

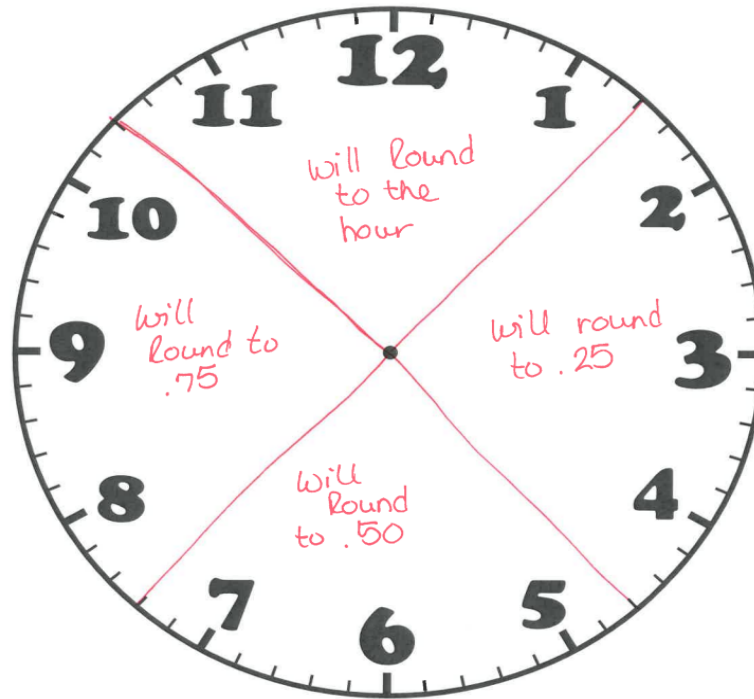


Employee Manual

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Time Rounding Cheat Sheet



Time Rounding Cheat Sheet

Examples:

- Clocking in at 7:53am will round up to 8:00am
- Clocking in at 8:06am will round down to 8:00am
- Clocking in at 8:07am will round up to 8:15am
- Clocking out at 4:52pm will round down to 4:45pm
- Clocking out at 4:53pm will round up to 5:00pm

The “7-minute rule” is only for clocking in and out, NOT for lunch

- Lunch counts as a total time taken.
- If you take a lunch that is between 53 min. and 1hr. and 6 min. it will round to a 1 hr. lunch.
- If you take a lunch that is between 1 hr. and 7 min. and 1 hr. and 22 min. it will round to a 1.25 hr. lunch.
- 30 minute scheduled lunches should be between 23 min. and 36 min. long.

Using a Time Clock

For Non-Exempt and Student Employees

Time Clock Screen Overview

Indicator Lights:

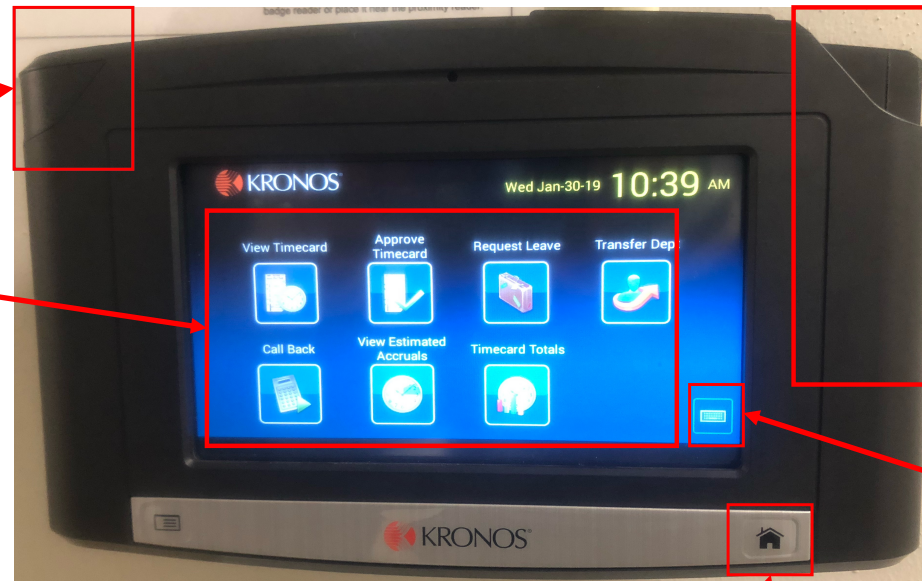
Red: Punch is rejected. Look for error message on the screen.
Green: Punch is successful.

Soft Keys

Badge Slot

Keyboard Icon

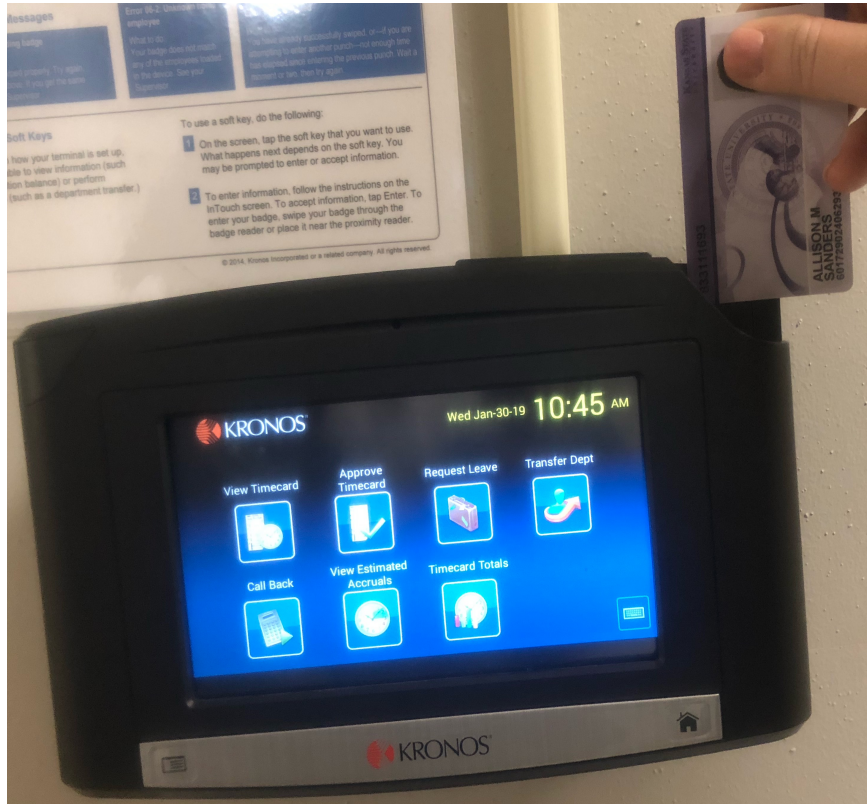
Home Button



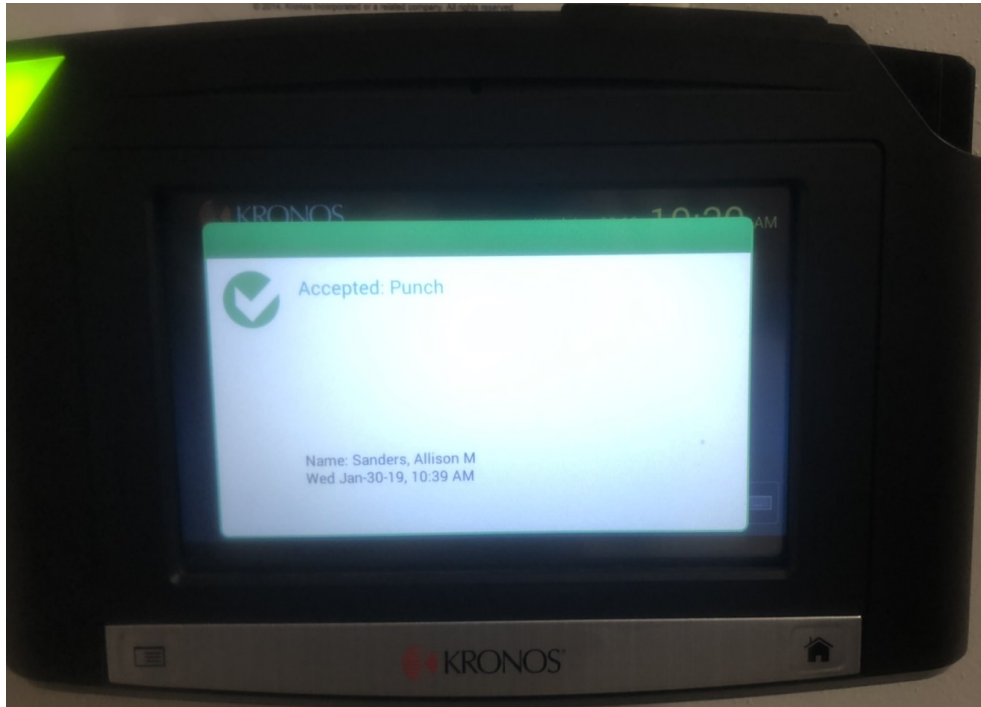
To use a soft key:

- On the screen, tap the soft key that you want to use. What happens next depends on the soft key. You may be prompted to enter or accept information.

