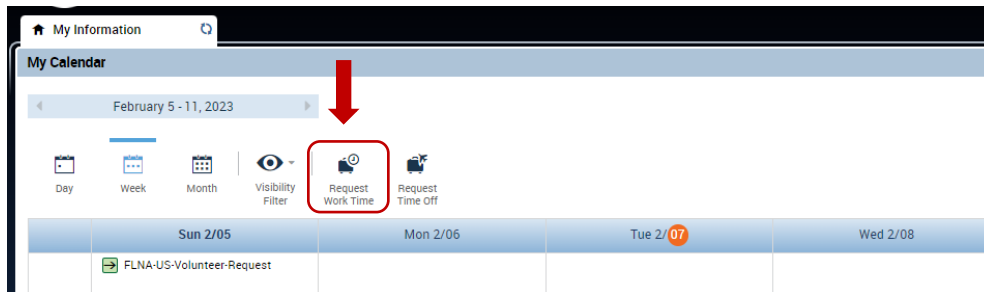


## Web Overtime Request Job Aid

This job aid will walk through the process to request overtime through the Kronos web browser.

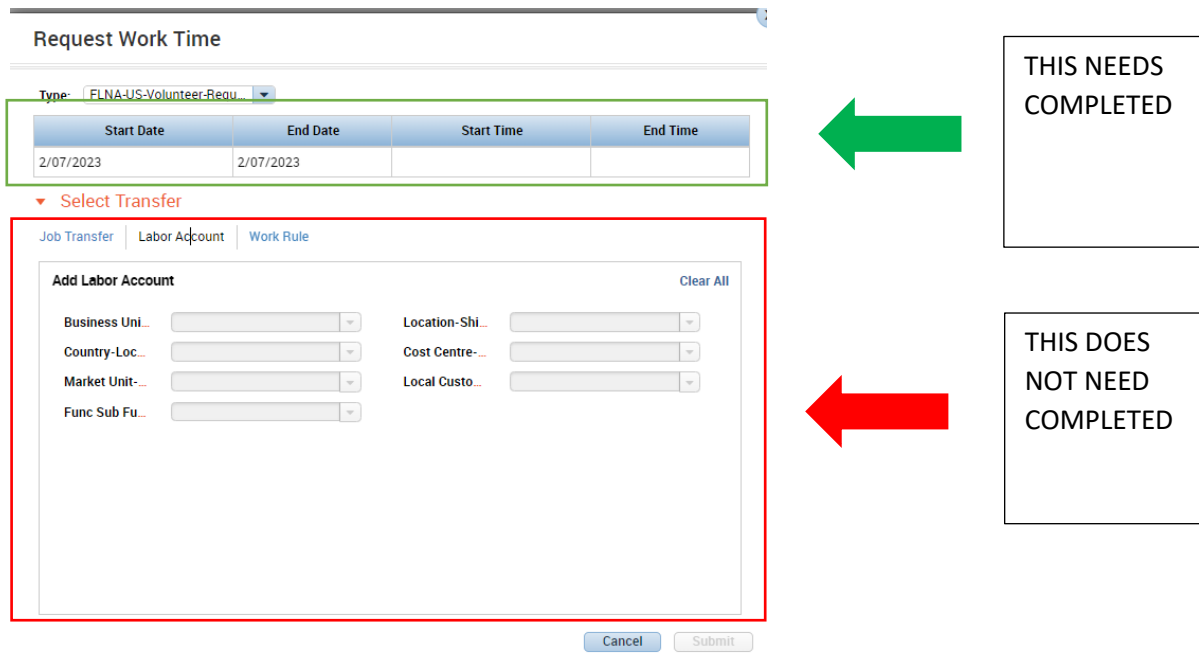
In order to navigate to the Kronos web browser, please see the “Logging into Kronos Job Aid”.

1. Log in to the Kronos system using your GPID and password.  
On your home screen, select the “Request Work Time” button on the top menu.



2. Input the “Start Date”, “End Date”, “Start Time”, & “End Time” of the timeframe that you would like to request to work. If this timeframe crosses from one day into the next day, the start and end dates you select WILL NOT match. Ensure that the “Select Transfer” section is left blank – nothing needs to be completed here. (Primary Qualifications)

To ensure that times are entered correctly, please see the “Overtime Request Chart”.



