

My Timecard

Loaded: 10:17 AM Current Pay Period

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 6/14									
+ X	Mon 6/15	8:00AM-5:00PM	8:00AM	12:00PM				8.0	8.0	8.0
+ X	Tue 6/16	8:00AM-5:00PM	8:00AM	12:00PM				8.0	8.0	16.0
+ X	Wed 6/17	8:00AM-5:00PM	8:00AM	12:00PM				8.0	8.0	24.0
+ X	Thu 6/18	8:00AM-5:00PM	8:00AM	10:17AM				2.25	2.25	26.25
+ X	Fri 6/19	8:00AM-5:00PM								26.25
+ X	Sat 6/20									26.25
+ X	Sun 6/21									26.25
+ X	Mon 6/22	8:00AM-5:00PM								26.25
+ X	Tue 6/23	8:00AM-5:00PM								26.25
+ X	Wed 6/24	8:00AM-5:00PM								26.25
+ X	Thu 6/25	8:00AM-5:00PM								26.25
+ X	Fri 6/26	8:00AM-5:00PM								26.25
+ X	Sat 6/27									26.25

My Timestamp

Recorded Time: 10:17 AM  
(GMT -06:00) Central Time

Record Timestamp

- My Timestamp
- My Timecard
- My Audits
- My Inbox
- My Reports
- My TimeOff Requests
- My Medical-FMLA Request

Name and Sign out moved to upper right hand corner.

Record Timestamp in same location. When clocking in and out, it still shows the time you last clocked in and out.

Major change is "My Timeoff Requests" screens and requesting leave.

The screenshot displays the 'My TimeOff Requests' interface. At the top, there are navigation tabs for 'My Information' and 'My TimeOff Requests'. Below the tabs, the current date range is 'June 14 - 20, 2020'. A toolbar contains icons for 'Day', 'Week', 'Month', 'Visibility Filter', and 'Request Time Off' (highlighted in red). The main area is a calendar grid showing days from Sun 6/14 to Sat 6/20 and times from 8:00AM to 2:00PM. At the bottom, an 'Accruals Widget Part' table is highlighted in yellow. The table has columns for Accrual Code, Reporting Period, Accrual Unit, Available Balance (highlighted in green), 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, and Open.

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	Open
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 Ti...	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	

After clicking on “My TimeOff Requests” this is the new looking screen that will open in a new tab at the top. At the bottom (highlighted in yellow) is where you can see your current leave balances. Please remember to look at the “available balance” column (highlighted in green).

To enter a new leave request, click on the “suitcase and airplane” icon above the calendar (highlighted in red).

**Request Time Off**

Type: Request Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="button" value="+"/>	6/18/2020	6/18/2020	Comp Time Taken	Full day		

Accruals on: 6/18/2020

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

Note (optional)

Type a note (optional)

You can also see your current leave balances on this screen as well as use Kronos to “predict” how much leave you will have at a certain date by changing the “Accruals on” date.

Just like in the previous version, the flash free version creates the same “leave form” every time that allows you to manipulate the information to create the unique leave requests. You can click on every single box at the top to enter and change the information to match what you need to request. The following pages show an example of how to manipulate this form in Kronos.

**Request Time Off**

Type: Request Time Off

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
	6/18/2020	6/18/2020	Comp Time Taken	Full day		

Accruals on: 6/18/2020

	Su	Mo	Tu	We	Th	Fr	Sa	Balance
31	1	2	3	4	5	6		
7	8	9	10	11	12	13		0.13 Hour
14	15	16	17	18	19	20		12.0 Hour
21	22	23	24	25	26	27		0.0 Hour
28	29	30	1	2	3	4		
5	6	7	8	9	10	11		

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
	6/19/2020	6/19/2020	Comp Time...	Full day		

Accruals on: 6/18/2020

	Su	Mo	Tu	We	Th	Fr	Sa	Balance
31	1	2	3	4	5	6		
7	8	9	10	11	12	13		0.13 Hour
14	15	16	17	18	19	20		12.0 Hour
21	22	23	24	25	26	27		0.0 Hour
28	29	30	1	2	3	4		
5	6	7	8	9	10	11		

Note (optional)  
Type a note (optional)

Cancel Submit

Click on the “start date” box to bring up the calendar. Select the date you want your leave to start on. Use the arrows to move to a different month.

Kronos automatically populates the end date to match the start date. If your leave will be for more than one day, click on the “end date” box and enter the correct end date.

Now that the dates are correct, click on the pay code box. A drop down menu will appear with the available codes for you to use. Select the one you wish to use.

\*\*Remember, just because it is listed does not mean you have accrued time in that leave code. Check your current balances.

**Request Time Off**

Type: Request Time Off

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
6/19/2020	6/19/2020	Vacation-NonEx...	Full day		

Accruals on: 6/18/2020

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
6/19/2020	6/19/2020	Vacation-NonEx...	Hours	8:00AM	2

Accruals on: 6/18/2020

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

Next select if you will be gone all day or for a portion of the day.

If you select **full day**, the start time and daily amount will stay “greyed” out. Kronos will drop the appropriate daily amount onto your timecard based on your schedule.

Click submit and you are done.

If you need less than a full day, select hours.

For the “start time” box you will type what time your leave is to begin. **REMEMBER TO USE AM AND PM!!!**

In the “daily amount” box type in the number of hours you are needing to take.

Click submit and you are done.

My TimeOff Requests

June 14 - 20, 2020

Current Pay Period

Day Week Month Visibility Filter Request Time Off

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20
						Request Time Off	
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							

Once you have submitted the request it will appear like this on your calendar.

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 Bala...	Prior End Vested	Prior End Probati...	Opening Balance	Open
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	

When you supervisor approves the leave request, it will look like this and it will drop on to your timecard on the corresponding day.

My TimeOff Requests

June 14 - 20, 2020

Current Pay Period

Day Week Month Visibility Filter Request Time Off

	Sun 6/14	Mon 6/15	Tue 6/16	Wed 6/17	Thu 6/18	Fri 6/19	Sat 6/20
						Request Time Off	
8:00AM						Vacation-NonExempt 8:00AM [2.00 h]	
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							

This is the same as the previous version.

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 Bala...	Prior End Vested	Prior End Probati...	Opening Balance	Open
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	