Punch In & Out



- Hold the badge so that the magnetic strip is facing the badge reader.
- Swipe the badge through the reader from top to bottom.



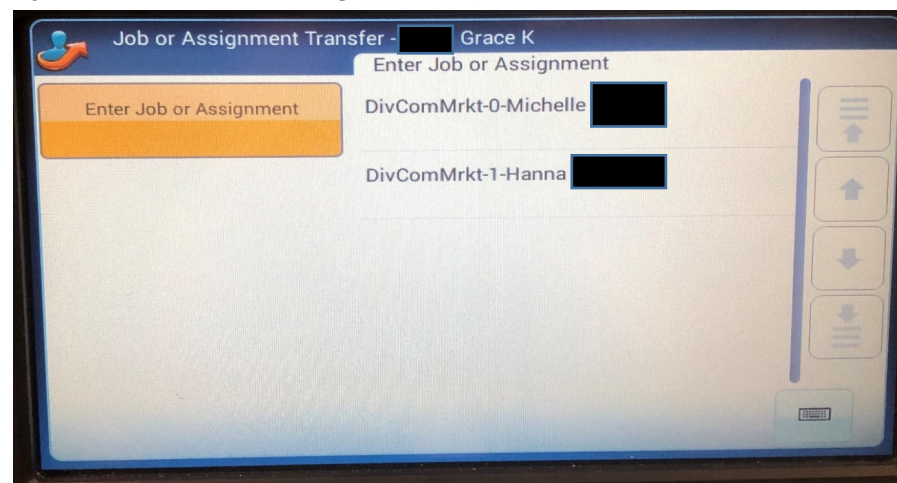
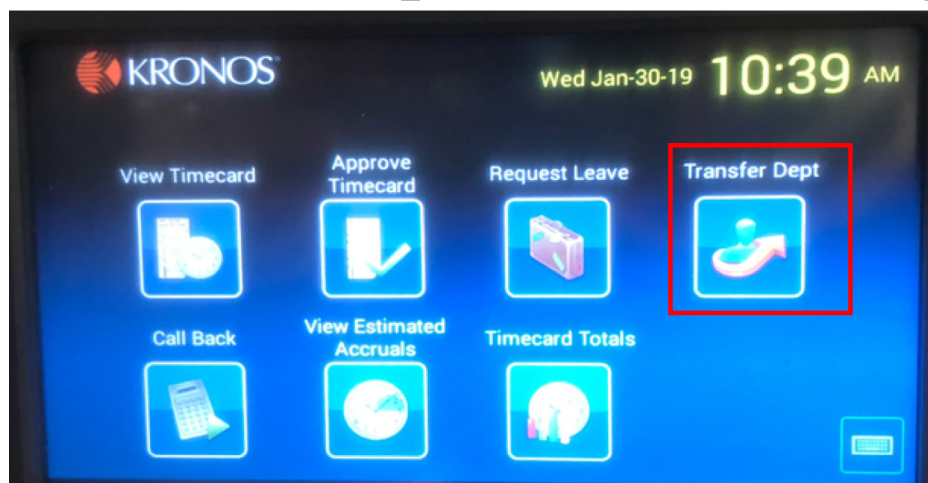
- If the punch was successful, the terminal emits a tone and the indicator light flashes green.
- The “accepted punch” message appears.

****Repeat this process to Punch Out****

Common Error Messages

- Error 01-1: Error reading badge
 - What to do
 - You may not have swiped properly. Try again. Following the steps above. If you get the same message see your supervisor.
- Error 06-2: Unknown home employee
 - What to do
 - Your badge does not match any of the employees located in the device. See your supervisor.

Transfer Departments (if employee has 2 jobs)



Click on “Transfer Dept” soft key on the timeclock.

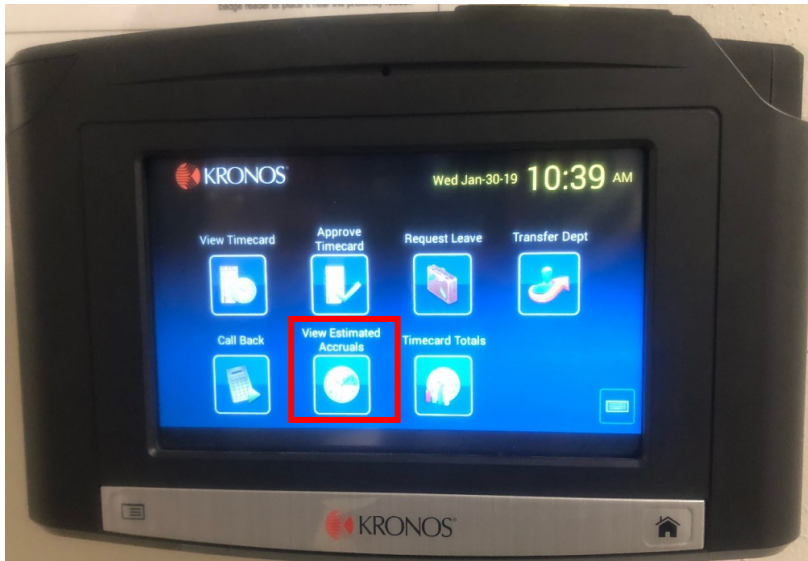
Swipe your badge.

Select the supervisor you will be working for.

A green “Accepted Punch” message will appear.

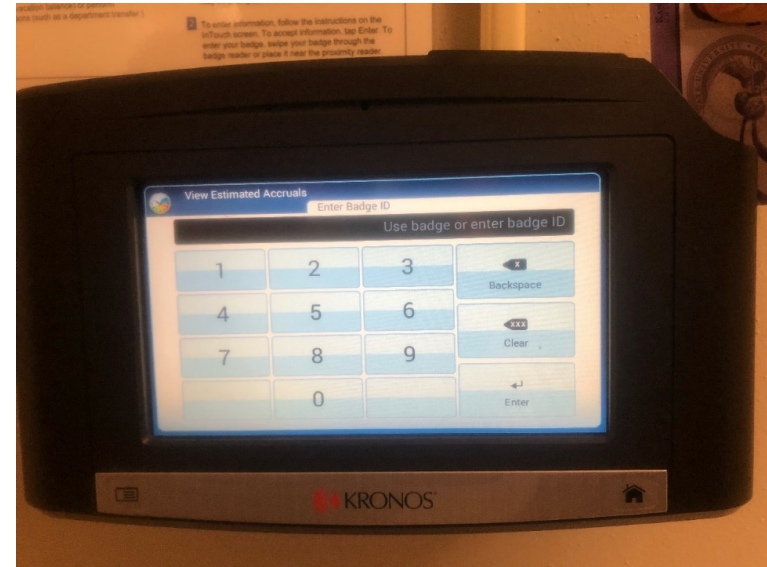
If you will be staying on the clock and switching directly to your other job simply click on “Transfer Dept” again, click on the supervisor you will begin working for, and the time will automatically be transferred to the next job.

View Estimated Accruals

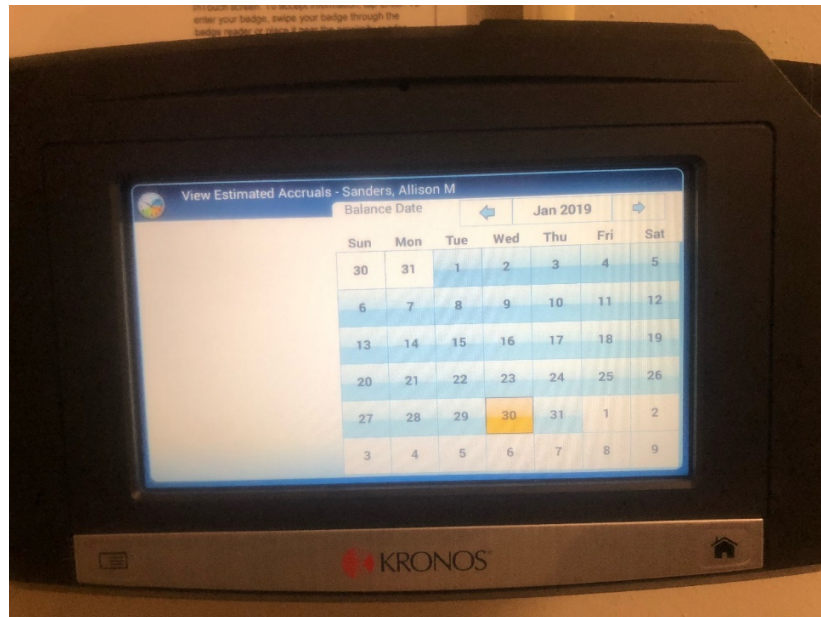


This allows you to see how much leave you have accrued and what type

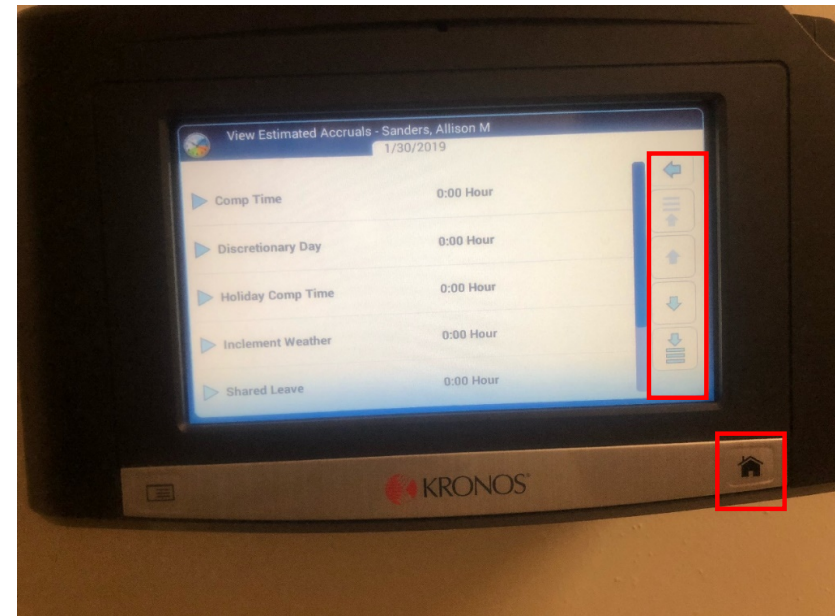
- Click on the soft key “View Estimated Accruals”



