Request Time Off - NonExempt

This job aid explains how to Request Time Off, View a request and/or Cancel a request previously submitted.

Request Time Off

You request time off from My Calendar.

Select Main Menu > My Information > My Calendar.

1. In the calendar, select the start day of your request
2. Select New Request

3. Select a Type of Time Off
4. Select Apply
5. Review Dates field & add additional dates if needed
6. Enter a Start time. *If you are taking a full day, the Start time should be the start of your schedule in Kronos.*
   EX: A 8:00am – 4:30pm schedule, your start time should be 08:00am.
7. Enter the Duration of time you are requesting in hours:minutes, not a time of day. *EX: 3.5 hours of time = 03:30*
   *Because timecards use a rounding rule, the minutes portion must always be in ¼ hour units: :00, :15, :30 or :45*

   **NOTE:** If you are requesting multiple days, the Duration is the same amount of time for each day. *EX: 3 full days off will be a duration of 08:00 (if you normally work an 8-hour day; you do not include your meal break time)*
8. Select Review to add a comment
9. Select Submit
10. Select Done

The display bar of Multiple Accruals is just referencing that behind the scenes there is a balances deduction order process built in.

**NOTES:**
- When requesting Personal Time, it will always deduct from any Comp Time balance first, then your Personal Time balance, then finally Earned Time balances (if you have any). You are NOT choosing where it deducts from, that happens automatically in the system.
- When requesting Sick Time or Family Care – it will deduct from Sick Time first, then Earned Time (if you have any).
View Already Submitted Time Off Requests

If the time off request is submitted and you need to verify the status of the request, you will find it easily in the My Calendar page.

From your Home page, access the Main Menu and select My Information > My Calendar.

1. Click Requests tab in the Calendar panel.
2. You can review the history of a request by clicking on the More Information icon (blue circle w/3 dots).
3. From this panel, you can cancel an existing time off request (see below)

Note: The color & icon before the request name indicates the status of the request.

Green = Approved
Red = Cancelled
Gray = Submitted and pending approval

Cancel a submitted or approved time off request

If your time off request was submitted but not yet approved or if your request was already approved, you can cancel it by submitting a cancellation request to your manager for approval.

You should only correct prior time off requests through this method.

1. Select Show List.
2. Select the Requests tab.
3. From the listed requests, locate the request you wish to cancel.
4. Select the More Information icon (blue circle w/3 dots) to the right of the request.
5. Select Cancel Request. It will turn RED in your list, display with a status of ‘Cancellation Submitted’ and be routed to your Time-Approver for approval. When completed, the status will change to ‘Cancelled’
6. You can then go through the Request Time Off process to submit a new request, if needed, for the correct period of time