Request the specific From and To times and click on AM or PM to ensure the correct time is displayed (i.e., 1:00pm - 3:00pm).
iii. The total hours requested will populate in the Total box based on the times selected.

**Community Service Comment Required**

Employees must include the following information in the comment section for Community Service:

- Name of the school/organization and indication if it is a 501(c)3 agency or eligible human service organization
- Type of service/participation (i.e. meeting with your child’s teacher, serving food at the soup kitchen)

Leave a Comment for your supervisor (optional).

5. Click the Submit Request button in the bottom right corner.
6. Refer to this FAQ if you are a supervisor.

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**Related Articles**

- How do I pay an employee overtime hours in Kronos?
- How do I identify an Alternative Manager in Kronos to manage requests while I'm out of the office?
- How do I find timesheets that have not been submitted in Kronos?
- Where do I find an employee's Change Request or modification of a Time Off Request submitted within Kronos?
- What should I look for when reviewing a Non-Exempt employee's timesheet for approval in Kronos?