Start Date	End Date	Start Time	End Time
2/07/2023	2/07/2023		

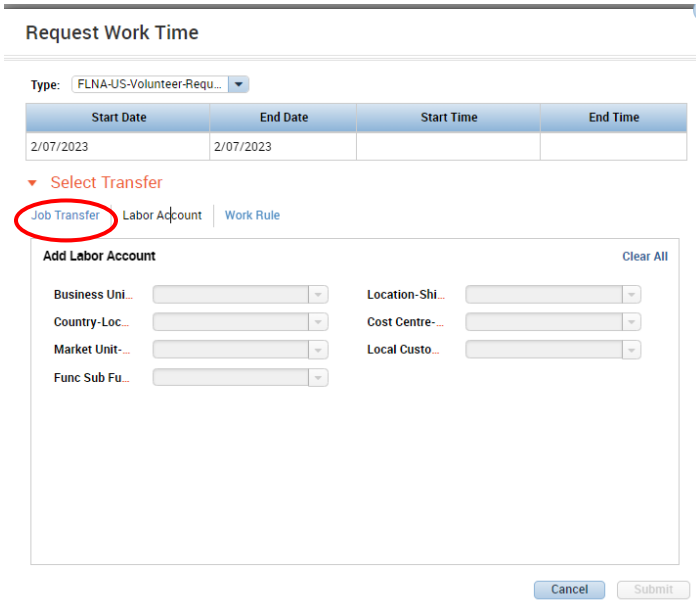
THIS NEEDS COMPLETED

THIS DOES NOT NEED COMPLETED

3. After inputting all required information above, click on the “Submit” button to submit your request.

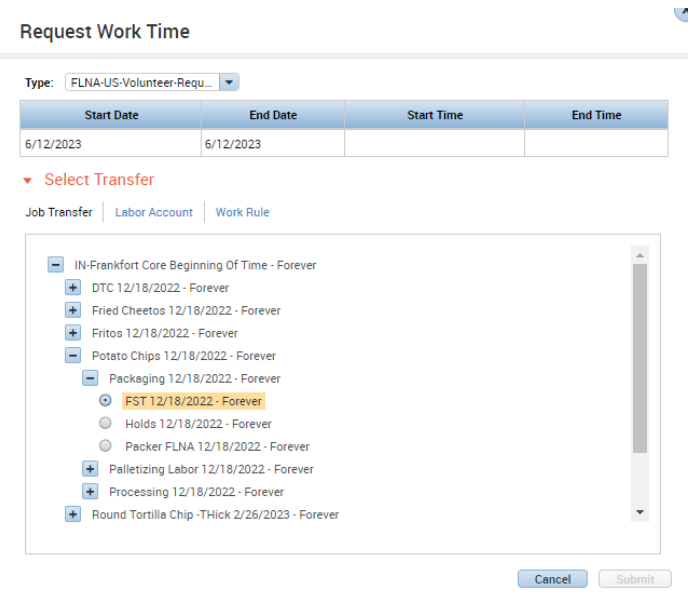
## Web Overtime Request Job Aid Cont.

To sign outside of your primary qualification, navigate to the same Request Work Time button and select the “Job Transfer” section under the “Select Transfer” drop down.



The screenshot shows the 'Request Work Time' form. At the top, there is a 'Type' dropdown menu set to 'FLNA-US-Volunteer-Requ...'. Below this is a table with columns for 'Start Date', 'End Date', 'Start Time', and 'End Time'. The 'Start Date' and 'End Date' fields are populated with '2/07/2023'. Underneath the table is a 'Select Transfer' dropdown menu. The 'Job Transfer' option is selected and circled in red. Below the dropdown menu is a section titled 'Add Labor Account' with a 'Clear All' button. This section contains several dropdown menus for 'Business Uni...', 'Country-Loc...', 'Market Unit...', 'Func Sub Fu...', 'Location-Shi...', 'Cost Centre...', and 'Local Custo...'. At the bottom of the form are 'Cancel' and 'Submit' buttons.

A list of everything you are qualified for will appear:



The screenshot shows the 'Request Work Time' form with the 'Select Transfer' dropdown menu expanded. The 'Job Transfer' option is selected. Below the dropdown menu is a list of qualifications. The 'FST 12/18/2022 - Forever' qualification is highlighted in yellow. Other qualifications include 'IN-Frankfort Core Beginning Of Time - Forever', 'DTC 12/18/2022 - Forever', 'Fried Cheetos 12/18/2022 - Forever', 'Fritos 12/18/2022 - Forever', 'Potato Chips 12/18/2022 - Forever', 'Packaging 12/18/2022 - Forever', 'Holds 12/18/2022 - Forever', 'Packer FLNA 12/18/2022 - Forever', 'Palletizing Labor 12/18/2022 - Forever', 'Processing 12/18/2022 - Forever', and 'Round Tortilla Chip -THick 2/26/2023 - Forever'. At the bottom of the form are 'Cancel' and 'Submit' buttons.

Select the qualification which you would like to sign for. In the picture to the left, this employee is signing to be an FST. For any position that works in multiple departments (like FST/CET), sign for it in PC. After selecting the qualification, fill out all of the same information and submit as you would for a primary qualification request.