Swipe your badge like you are clocking in



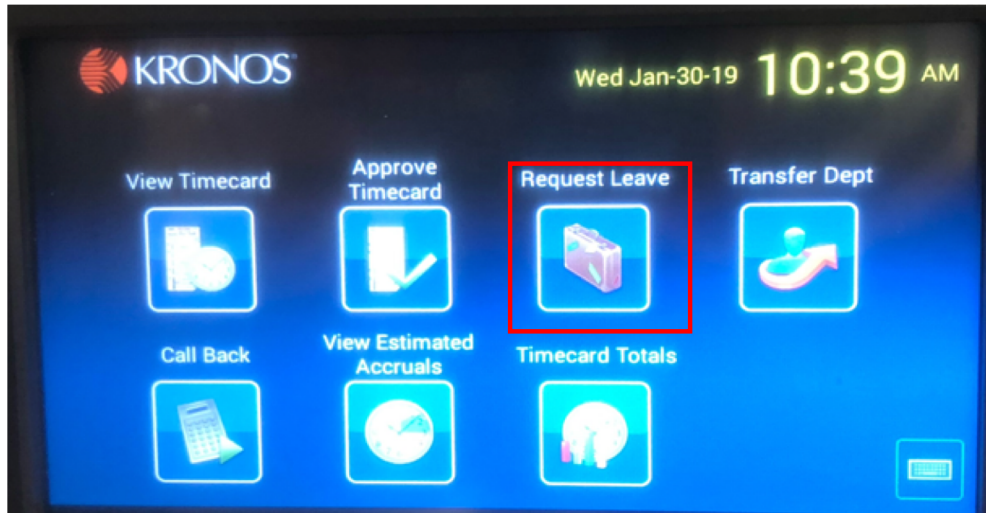
Click on the current day to see total accrued leave



Use the arrows to scroll through all the types of leave and see total hours for each type.

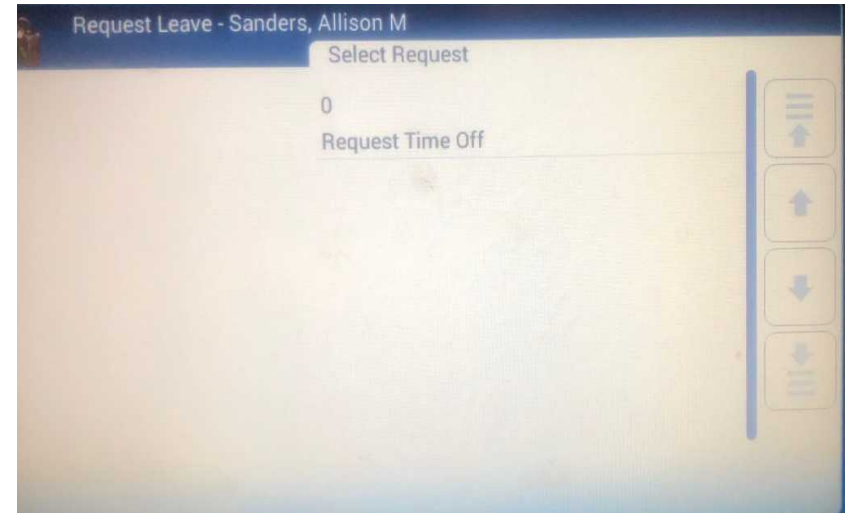
Press the home button when finished

Requesting Leave

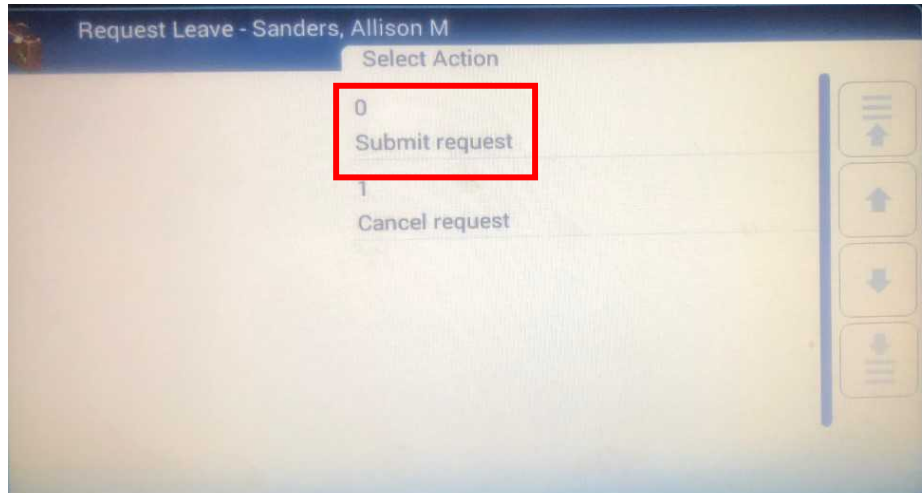


Hit the Request Leave soft key.

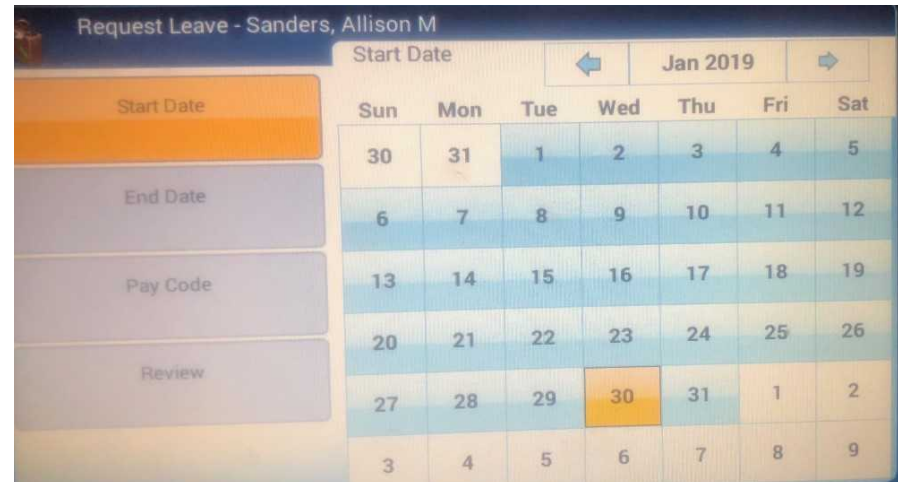
Swipe badge.



Select "Request Time Off"



Select "Submit request"

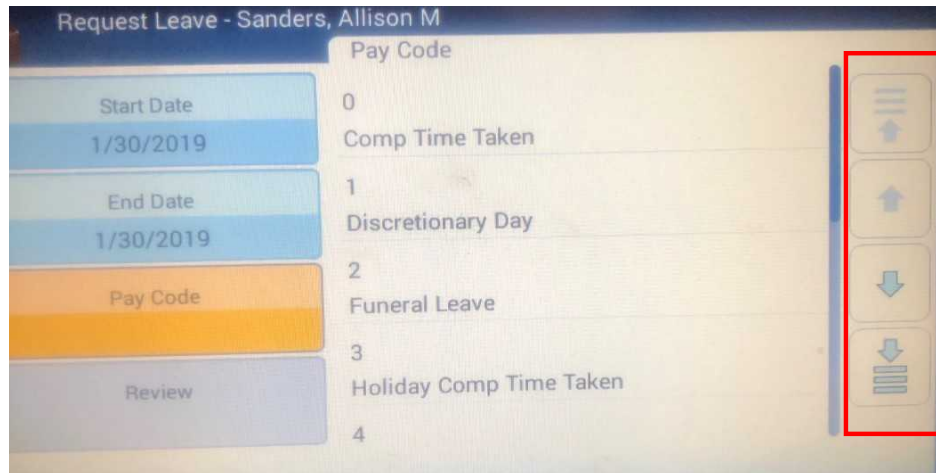


Choose start date.

