Kronos "Manage My Department" Home Screen

To create your dynamic Direct Reports hyperfind:
- Go to Manager Tools in the Related Items Pane.
- Click New button
- Choose Personal from the drop down box
- Enter Query Name (ie. Direct Reports)
- Choose Select Conditions tab
- Open Timekeeper section
- Select Employee Status, and verify that the Include and As Of: Today radio buttons are selected
- Click Add
- Open Process Manager section and select Reports To. Verify that the Include button is selected
- Find and Select your name from the list (list is alphabetical by last name)
- Click Add in the bottom portion of your screen
- Navigate to the upperleft corner of your workspace and click Save

Before You Begin

Negative Balances - Annual time can go negative in Kronos (be taken before it is accrued in the fiscal 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 Request Time Off button and select:
- Type
- Start Date
- End Date
- Verify Start Time
- Enter Daily Amount request
- 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

For yourself, go to:
- My Timecard accrual tab
- My Calendar accrual tab
- Report: Manage My Accrual Balances and Projections

For employees, go to:
- Accrual Reporting Period genie
- Employee Timecard accrual tab
- Departmental Calendar widget
- Report: Employee Transactions and Totals Report

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