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.
   
   **EX:** If you request multiple days, the duration is still the same amount of time for each day. *3 full days off should still only be a duration of 08:00 hours.*
8. Select **Review** to add a comment
9. Select **Submit**
10. Select **Done**
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