Tips for Using Time Off Tracking in Kronos

• If you are a manager, your initial ‘view’ in Kronos will be of all employees in your Banner organization code, not only your direct reports. We recognize that this may be a change from your department’s current time off system view. Please review the following instructions to create a customized group list of direct reports. The instructor-led training and webinar specific for managers will also address this topic.

• If your initial view is not showing your correct department (based on the organization code in our HR system, Banner), please reach out to your HRSD representative. Kronos uses the Banner home organization code to populate your view and therefore must be updated in Banner.

• When creating a time off request, you must enter the hours per day that you are requesting in the “Daily Amount” field. If hours are not entered, the request will be processed incorrectly. 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 the three 8 hour days of annual time.

• Holidays should not be included within the date range for a time off request. For example, if you are requesting Annual Time July 1 - 5, using the “plus” icon in the Request Time Off box, the employee would create two lines in their request: 1st line: July 1 - 3rd; 2nd line: July 5th. Example attached.

• 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 8 - July 19, using the “plus” icon in the Request Time Off box, the employee would create two lines in their request. 1st line: July 8 - 12; 2nd line: July 15 - 19. Example attached.

• Kronos time off tracking functionality is effective July 1. If you have accessed the time off module early and entered a time off request for a June date, it will be deleted. Please do not enter time off requests for dates prior to July 1, 2019.

• If you used annual or sick time in June after balances were entered in SharePoint, your manager (or their delegate) should enter the new full balance of annual carryover or sick time in SharePoint. For example, an employee hired on March 1, has accrued 24 hours of sick time by May 31. This balance was entered in SharePoint on June 5th by their manager. The employee used 8 hours of sick time on June 26. The employee’s manager would go back into SharePoint and enter 16 hours in the Sick Time in Hours field.