



# RIVERSIDE UNIVERSITY HEALTH SYSTEM

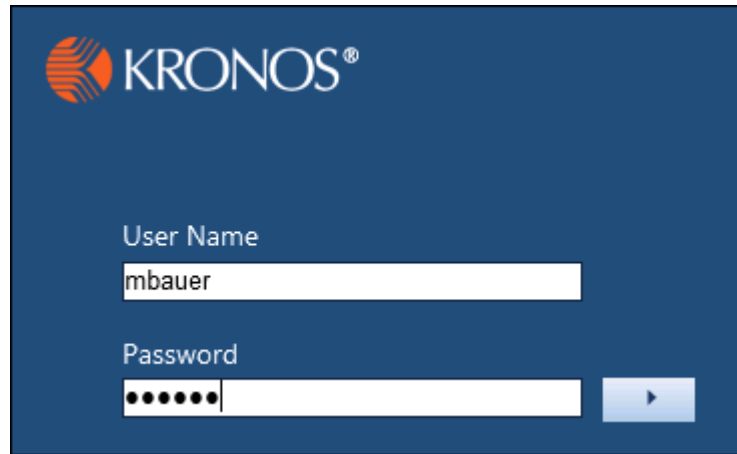
## KRONOS Training Material

Non-Nursing Time off Request

# Requesting Time Off

Workforce Central

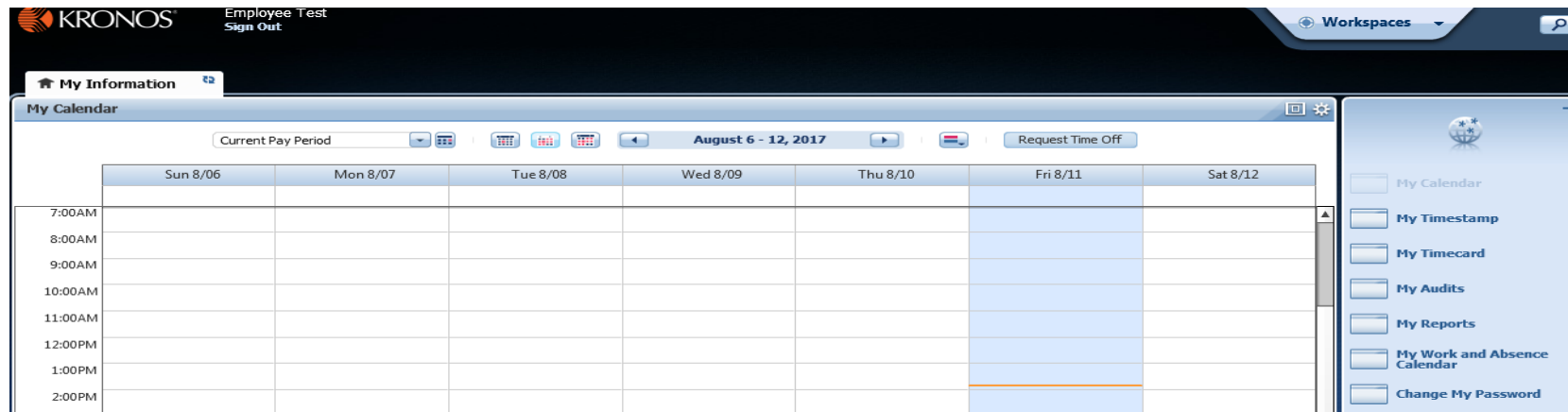
# Accessing the Employee Calendar



The image shows the KRONOS login interface. It features the KRONOS logo at the top left. Below the logo, there are two input fields: "User Name" with the text "mbauer" and "Password" with a masked field of seven dots. A blue arrow button is positioned to the right of the password field.

## Accessing the employee calendar

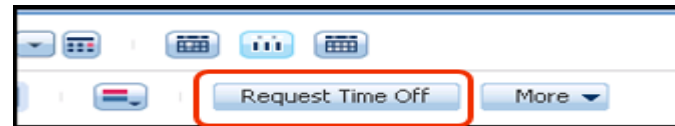
- 1 Log on to **Navigator\_Framework\_wfc**.
- 2 In the Related Items pane, click **My Calendar** to open the widget.



The image displays the KRONOS Employee Test interface. At the top, it shows the KRONOS logo, "Employee Test", and "Sign Out" options. The main content area is titled "My Calendar" and shows a calendar grid for the week of August 6-12, 2017. The grid has columns for Sun 8/06, Mon 8/07, Tue 8/08, Wed 8/09, Thu 8/10, Fri 8/11, and Sat 8/12. The rows represent time slots from 7:00AM to 2:00PM. A "Request Time Off" button is visible in the top right of the calendar area. On the right side, there is a "Workspaces" dropdown menu and a search icon. Below the calendar, there is a "My Information" tab and a list of related items: My Calendar, My Timestamp, My Timecard, My Audits, My Reports, My Work and Absence Calendar, and Change My Password.

