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Comp Time	1/01/2020 - 12/3	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 - 12/3	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 - 12/3	31/2020	Hour	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0		0.0	
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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).

Ē	Request Time O	ff				
	Type: Request Time O	ff 💌				
	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
	6/18/2020	6/18/2020	Comp Time Ta	aken Full day		
	Accruals on: 6/18/202	0 📅				
		Accrual			Balance	
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	Note (optional)					
-					Cano	el Submit
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	0.0		0.0	0.0	0.0	0.0

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.

Requ	est	Tir	ne	Off	:								Reques	t Time Off					
Type:	Requ	uest '	Time	Off			Ŧ						Type: Re	quest Time Off	•				
		Star	t dat	e		End	date		Pay code	Time Unit	Start time	Daily Amount		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ ×	6/1	8/20	20			6/18/	2020	Co	mp Time Take	n Full day			+ ×	6/19/2020	6/19/2020	Comp Time 🝷	Full day		
				Ju	ne 20	20		►	Ì				Accruais or	6/18/2020		Vacation-Nor Sick Leave			
Accrual	s Si	u N	10	Tu	We	Th	Fr	Sa	-					0/10/2020		Comp Time T			
	3	1	1	2	3	4	5	6			Balanas			Ac	crual	Discretionary		Balance	
	7	,	8	9	10	11	12	13			Balance		Comp Tim	e		Funeral Leave	Hour		
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	2	8 2	29	30	1	2	3	4					Note (optio	nal)			/		
Note (op	ot 5	;	6	7	8	9	10	11					Type a note	(optional)			-		
Type a r	note (optio	nal)																
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		12.0							0.0	0.0	0.0		12.0	12.0		0.0	0.0	0.0	0.0

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.

					Re	quest Time Off					
•					Тур	e: Request Time Off	T				
End date	Pay code	Time Unit	Start time	Daily Amount		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
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Π		Full day Hours			Acc	ruals on: 6/18/2020				1	
Accrual			Balance			Ac	crual			Balance	
	0.13	3 Hour			Co	omp Time		0.13	Hour		
	12.) Hour			Dis	scretionary Day		12.0	Hour		
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					Note	e (optional)					
					Тур	e a note (optional)					
					r Ending le Balan						
			Cance	Submit	0.					Cance	Submit
,	End date 6/19/2020	End date Pay code 6/19/2020 Vacation-NonEx. Image: state states	End date Pay code Time Unit 6/19/2020 Yacation-NonEx Full day • Full day Hours •	End date Pay code Time Unit Start time 6/19/2020 Vacation-NonEx Full day • Full day • Full day • Accrual 0.13 Hour 12.0 Hour 0.0 Hour 0.0 Hour	End date Pay code Time Unit Start time Daily Amount 6/19/2020 Vacation-NonEx Full day • Full day • • • Accrual 0.13 Hour • • 12.0 Hour 0.0 Hour •	End date Pay code Time Unit Start time Daily Amount 6/19/2020 Vacation-NonEx Full day Image: Cancel Submit Accuration Accrual 0.13 Hour Image: Cancel Submit Image: Cancel Submit Image: Cancel Submit Image: Cancel Submit	End date Pay code Time Unit Start time Daily Amount 6/19/2020 Vacation-NonEx Full day Full day Full day Hours Hours 0.13 Hour 12.0 Hour 0.0 Hour Ending tending tending tending tending tending tending	End date Pay code Time Unit Start time Daily Amount 6/19/2020 vacation-NonEx Full day Hours Hours 6/19/2020 6/19/2020 Accrual Balance 0.13 Hour 12.0 Hour 12.0 Hour 0.0 Hour Cancel Submit Image: Cancel Submit Image: Cancel Submit Image: Cancel Submit	End date Pay code Time Unit Start time Daily Amount 6/19/2020 Vacation-NonEx Full day Full day Full day Full day Full day Hours Hours 6/19/2020 6/19/2020 Accrual Balance Accrual 0.13 Hour 0.13 Hour 12.0 Hour 0.0 Hour Ending Ending Ending Ending	End date Pay code Time Unit Start time Daily Amount 6/19/2020 //acation-NonEx. Full day • Full day • • Hours • • 0.13 Hour • 12.0 Hour • 0.0 Hour • Cancel Submit Ending 0.10 0.13 Hour 0.13 Hour 0.13 Hour 0.13 Hour 0.0 Hour 0.13 Hour 0.0 Hour 0.13 Hour 0.14 Hour 0.15 Hour 0.17 Hour 12.0 Hou	End date Pay code Time Unit Start time Daily Amount 6/19/2020 Vacation-NonEx. Full day • Full day • • 6/19/2020 6/19/2020 vacation-NonEx Hours 8.00AM Accrual 0.13 Hour • • • 6/18/2020 • • • Accrual 0.13 Hour • • • • • • • • 12.0 Hour • • • • • • • • 0.0 Hour • • • • • • • • • 12.0 Hour • </td

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

If you select **<u>full day</u>**, 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. <u>REMEMBER TO</u> <u>USE AM AND PM!!!</u>

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

Click submit and you are done.

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