

Managing Kronos Employee Time Off Requests

Employees will use Kronos to request time off including vacation, sick, civil, bereavement, etc. Requests for the current pay period must be made and approved no later than the Monday after the pay period ends. If Monday is a holiday, the deadline is Tuesday. **Requests made or approved after the deadline may be denied by HR or could cause serious payroll errors.**

It is your responsibility to ensure your employee has enough accrued leave available to cover any requested time off.

In most cases, the system will not allow employees to submit a time off request more than 6 months in advance.

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- 1.** Time off requests will be emailed to you as soon as they are made. The email will have a link to Kronos iSeries Central. Click on that link to navigate to the Kronos sign-on screen.
- 2.** After you are signed on, you will be at the Time Off Requests screen. This screen will list all leave requests from your employees including the type, request date, start and end date of the request, hours per day of the request, and the current status of the request. The most recent requests will be at the top but you can re-sort by clicking on any of the column headers. You may also use the Filter option to narrow your view.
- 3.** To view and approve a request, highlight the record by clicking anywhere on the line.
- 4.** Go to the Actions Menu. From there, you can view the details of the request including employee comments and view the employee's current leave balances. If you choose to view the employee comments or their leave balances, click Return after viewing the information to return to the Time Off Requests screen. Do NOT use your internet explorer back button!
- 5.** Highlight the request again and go to Actions to either approve or reject the request. The status column will then update and an email will be sent to the employee. If the request is approved, it will also populate the employee's timecard.
- 6.** If you are going to be absent for a period of time and need another supervisor to approve leave on your behalf, please contact your assigned payroll representative. Payroll will make the necessary updates to give the other supervisor access to review and approve leave requests on your behalf.

7. Once you are finished approving requests, click on HOME in the upper right hand corner to return to your main Kronos view.
8. When approving timecards, make sure you are checking the TOR NEEDS ACTION column on your main home page view (column to the right of the Approval column). That is indicating there is a pending leave request that may need to be addressed before timecards may be approved.
 - NOTE: **All leave requests for the current pay period must be approved or rejected prior to approving employee timecards. Requests that have already been approved can NOT be edited or deleted on the timecard.** If any changes are needed to those records, the employee must edit or cancel their submitted leave request.
9. Once the leave request is approved and on the employee's timecard, the employee must still highlight and approve the records to approval level 1. You must then highlight and approve the timecard records to approval level 2.

NOTE: Employee leave requests must be approved no later than the first workday after the end of the pay period. This deadline is necessary because the employee timecard isn't completed until all leave requests are approved by the supervisor.