# Approve Time Off Requests

Time off requests are one of the most common aspects of your approval work in Kronos.

## Overview

- Employee submits a time off request.
- Time Approver will receive notification via email and notification alerts on the Kronos homepage.
- Approve or deny requests from the link in email notifications to the employee **Schedule** or by reviewing notifications in **Control Center**.

## From the Email to Schedule

1. Click on the direct link located in the body of the Kronos Time Off Request email that you receive.
2. This will take directly to the employee’s **Schedule**.
3. **Submitted** requests appear in a gray oval (approved are in green and cancelled in red.)
4. Right click on the gray, **Submitted** request to open up the action panel.
5. Click on the **Accruals** drop down arrow to verify current accrual balances prior to making a decision.
6. Click on either **Approve** or **Refuse** (“Edit” and “Cancel” are not used in this process.)

Upon completion, the employee will be notified via email and in the Kronos homepage. If it is an approved request, a secondary email will be sent with an Outlook meeting maker to put the time off on their calendar.

## From the Notification to Control Panel

1. Following the steps to review notifications in **Control Center**, navigate to the specific request.
2. On the details panel, click the **Accruals** option to determine if the employee has enough of a balance to cover the request.
3. You can then choose to **Approve**, **Deny** or mark the request as **Pending**. (You may want to use Pending if you need to go back and review other employee schedules, first.)

Upon completion, the employee will be notified via email and in the Kronos homepage. If it is an approved request, a secondary email will be sent with an Outlook meeting maker to put the time off on their calendar.
Notes

- Time off requests in a current pay period must be approved prior to payroll Sign-Off.
- All time off requests need to be approved for them to be processed. For hourly staff, an unapproved time off request will result in no paid hours for that time period.
- If you need to add, edit or delete previously approved time off requests, you would do so by right clicking on the scheduled time off (rectangle not oval) and not the request. Follow the instructions in the “Add, Edit or Delete Time Off or Paycodes in Schedule” job aid.