Once the start date is selected, then select the end date.

Request Leave - Sanders, Allison M

Start Date	0
1/30/2019	Comp Time Taken
End Date	1
1/30/2019	Discretionary Day
Pay Code	2
	Funeral Leave
Review	3
	Holiday Comp Time Taken
	4



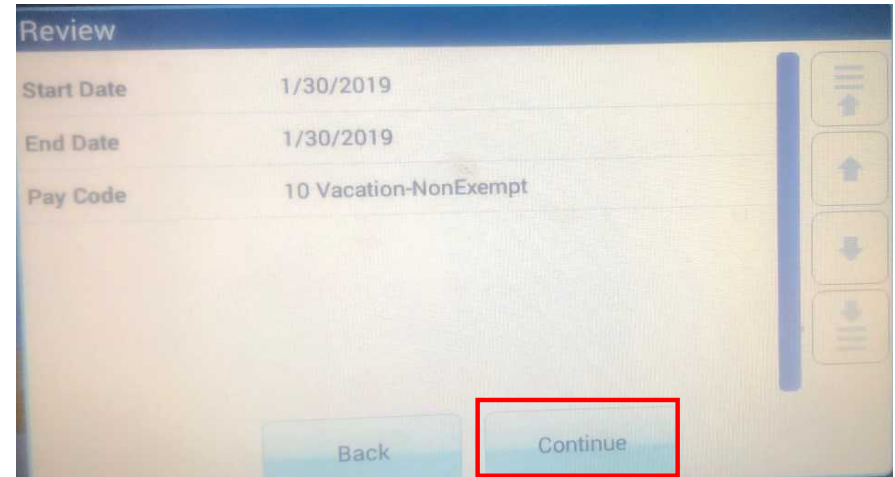
Choose the correct type of leave.

If needed, use the soft keys on the side to scroll to the different type of leave.

Review

Start Date	1/30/2019
End Date	1/30/2019
Pay Code	10 Vacation-NonExempt

Back Continue



Review the next screen, if correct, select continue at the bottom of the screen.

Request Leave - Sanders, Allison M

Start Date: 1/30/2019

End Date: 1/30/2019

Pay Code: Vacation-NonExempt

Duration: 0 Full day, 1 Hours

Select Full day or Hours

Tips:

- Make sure that AM/PM is correct.
- Round your start time to the nearest .25 hour.
- If taking leave around lunch, do not include it in your request. If you start lunch at 12 but are planning to start leave at 12:30, put your leave start time for 12:30. You are still able to leave at 12.

Request Leave - Sanders, Allison M

Start Time: 01:36 PM

Start Date: 1/30/2019

End Date: 1/30/2019

Pay Code: Vacation-NonExempt

Start Time: 1:36PM

AM/PM, Enter

If Full day was selected this screen will be skipped.

If Hours was selected, enter start time of leave.

Select am/pm for correct time of day.

Select Enter to continue.

Request Leave - Sanders, Allison M

Length 1:00

End Date 1/30/2019

Pay Code Vacation-NonExempt

Start Time 2:00PM

Length 1:00

1 2 3 Backspace

4 5 6

7 8 9 Clear

+/- 0 Enter

Select the amount of hours that your leave is covering.

Select enter.

Review

Start Date 1/30/2019

End Date 1/30/2019

Pay Code Vacation-NonExempt

Start Time 2:00PM

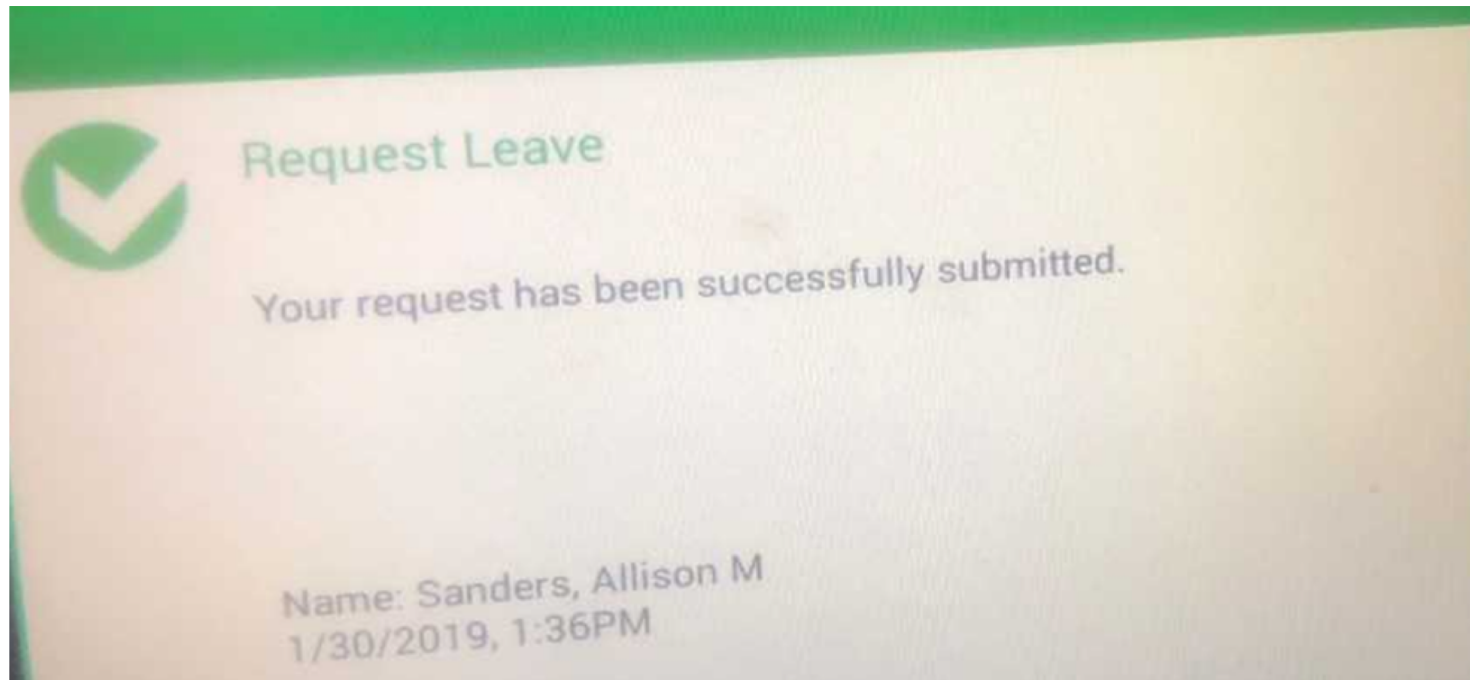
Length 1:00

Duration Hours

Back Submit

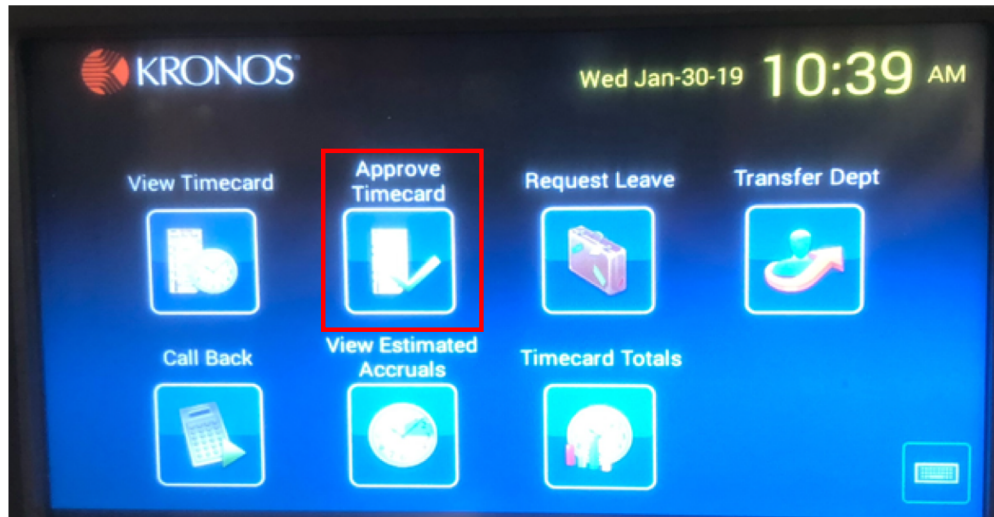
Review the screen to make sure everything is correct.

Select Submit.



