Tips for Submitting and Managing Time Off Requests in Kronos

Viewing Time Off Requests for Your Department
1) Open the Manage My Department window
2) Select the Accrual Reporting Period genie
   • Highlight the rows of each of the employees you wish to include. You can select multiple employees by holding down the Shift button while clicking on the rows.
   • After employees are highlighted, click on the orange "go to" button on the right side of the screen and select Schedule Planner.
   • Use the calendar icon to customize the time frame.

Tips for Submitting Accurate Requests

1) Daily Amount
   • Within a time off request, the “Daily Amount” field is defaulted to 8 hours. You will need to adjust this number to account for the actual number of hours you are requesting.
     o For example, if your regular schedule is an 8-hour day and you want to request annual time for 3 days, July 8 – 10, enter 8 in the Daily Amount field. The system will record three 8-hour days of annual time. (Do not enter 24 in the daily amount field as it will charge you 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 an employee needs to take a partial day off, the start time may need to be adjusted.
     o For example, if an employee is taking sick time from 1:00 p.m. to 5:00 p.m., the employee 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.
     o For example, if you are requesting Annual Time during the week of Memorial Day you would enter annual time off for May 28 – May 31 (you would not include May 27th, 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 an employee is requesting July 6 – July 17, using the “plus” icon in the Request Time Off box, the employee would create two lines in their request. 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 to ensure accruals are pro-rated accurately.
   - Monthly employees only use Kronos for time off tracking. To track unpaid time for monthly-paid employees, please notify Payroll of the 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

- Changes in the accrual rate for annual time are based on years of benefits-eligible service. Changes are effective the first of the month following the employee’s anniversary date in a benefits-eligible position, or on the employee’s hire date anniversary if 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 6/30 will not be negative. For example, if the employee moves from Staff 0-2 years to Staff 3-4 years on January 1, they 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
   - An employee can cancel a time off request by right clicking on the request from My Calendar and selecting “Cancel”. If the request was previously approved, the manager will also need to approve the cancellation to complete the cancellation.
   - A manager 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, the manager 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.
   - Annual and sick time corrections are permitted in prior pay periods, 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.