Kronos Employee Fundamentals

Kronos Home Screen

Before You Begin

Negative Balances - Annual Time can go negative (be taken before it is accrued) up to the number of hours accrued in the year. Sick Time can only be taken if it has been accrued. If sick time is exhausted, Annual Time or Unpaid Time must be taken.

Time Off accrues in Kronos on the last day of the month.

To Submit a Time Off Request

From the My Calendar widget, click the Request Time Off button and select:
- Type
- Start Date
- End Date
- Verify Start Time
- Enter Daily Amount requested
- Click Submit

*Remember, enter consecutive days only.*

If a Monday-Friday worker wants to request 2 weeks off, he/she would enter:
- Start Date (1st Monday date: ex 08/05/2019)
- End Date (1st Friday date: ex 08/09/2019)
- Click Add+ button
- Start Date: (2nd Monday date: ex 9/12/2019)
- End Date: (2nd Friday date: ex 9/16/2019)

To Cancel a Time Off Request

- From My Calendar Widget
- Navigate to the Date(s) requested
- Right click on Status Indicator
- Click on Cancel Request

Time Off Request Status Key

→ = Submitted
✓ = Approved
X = Refused
X = Retracted
II = Pending

To View Accrual Balances

Go to:
- My Timecard accrual tab
- My Calendar accrual tab
- Report: Manage My Accrual Balances and Projections

Questions?
Benefits Email: timeoff@gwu.edu
Benefits Time Off Project Page: gwu.edu/timeoff