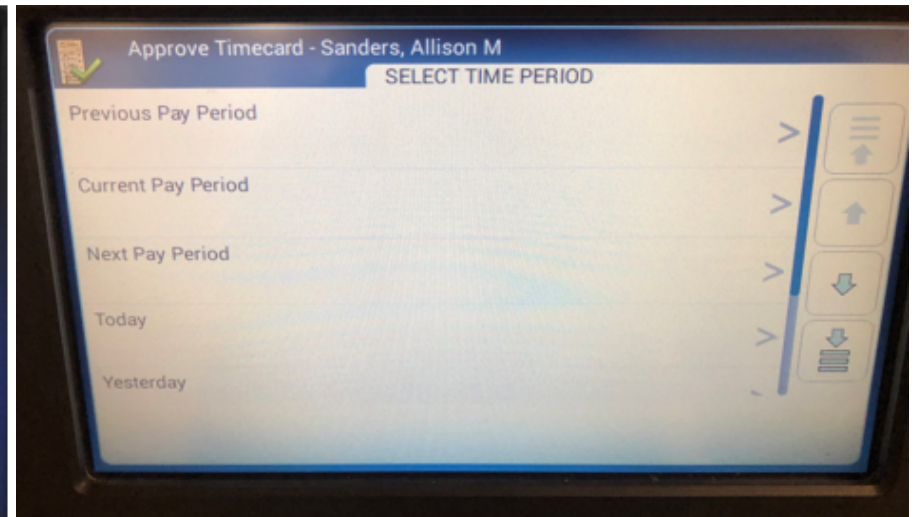
If done correctly, you will get the message that shows your request has been successfully submitted.

Approve Timecard



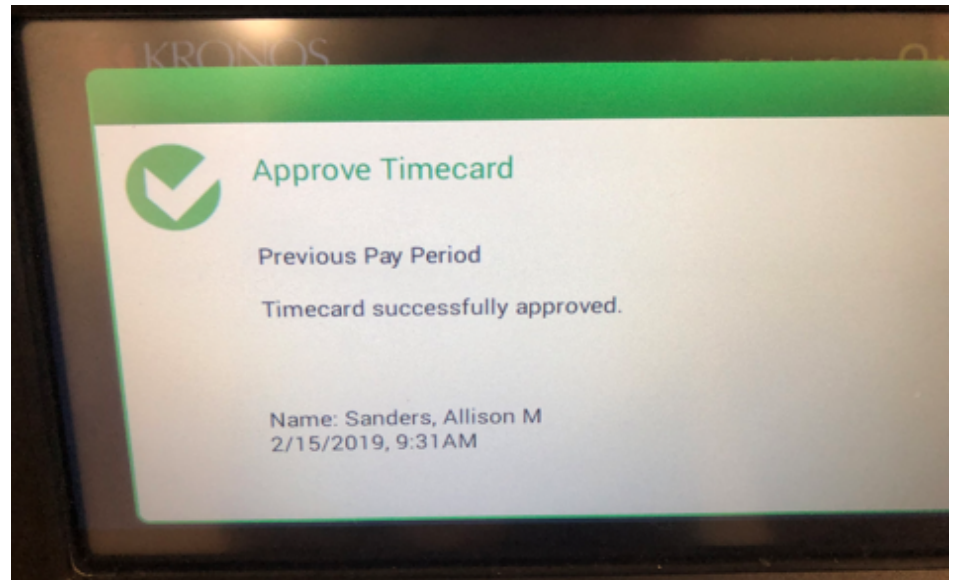
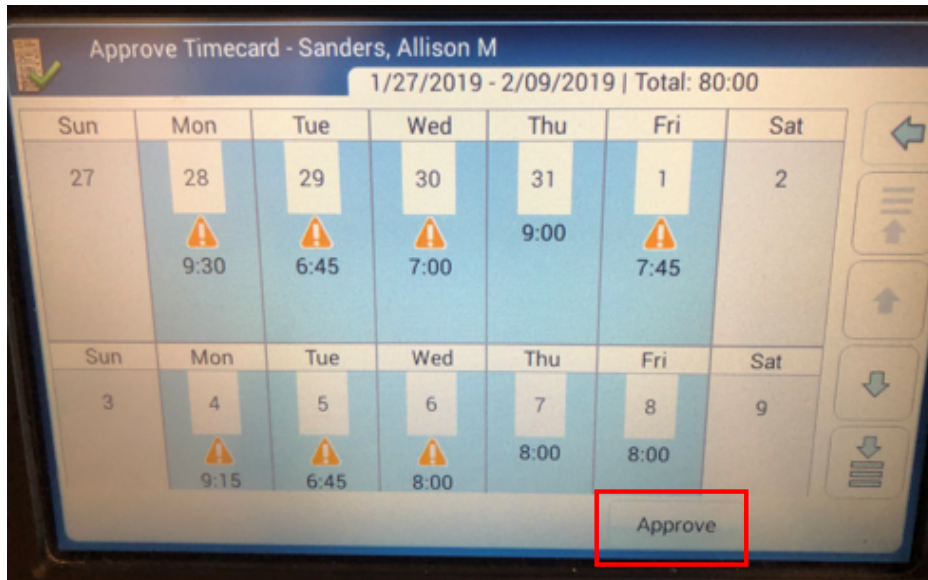
Select Approve Timecard.

Swipe your badge.



Select the pay period you need to approve.

Approve Timecard



Double check that your hours worked are correct.

If they are not correct see your supervisor to resolve any issues.

If the hours are correct, select “Approve.”

You should then see this message.

Using a Computer

For all employees

Timecard Overview

The screenshot shows the KRONOS Timecard Overview interface. The main section is a table with columns: Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. The table displays data for the week of August 23rd to September 5th. Annotations A through F point to specific features:

- A**: Approve Timecard button (top left)
- B**: Current Pay Period dropdown (top right)
- C**: Transfer dropdown (middle right)
- D**: Record Timestamp button (middle right)
- E**: My Timestamp section (right side)
- F**: Quick Links section (bottom right)

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 8/23									
Mon 8/24	8:00AM-5:00PM	6:02AM	7:59AM						
Tue 8/25	8:00AM-5:00PM	7:00AM	7:57AM						
Wed 8/26	8:00AM-5:00PM	7:00AM	7:55AM						
Thu 8/27	8:00AM-5:00PM								
Fri 8/28	8:00AM-5:00PM								
Sat 8/29									
Sun 8/30									
Mon 8/31	8:00AM-5:00PM								
Tue 9/01	8:00AM-5:00PM								
Wed 9/02	8:00AM-5:00PM								
Thu 9/03	8:00AM-5:00PM								
Fri 9/04	8:00AM-5:00PM								
Sat 9/05									

- A) Approve Timecard at end of pay period if hrs. worked are correct
- B) View-allows you to change the dates you view your timecard
- C) Transfer-if you work more than one job (For Students)
- D) Punch In & Out-click once

- E) Time Stamp-shows when you punched in or out
- F) Quick Links for other timecard functions
- G) Daily hours worked
- H) Running total of hours worked for the pay period

Punch In & Out (for Non-Exempt and Student Employees)

My Timecard

Loaded: 8:47 AM Current Pay Period

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 8/23									
Mon 8/24	8:00AM-5:00PM	6:02AM	7:59AM						
		9:20AM	3:45PM				8.5	8.5	8.5
Tue 8/25	8:00AM-5:00PM	7:00AM	7:57AM				7.5	7.5	16.0
		8:42AM	3:15PM						
Wed 8/26	8:00AM-5:00PM	7:00AM	7:55AM				1.0	1.0	17.0
		8:40AM							
Thu 8/27	8:00AM-5:00PM								17.0
Fri 8/28	8:00AM-5:00PM								17.0
Sat 8/29									17.0
Sun 8/30									17.0
Mon 8/31	8:00AM-5:00PM								17.0
Tue 9/01	8:00AM-5:00PM								17.0
Wed 9/02	8:00AM-5:00PM								17.0
Thu 9/03	8:00AM-5:00PM								17.0
Fri 9/04	8:00AM-5:00PM								17.0
Sat 9/05									17.0

My Timestamp

Last Timestamp:
Wednesday, August 26, 2020 8:40 AM
(GMT-06:00) Central Time

Transfer:

Record Timestamp

To punch in, click record timestamp once.

The time you punch in will then be posted.

My Timecard

Loaded: 8:47 AM Current Pay Period

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 8/23									
Mon 8/24	8:00AM-5:00PM	6:02AM	7:59AM						
		9:20AM	3:45PM				8.5	8.5	8.5
Tue 8/25	8:00AM-5:00PM	7:00AM	7:57AM				7.5	7.5	16.0
		8:42AM	3:15PM						
Wed 8/26	8:00AM-5:00PM	7:00AM	7:55AM				1.0	1.0	17.0
		8:40AM							
Thu 8/27	8:00AM-5:00PM								17.0
Fri 8/28	8:00AM-5:00PM								17.0
Sat 8/29									17.0
Sun 8/30									17.0
Mon 8/31	8:00AM-5:00PM								17.0
Tue 9/01	8:00AM-5:00PM								17.0
Wed 9/02	8:00AM-5:00PM								17.0
Thu 9/03	8:00AM-5:00PM								17.0
Fri 9/04	8:00AM-5:00PM								17.0
Sat 9/05									17.0

My Timestamp

Last Timestamp:
Wednesday, August 26, 2020 8:40 AM
(GMT-06:00) Central Time

Transfer:

Record Timestamp

My Information

My Timecard

Loaded: 8:47 AM Current Pay Period

View Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 8/23									
+ X	Mon 8/24	8:00AM-5:00PM	6:02AM	7:59AM						
+ X			9:20AM	3:45PM				8.5	8.5	8.5
+ X	Tue 8/25	8:00AM-5:00PM	7:00AM	7:57AM						
+ X			8:42AM	3:15PM				7.5	7.5	16.0
+ X	Wed 8/26	8:00AM-5:00PM	7:00AM	7:55AM						
+ X			8:40AM					1.0	1.0	17.0
+ X	Thu 8/27	8:00AM-5:00PM								17.0
+ X	Fri 8/28	8:00AM-5:00PM								17.0
+ X	Sat 8/29									17.0
+ X	Sun 8/30									17.0
+ X	Mon 8/31	8:00AM-5:00PM								17.0
+ X	Tue 9/01	8:00AM-5:00PM								17.0
+ X	Wed 9/02	8:00AM-5:00PM								17.0
+ X	Thu 9/03	8:00AM-5:00PM								17.0
+ X	Fri 9/04	8:00AM-5:00PM								17.0
+ X	Sat 9/05									17.0

My Timestamp

Last Timestamp:
Wednesday, August 26, 2020 8:40 AM
(GMT-06:00) Central Time

Transfer:

Record Timestamp

My Timecard

Click the refresh button (maybe more than one time) to see the punch drop on to your timecard. This is not required, but ensures that the cloud system synced correctly.

