New home screen lay out.

Differences:
1) Where you sign out
2) How to get to your timecard
3) The screen to request personal leave
4) The screen to approve employee leave requests

1) Sign out moved to top right corner
2) To get to your timecard, click on the “+” sign, then click on “My Information”
3) Requesting personal Leave

Click on “My TimeOff Requests”

**If you are a Non-Exempt Employee but also a supervisor your timecard looks slightly different, but the steps are the same**
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).
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.

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

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

This is the same as the previous version.
4) Approve Employee’s Leave requests

Access the employee leave requests how you have in the past:

a) Icon at the top
b) “Go To” Arrow (select requests)
c) “Requests” menu on the right hand side
This is what the new screen looks like. Manipulate the date range to find the submitted requests if needed.

When employee request appears click on "Approve"
The information for the specific request appears for you to review.

Then click on “Approve” to send the approved request to the employee’s timecard.