Submitting Paid Time Off in Kronos

- Annual Time may be used in advance of accrual. An employee’s full annual time balance for the fiscal year is available to use on July 1 (the start of each fiscal year).
- Up to five (5) accrued but unused days of annual time (as of June 30) will automatically roll over into the next fiscal year. Carryover balances must be used by August 31 of the new fiscal year, or the time will be forfeited.
- Sick time does not need to be used during the fiscal year in which it is accrued. However, sick time may not be used prior to its accrual.
- The Kronos Tips overview can help ensure your requests are entered accurately.
- Employees and managers are encouraged to visit the Tools and Resources page for more tip sheets and tutorials.

1) Log on to Kronos at go.gwu.edu/trs with your username and password.

2) Open the My Calendar widget. Click on Request Time Off.
3) Select the type of paid time off you want to submit from the drop down box.

4) Before entering the request information, we recommend that you check your current balance as well as the balance you have available through the end of the fiscal year (June 30) to avoid being in overdraft status on June 30.

5) After confirming your available balance(s) enter the A) start date B) end date C) start time and D) daily amount. Click Submit.

- **Non-exempt employees**: If you work a partial day and use paid time off for your remaining hours, please be sure to clock-in and clock-out for the time you worked. Then submit your paid time off hours to ensure that you are paid for a full day based on your regularly scheduled hours.
- **Tip**: The daily amount field defaults to 8 hours. Please read the Kronos Tips linked at the beginning of this document to review how to enter requests that include multiple weeks and/or days with different daily amount hours.

6) Managers will receive a notification from Kronos that you submitted a time off request. After the manager takes an action on the request you will be notified via email by Kronos. Employees can use the key below for an updated status.
How to Understand Annual Time Warnings

When submitting a time off request, you will receive a pop-up message if the hours requested exceeds the balance you’ve accrued to date. Kronos will still allow you to still submit the request. We want to help you understand the difference in messages to avoid being in a repayment status with the university.

Please note: GW employees may use annual time in advance of accrual; however sick time cannot be used in advance of accrual.

Pop-Up Message When Hours Submitted Will Be Accrued by June 30

In the warning below, the employee submitted a request to use 8 hours of annual time on April 9th and 10th. While the employee had not yet accrued 16 hours by 4/10, they will accrue the hours be June 30. Therefore the message warns the employee that by April 30 they will have a negative annual time balance of 1 hour.

When the manager approves the request in Kronos, they will also see the same warning. The request can be approved because the employee will have accrued the hours by June 30. Therefore, no further action is needed.

Pop-Up Message When Hours Submitted Will Not Be Accrued by June 30

In the example below, the employee submitted an annual time request for June 1 – 5 (40 hours total). However, the employee will not have accrued enough time by June 30 (the end of the fiscal year). The warning message shows a balance of -5 by June 30 which the employee will then owe as a payment to the university. Please note: Kronos allows time off requests to be submitted despite the request creating a negative balance by June 30. (continued)
The employee should cancel the request and resubmit an annual time request for only the hours they will have accrued by June 30.

The employee’s manager will also see the same pop-up message when reviewing the request. The manager has the option to cancel the request on behalf of the employee if it is not yet canceled to help the employee avoid being in repayment status.