Repeat the process for punching out.

Transfer Department (if an employee has 2 jobs)

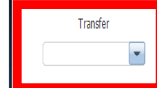
My Information 12

My Timecard

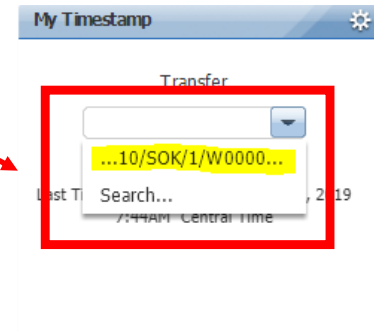
Loaded: 9:52 AM Current Pay Period

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
☒ ☒	Sun 3/10									
☒ ☒	Mon 3/11	8:00AM-5:00PM	8:31AM	11:50AM						
			12:21PM	4:59PM				8.0	8.0	8.0
☒ ☒	Tue 3/12	8:00AM-5:00PM	7:55AM	11:52AM				8.0	8.0	16.0
			12:52PM	4:58PM						
☒ ☒	Wed 3/13	8:00AM-5:00PM	7:58AM	12:10PM				8.0	8.0	24.0
			1:10PM	4:58PM						
☒ ☒	Thu 3/14	8:00AM-5:00PM	7:59AM	12:50PM				8.0	8.0	32.0
			1:50PM	4:58PM						
☒ ☒	Fri 3/15		8:00AM		Vacation-NonExempt	8.0		8.0	8.0	40.0
☒ ☒	Sat 3/16									40.0
☒ ☒	Sun 3/17									40.0
☒ ☒	Mon 3/18	8:00AM-5:00PM	7:44AM	3:43PM				8.0	8.0	48.0
			7:40AM	11:13AM						
☒ ☒	Tue 3/19	8:00AM-5:00PM	7:40AM					6.75	6.75	54.75
			1:49PM	4:56PM						
☒ ☒	Wed 3/20	8:00AM-5:00PM	7:59AM	4:56PM				9.0	9.0	63.75
☒ ☒	Thu 3/21	8:00AM-5:00PM	7:44AM							63.75
☒ ☒	Fri 3/22	8:00AM-5:00PM								63.75
☒ ☒	Sat 3/23									63.75

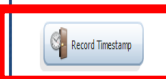


Last Timestamp: Thursday, March 21, 2019
7:44AM Central Time



Step 1: In the transfer drop down menu, select from your list of assigned jobs the job you are clocking in for (this should be the second job you were hired for).

If you are working the first job you were hired for, just clock in like usual using the “Record Timestamp” button.



Step 2: Click “Record Timestamp” button

Requesting Leave Screen Overview

The screenshot shows the 'My TimeOff Requests' interface. At the top, there's a navigation bar with 'My Information' and 'My TimeOff Requests'. Below this, a date range 'August 23 - 29, 2020' is displayed. To the right, a 'Current Pay Period' dropdown is visible. Below the date range, there are buttons for 'Day', 'Week', and 'Month' views, a 'Visibility Filter' icon, and a 'Request Time Off' button. The main area is a calendar grid showing days from Sunday 8/23 to Saturday 8/29. The grid has time slots from 8:00AM to 2:00PM. A red box highlights the 'Request Time Off' button and the calendar grid. Below the calendar, there's an 'Accruals Widget Part' containing a table with columns for Accrual Code, Reporting Period, Accrual Unit, Available Balance, Vested Balance, Probationary Bal..., Earned to Date, Taken to Date, Pending Grants, Planned Takings, Prior Ending Bala..., Prior End Vested, Prior End Probat..., Opening Balance, and Opening Ves. The table shows data for 'Comp Time', 'Discretionary Day', 'Holiday Comp Ti...', and 'Inclement Weather'.

Annotations:

- A) Drop down menu to change view
- B) Hot buttons to change view-Day/Week/Month
- C) Sliding scale to change view (each week of current pay period)
- D) Request Time Off hot button-click to enter actual request
- E) Once leave is requested and/or approved it will show here
- F) Shows amount of accrued leave available to use

- A) Drop down menu to change view
- B) Hot buttons to change view-Day/Week/Month
- C) Sliding scale to change view (each week of current pay period)

- D) Request Time Off hot button-click to enter actual request
- E) Once leave is requested and/or approved it will show here
- F) Shows amount of accrued leave available to use

Requesting Leave (for Exempt and Non-Exempt Employees)

1) Click on "My TimeOff Requests"

The screenshot shows the Kronos My Timecard interface. The user is Allison M Sanders. The interface includes a 'My Timecard' section with a table of dates, schedules, and times. The 'My TimeOff Requests' menu item is highlighted with a red box and an arrow pointing to it from a text box.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 8/23									
Mon 8/24	8:00AM-5:00PM	6:02AM	7:59AM				8.5	8.5	8.5
Tue 8/25	8:00AM-5:00PM	7:00AM	7:57AM				7.5	7.5	16.0
Wed 8/26	8:00AM-5:00PM	8:42AM	3:15PM				1.0	1.0	17.0
Thu 8/27	8:00AM-5:00PM	7:00AM	7:55AM						17.0
Fri 8/28	8:00AM-5:00PM								17.0
Sat 8/29									
Sun 8/30									
Mon 8/31	8:00AM-5:00PM								
Tue 9/01	8:00AM-5:00PM								
Wed 9/02	8:00AM-5:00PM								
Thu 9/03	8:00AM-5:00PM								
Fri 9/04	8:00AM-5:00PM								
Sat 9/05									

2) Click on "Request Time Off"

The screenshot shows the Kronos My TimeOff Requests interface. The user is Allison M Sanders. The interface includes a 'My TimeOff Requests' section with a table of dates, schedules, and times. The 'Request Time Off' button is highlighted with a red box and an arrow pointing to it from a text box.

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal.	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending Bala.	Prior End Vested	Prior End Probati.	Opening Balance	Opening Ves
Comp Time	1/01/2020 - 12/31/2020	Hour	0.13	0.13		0.0	0.0	0.0	0.0	0.13	0.13		12.0	0.13
Discretionary Day	1/01/2020 - 12/31/2020	Hour	12.0	12.0		0.0	0.0	0.0	0.0	12.0	12.0		0.0	
Holiday Comp TL	1/01/2020 - 12/31/2020	Hour	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0		0.0	
Inclement Weather	1/01/2020 - 12/31/2020	Hour	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0		0.0	

Request Time Off

Type: Request Time Off

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
8/26/2020	8/26/2020	Comp Time Taken	Full day		

Accruals on: 8/26/2020

Accrual	Balance
Comp Time	0.13 Hour
Discretionary Day	12.0 Hour
Holiday Comp Time	0.0 Hour

Note (optional)

Type a note (optional)

Cancel Submit

“Accruals on” allows you to change the date and will give you an “estimate” of the amount of leave time you will have at a certain point in time. You can change the date as needed.

Request Time Off

Type: Request Time Off

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
08/26/2020	8/26/2020	Comp Time Taken	Full day		

Accruals

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Balance
0.13 Hour
12.0 Hour
0.0 Hour

Note (optional)

Type a note (optional)

Cancel Submit

Type: Will always be “Request Time Off”

Start Date: Click on the grey box, a calendar appears, select the start date of your leave request.

End Date: Kronos automatically populates the same end date as the start date. To change it to something else click on the grey box and select the end date you need.

Request Time Off

Type: Request Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>	8/31/2020	8/31/2020	Comp Time...	Full day		

Accruals on: 8/26/2020

Accrual	Balance
Comp Time	
Discretionary Day	
Holiday Comp Time	

Note (optional)

Type a note (optional)

Cancel Submit

Request Time Off

Type: Request Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>	8/31/2020	8/31/2020	Vacation-NonEx...	Full day		

Accruals on: 8/26/2020

Accrual	Balance
Comp Time	0.13 Hour
Discretionary Day	12.0 Hour
Holiday Comp Time	0.0 Hour

Note (optional)

Type a note (optional)

Cancel Submit

Pay code: Click on the grey box. From the drop down menu select the type of leave you want to use.