# Creating and Submitting the Time-Off Request

1 Click **Request Time Off**.



2 In the Request Time Off dialog box, enter the following information:

- From the **Type** drop-down list, select the request type.
- In the first row, use the **calendar icons** to select the applicable **Start** and **End dates** of the request.
- From the **Pay code** drop-down list, select the pay code that you want to use for the selected date range.
- From the **Duration** drop-down list, select the applicable duration of the request:

- **Hours** — Specific number of hours that you want to take off

- If you selected the **Hours** duration option, enter the **Start time** of the time-off request.

**Note**

Not all of these options may be available; the options differ according to the type and configuration of the request.

- If you selected the **Hours** duration option, enter the number of hours you are taking off in the **Length** field.
- Click **Add another time-off period** if you want to include additional non-consecutive days off, pay codes, or durations in this request. Repeat steps b–f.
- In the **Notes** field, enter a comment to your manager, if applicable.

**Request Time Off** ✕

Type Time Off Request ▼

	Start date	End date	Pay code	Duration	Start time	Length
X	2/17/2014	2/21/2014	VAC-Vacation ▼	Hours ▼		
X	2/24/2014	2/25/2014	CLUF-Comp. Le. ▼	Hours ▼		
X	2/26/2014	2/26/2014	VAC-Vacation ▼	Hours ▼		

+ Add another time-off period

Accruals on 2/16/2014

Accrual	Balance
Annual Leave	0.0 Hour
Comp Regular	0.0 Hour
Extra Vacation	0.0 Hour
Holiday	0.0 Hour
Management Leave	0.0 Hour
Sick	14.4 Hour
Vacation	0.0 Hour

Notes (Optional)

Will be on honeymoon

Draft
Submit
Cancel

# Creating and Submitting the Time-Off Request

- 3 Use the **Accruals on** drop-down list to select the first date of your first time-off request, and review your accruals to ensure that you have accrued enough time to cover the time-off requests.
- 4 Click **Submit**.

## Note

If you are not ready to submit the request to your manager, you can click Draft instead. You can edit the request later if needed and then submit the request. You can also delete a draft request from your calendar if you no longer want to take the time off.

✕
**Request Time Off**

Type Time Off Request

	Start date	End date	Pay code	Duration	Start time	Length
X	2/17/2014	2/21/2014	VAC-Vacation	Hours		
X	2/24/2014	2/25/2014	CLUF-Comp. Le	Hours		
X	2/26/2014	2/26/2014	VAC-Vacation	Hours		

+ Add another time-off period

Accruals on 2/16/2014

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Sick	14.4 Hour
Vacation	0.0 Hour

**Notes (Optional)**  

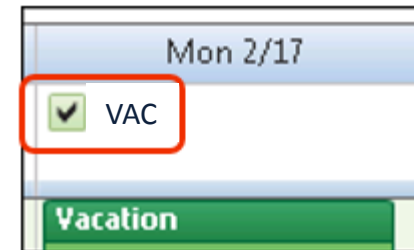
Will be on honeymoon

Draft
Submit
Cancel

# Tracking the Request Status

After you submit the time-off request, it might need to be reviewed by your manager or others for approval. The status of the request appears in your calendar as **Submitted** until it is reviewed.

When the request is approved, the time off appears in your calendar and the request status is updated to **Approved**.



# Time-Off Request

## Retracting a time-off request

You can retract a time-off request while it is in Submitted status.

- 1 Hover over the request in your calendar and then click the circle with an arrow icon.
- 2 Select **Retract**.
- 3 In the Retract Time-Off Request dialog box, enter a note to your manager in the **Notes** field, if applicable, and then click **Submit**.

## Canceling an approved time-off request

If your time-off request has been approved but you no longer need to take the time off, you can cancel it from your calendar if this option is configured by your organization.

- 1 Hover on the approved request in your calendar and then click the circle with an arrow icon.
- 2 Select **Cancel**.
- 3 In the Cancel Time-Off Request dialog box, enter a note to your manager in the **Notes** field, if applicable, and then click **Submit**.

### Note

When your cancellation request is approved, the time off will be removed from your calendar. Depending on your organization's environment, you might or might not have your shift restored to your schedule.

