Tips for Submitting and Managing Time Off Requests in Kronos

Views in Kronos

1) Direct Report View
   - If you are a manager, your initial ‘view’ in Kronos will show all employees in your Banner organization code, not only your direct reports.
   - Please follow these instructions on how to create a customized list, also known as a Hyperfind, to view just your direct reports.

   Please note: Your initial view in Kronos is based on the organization code in GW’s HR system, Banner. Please ask your HRSD representative to update Banner, if the incorrect department is showing in Kronos.

2) Calendar View
   - All time off requests for a department can be viewed by managers in Schedule Planner.
     - Select an applicable Genie with your desired effective dates.
     - Highlight the rows for each of the employees you wish to see.
     - Click on the orange "go to" button and select Schedule Planner.
     - Use the calendar icon to customize the time frame.

Time Off Requests

1) Daily Amount
   - Within a time off request, the “Daily Amount” field is defaulted to 8 hours. You may need to adjust this number to account for the actual number of hours requested.
     - For example, if you are normally scheduled for 8 hours per day and want to request annual time for 3 days, leave the number 8 in the Daily Amount field. Kronos will record three 8-hour days of annual time. (Do not enter 24 in the daily amount field as Kronos will deduct 24-hours of annual time for each requested day.)
   - If you are a part time employee and are requesting your normal 4-hour day off, you will need to adjust this number to 4.
2) Start Time

- Kronos uses a 24 hour (military time) format so if you need to take a partial day off, the start time may need to be adjusted.
  - For example, if you are taking sick time from 1:00 p.m. to 5:00 p.m., you would enter 13:00 in the start time field and 4 hours in the Daily Amount box.

3) University Holidays:

- University holidays should not be included within the date range for a time off request.
  - For example, if you are requesting annual time during the week of Memorial Day in 2020, you would enter annual time for May 26 – May 29. (You would not include May 25th, the Memorial Day holiday).

4) Weekends:

- Weekends should not be included within the date range for the time off request, unless your work schedule regularly includes the weekend.
  - For example, if you are requesting July 6 – July 17, 2020 off, you would create two lines by using the “plus” icon in the Request Time Off box. 1st line: July 6 - 10; 2nd line: July 13– 17.

5) Unpaid Time:

- If an employee needs to take unpaid time, unpaid time must be entered into Kronos by both non-exempt and exempt employees to ensure accrual balances are prorated accurately.
- Monthly employees only use Kronos for time off tracking. In addition to entering the unpaid time into Kronos, please notify Payroll of the monthly employee’s unpaid dates so the employee does not get overpaid. A manual pay correction in Banner will be required to reflect the unpaid hours.
  - Please note: Exempt employees should record unpaid time in full day increments only.
Mid-Year Accrual Rate Changes

- A change in the accrual rate for annual time is based on years of benefits-eligible service. Changes are effective the first of the month following your anniversary date in a benefits-eligible position, or on your hire date anniversary if you were hired on the first of the month.
- Although the change in annual time accrual can change at any point during the year, Kronos is programmed to provide the allowed annual time overdraft as though the change occurred on July 1. The system will not subtract the difference between the old and new annual time accrual tiers.
  - Managers should ensure balances on June 30 will not be negative. For example, if your employee moves from Staff 0-2 years to Staff 3-4 years on January 1, the employee will accrue 10 hours annual time per month July through December and 12 hours annual time January through June.

Time Off Cancellations and Corrections

1) Cancellations
   - You can cancel a time off request by right clicking on the request from My Calendar and selecting “Cancel”. If the request was previously approved, your manager will also need to approve the cancellation to complete the cancellation.
   - If you are a manager, you can cancel a time off request on behalf of an employee through Request Manager. Highlight the request to be cancelled and select “Cancel”. (Please do not select Retract). If the request was previously approved, you will also need to approve the cancellation to complete the cancellation.

2) Historical Corrections
   - The university does not allow adjustments to time cards in Kronos beyond the pay period departmental approval deadline. Manual timesheets are required for retroactive pay corrections including missed annual and sick time hours.
   - However, annual and sick time corrections are permitted in prior pay periods, in order to correct the employee’s accrued balances. Payroll Services will release the hold on historical time off corrections only, generally the day after the pay period departmental approval deadline.