****This is a list of all the possible leave codes you could use. You may not have leave available in every type of pay code.**

****If the same type of leave is being used for multiple days (vacation for example) it can all be put on the same request.**

****Example: I want to take a week of vacation. The start date would be Monday, the end date would be Friday. And I select vacation as the pay code.**

Time unit: Can be “Full Day” or “Hours”

Full day: If you select full day, review the information in the request, then click submit. The last two boxes will remain grey and empty.

****Kronos will replace your daily schedule with the leave code you selected.**

Request Time Off

Type: Request Time Off

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	x	8/31/2020	8/31/2020	Vacation-NonEx...	Full day		

Full day
Hours

Accruals on: 8/26/2020

Accrual	Balance
Comp Time	0.13 Hour
Discretionary Day	12.0 Hour
Holiday Comp Time	0.0 Hour

Note (optional)

Type a note (optional)

Cancel

Submit

If you select hours.....

Request Time Off

Type: Request Time Off

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	x	8/31/2020	8/31/2020	Vacation-NonEx...	Hours		

Accruals on: 8/26/2020

Accrual	Balance
Comp Time	0.13 Hour
Discretionary Day	12.0 Hour
Holiday Comp Time	0.0 Hour

Note (optional)

Type a note (optional)

Cancel



Submit

Start Time: Click on the start time box, you will then be able to type the start time of your leave.

****Make sure to use am or pm!**

Request Time Off

Type: Request Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
 	8/31/2020	8/31/2020	Vacation-NonEx...	Hours	3:00PM	

Accruals on: 8/26/2020

Accrual	Balance
Comp Time	0.13 Hour
Discretionary Day	12.0 Hour
Holiday Comp Time	0.0 Hour



Note (optional)

Type a note (optional)

Cancel Submit

Request Time Off

Type: Request Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
 	8/31/2020	8/31/2020	Vacation-NonEx...	Hours	3:00PM	3

Accruals on: 8/26/2020

Accrual	Balance
Comp Time	0.13 Hour
Discretionary Day	12.0 Hour
Holiday Comp Time	0.0 Hour

Note (optional)

Type a note (optional)

Cancel Submit

Daily Amount: Click on the grey box and enter the total amount of hours needed to make your daily shift “whole”

****Do not include your lunch time if you will be gone during it**

****Example: I work 8-5. I will work 8-10, then take sick leave for the rest of my shift. I need 6 hours to make my shift whole.**

Review the information, then click submit.

****Your supervisor gets an email when a request is submitted, and you get an email showing the request was submitted.**

★ Manage My Department | My Information | **My TimeOff Requests** | X

My TimeOff Requests

August 30, 2020 - September 5, 2020

Current Pay Period

Day | Week | Month | Visibility Filter | Request Time Off

	Sun 8/30	Mon 8/31	Tue 9/01	Wed 9/02	Thu 9/03	Fri 9/04	Sat 9/05
12:00AM						Request Time Off	
1:00AM							
2:00AM							
3:00AM							
4:00AM							
5:00AM							
6:00AM							

Accruals Widget Part

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal..	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending Bal..	Prior End Vested	Prior End Probati..	Opening Balance	Opening Ves
Comp Time	1/01/2020 - 12/31/2020	Hour	2.63	2.63		2.25	1.0	0.0	0.0	1.38	1.38		1.38	
Discretionary Day	1/01/2020 - 12/31/2020	Hour	12.0	12.0		0.0	0.0	0.0	0.0	12.0	12.0		12.0	
Holiday Comp TL	1/01/2020 - 12/31/2020	Hour	28.75	28.75		0.0	0.0	0.0	0.0	28.75	28.75		28.75	2
Inclement Weather	1/01/2020 - 12/31/2020	Hour	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0		0.0	

Once a request is submitted it will show on your calendar like this.

When the request is approved by your supervisor it will show up like this.

★ My Information | **My TimeOff Requests** | X

My TimeOff Requests

August 9 - 15, 2020

Previous Pay Period

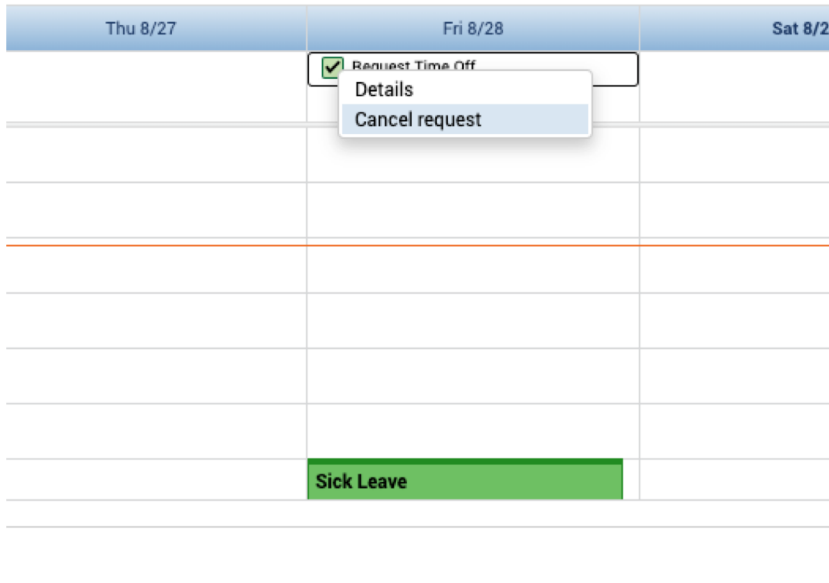
Day | Week | Month | Visibility Filter | Request Time Off

	Sun 8/09	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Sat 8/15
			Request Time Off	Request Time Off		Request Time Off	
8:00AM							
9:00AM							
10:00AM			Sick Leave				
11:00AM							
12:00PM						Vacation-NonExempt	
1:00PM							
2:00PM							

Accruals Widget Part

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal..	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending Bal..	Prior End Vested	Prior End Probati..	Opening Balance	Opening Ves
Comp Time	1/01/2020 - 12/31/2020	Hour	0.13	0.13		0.0	0.0	0.0	0.0	0.13	0.13		0.13	
Discretionary Day	1/01/2020 - 12/31/2020	Hour	12.0	12.0		0.0	0.0	0.0	0.0	12.0	12.0		12.0	
Holiday Comp TL	1/01/2020 - 12/31/2020	Hour	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0		0.0	
Inclement Weather	1/01/2020 - 12/31/2020	Hour	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0		0.0	

Cancelling a Leave Request (Exempt and Non-Exempt Employees)



If you need to cancel your leave, right click on the green box with a check mark or an arrow, then select “cancel request”

Cancel Time-Off Request

✓ Approved: 8/14/2020 - 4:27:35PM
Modified by: mcnulty

Employee: Sanders, Allison M Type: Request Time Off

► Requested

▼ Approved

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
8/14/2020	8/14/2020	Vacation-NonExe...	Hours	12:00PM	1.0

Accruals on: 8/14/2020

Accrual	Balance
Comp Time	0.13 Hour
Discretionary Day	12.0 Hour
Holiday Comp Time	0.0 Hour

Status History

✓ Approved: 8/14/2020 - 4:27:35PM
mcnulty


Submitted: 8/14/2020 - 3:43:03PM
ASANDERS85





Cancel Cancel Request

The information about the request will appear, then click on cancel request.

**Your supervisor or the ASC-HR staff can also manually delete leave and/or modify the request if there was an error.

Approve Timecard (for all employees)


4

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
	Fri 2/01	8:00AM-5:00PM	7:44AM	10:47AM				7.75	7.75	40.0
	Sat 2/02		12:15PM	4:56PM						40.0
	Sun 2/03									40.0
	Mon 2/04	8:00AM-5:00PM	7:38AM	4:56PM				9.25	9.25	49.25
	Tue 2/05	8:00AM-5:00PM	7:37AM	11:16AM				6.75	6.75	56.0
	Wed 2/06	8:00AM-5:00PM	7:43AM	11:46AM				8.0	8.0	64.0
	Thu 2/07		8:00AM	4:09PM		Vacation-NonExempt	6.0			
		2:00PM-3:00PM				Sick Leave	2.0		8.0	72.0
	Fri 2/08	8:00AM-5:00PM	8:01AM	11:59AM				8.0	8.0	80.0
	Sat 2/09		12:56PM	4:57PM						80.0

Totals Accruals Audits Historical Corrections Audits

All All

Account	Pay Code	Amount
3670005010/3670005030/SOK/1/W0000106026/KS4081/-	Regular	72.0
3670005010/3670005030/SOK/1/W0000106026/KS4081/-	Sick Leave	2.0
3670005010/3670005030/SOK/1/W0000106026/KS4081/-	Vacation-NonExempt	6.0

#1 Check week 1 to make sure total hours are correct (at least 40 hours if you are a full time employee). This number is found in the “period” column on the Saturday line of week 1.

