

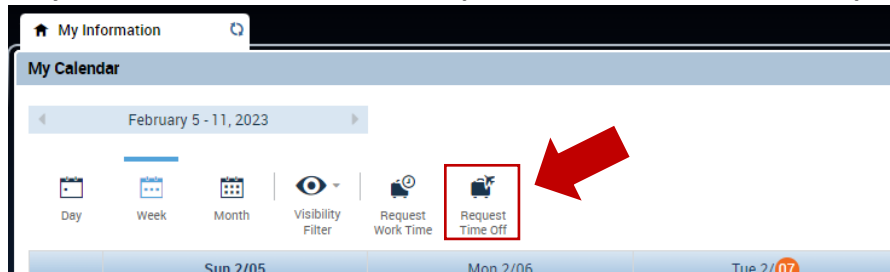
Web Time Off Request Job Aid

This job aid will walk through the process to request time off 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 Time Off” button on the top menu.



2. Select the “Start Date” & “End Date” of your requested time off. (Note: for a *whole week off*, you should select the first day that you would like off as your “Start Date” and the last day that you would like off as your “End Date”.)

In the “Pay Code” column, select the correct type of request from the drop-down menu (refer to the chart below).

Input the “Start Time” of the shift & the “Daily Amount” (in hours) that you are requesting to have off. (Note: for a *whole week off*, you should input the “Start Time” of your shift and the “Daily Amount” of hours in your normal work shift.)

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

The screenshot shows the 'Request Time Off' form with the following fields filled: Type: FLNA-US-Time Off Request Hours, Start date: 2/07/2023, End date: 2/07/2023, Pay code: UVOL-EXOC (with a dropdown menu open showing options like FLTHOL-10C, FSCK-1, UVOL-EXOC, and VAC-10C), Time Unit: Hours, Start time: 8:00AM, and Daily Amount: 8.0. Below the form is an 'Accruals on:' field with a calendar icon. At the bottom right, there is a 'Cancel' button with a blue arrow pointing to it.

For Pay Codes Beginning With...	Use This When You Are...
UVOL-EXOC	Signing to Crew Out
VAC	Requesting a Vacation Day
FLTHOL	Requesting a Floating Holiday
FSCK	Requesting a PAID Sick Day

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

Web Time off Request Continued

The default Request Time Off request type is Time Off Request-Hours, which is what is displayed on the other page for all standard time off requests. However, there are a few other options displayed below:

Request Time Off

Type:
 FLNA-US-Time Off Request-Hours

Code	Time Unit	Start time	Daily Amount
PartTime-UVAC	Hours	8:00AM	8.0
UReward Day			
UVAC-Wants Back			

Accruals on:

Accrual	Balance
FLOAT HOLIDAY	16.0 Hour
SICK	16.0 Hour
VACATION	80.0 Hour

The other three request types (PartTime-UVAC, UReward Day, and UVAC-Wants Back) do not need a paycode to be selected. They should be used for the following scenarios.

Request Type...	Use This When You Are...
FLNA-US-Time Off Request-Hours	Standard Full Time Vacation days, Floating Holidays, Sick Days, and Crew Outs
PartTime-UVAC	Part Time unpaid vacation
UReward Day	Nonstandard time off requiring paperwork
UVAC-Wants Back	Using vacation to protect weekend and want vacation time back if not utilized