#2 Check week 2 to make sure total hours are correct (at least 40 hours if you are a full time employee-should reflect 80 for the pay period). This number is found in the “period” column on the Saturday line of week 2.

#3 Make sure there are 80 hours shown and leave times are correct (Was there a holiday during the pay period? Did you get paid correctly?)

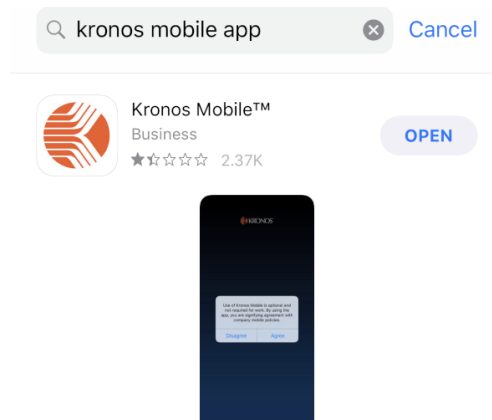
#4 Click Approve Timecard



Kronos Mobile App

For all employees

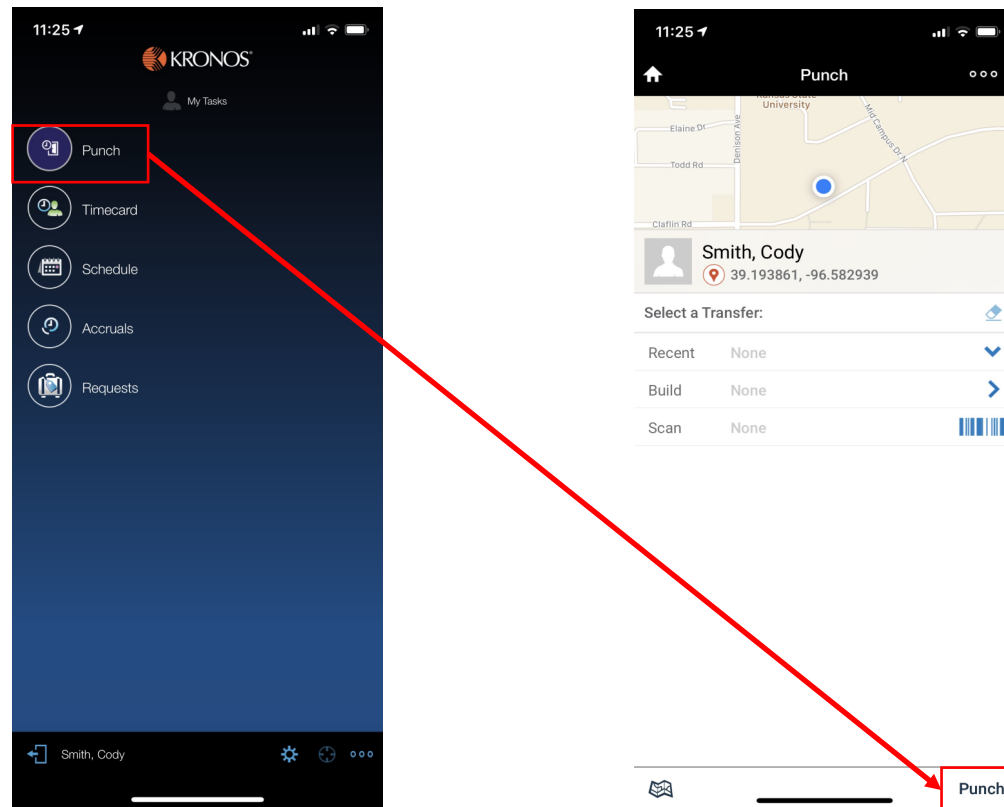
Downloading the Mobile App:



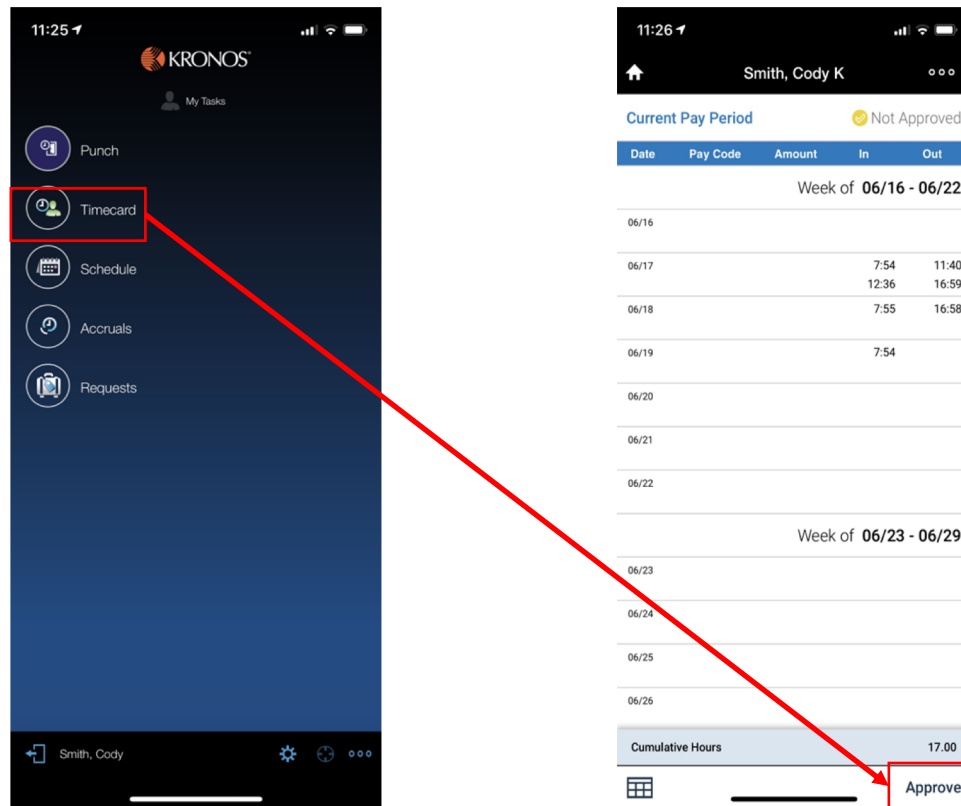
Single Sign-On Link:

<https://signin.k-state.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://k-state.kronos.net/wfc/mobile/logon>

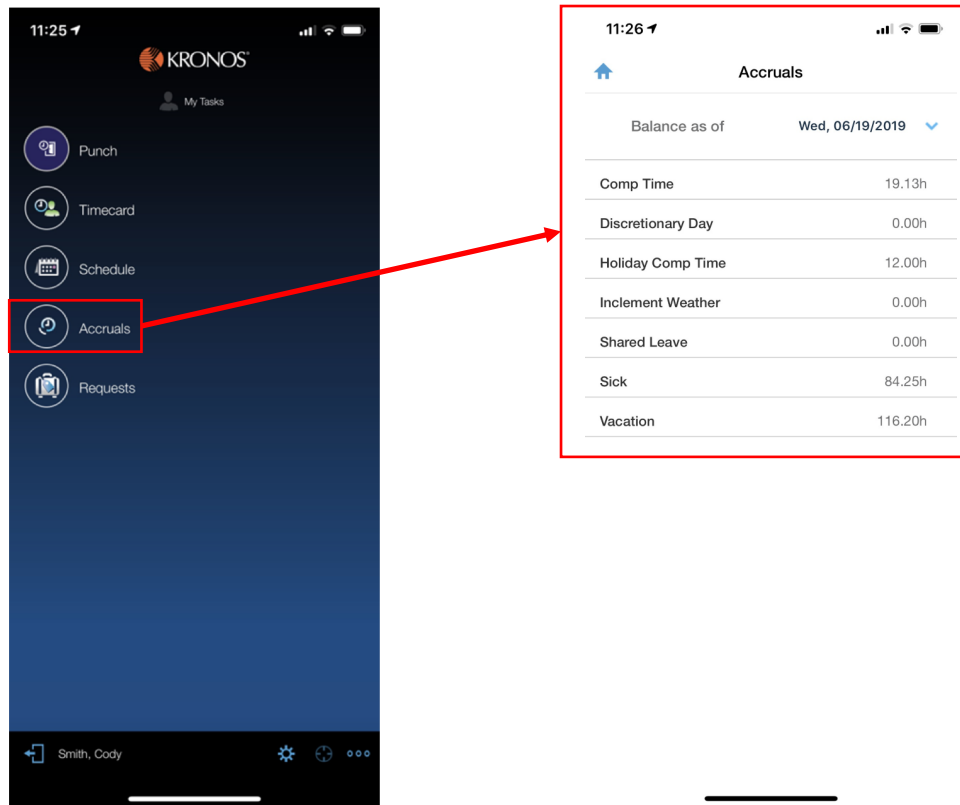
Clocking In and Out (Non-exempt and Student employees)



Time card: Viewing and Approving



Accruals (Exempt and Non-Exempt Employees)



Remember:

Accruals in Kronos are only an estimate. See HRIS for correct balances.

Requesting time off (Exempt and Non-Exempt Employees)