# Requesting Time Off

InTouch Device



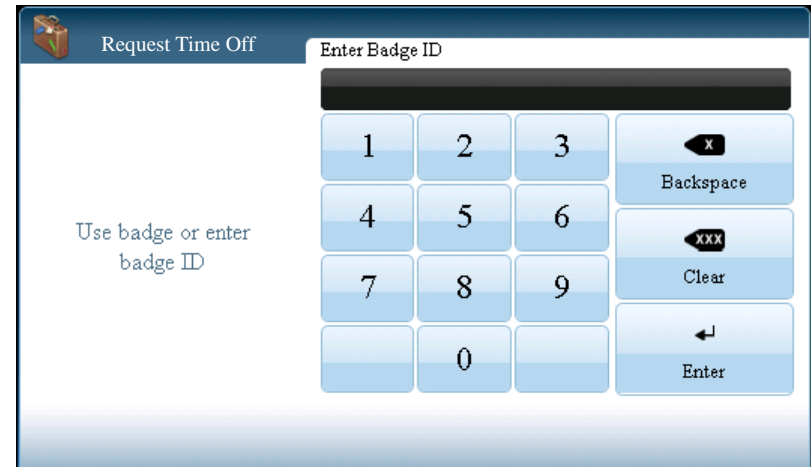
# Requesting Time-Off

1) Press the Request Time Off soft key



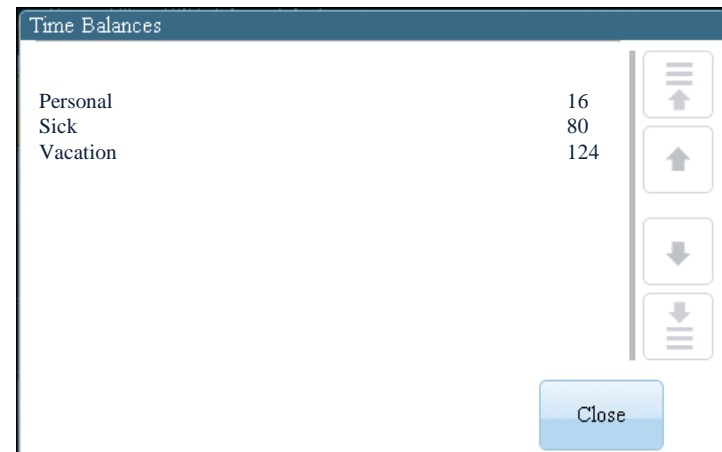
# Request Time-Off

2) Swipe your badge or enter your PIN ID



The screenshot shows the 'Request Time Off' interface. At the top, there is a title bar with a small icon and the text 'Request Time Off'. Below the title bar, there is a section titled 'Enter Badge ID'. On the left side of this section, the text 'Use badge or enter badge ID' is displayed. On the right side, there is a numeric keypad with buttons for digits 1 through 9, 0, a backspace key (labeled 'Backspace'), a clear key (labeled 'Clear'), and an enter key (labeled 'Enter').

3) To see your available balances, click Time Balances. When finished, click Close.



The screenshot shows the 'Time Balances' interface. At the top, there is a title bar with the text 'Time Balances'. Below the title bar, there is a table showing available balances for three categories: Personal, Sick, and Vacation. The values are 16, 80, and 124 respectively. To the right of the table, there are four vertical buttons: a menu icon, an up arrow, a down arrow, and another menu icon. At the bottom right of the screen, there is a 'Close' button.

Category	Balance
Personal	16
Sick	80
Vacation	124

# Request Time-Off

- 4) Optionally, press the comment code. Use the arrows on the right to scroll through comments. You must know the code number
- 5) Press the Leave Type code. Use the arrows on the right to scroll through the codes
- 6) Select the From and To dates

Request Time Off | Adams, Julie

Comment Code: Leave Blank

Leave Type: 140 Approved

From Date: 150 Child Care

To Date: 160 Training

Time Balances

Leave Type:

Comment Code: 201 Personal

Leave Type: 202 Sick

From Date: 203 Vacation

To Date: 204 Jury

Time Balances

From Date: Jan 2014

Comment Code: 140

Leave Type: Personal

From Date:

To Date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

# Request Time-Off

- 7) Enter the Hours/Day using the keypad.
- 8) When finished, press Enter.
- 9) Review the information. When finished, press Submit.

Request Time Off | Adams, Julie

Hours/Day: 0:00

Leave Type: Personal

From Date: 1/16/2014

To Date: 1/20/2014

Hours/Day: 0:00

Time Balances

Review

Comment Code: 140 Approved

Leave Type: 201 Personal

From Date: 1/16/2014

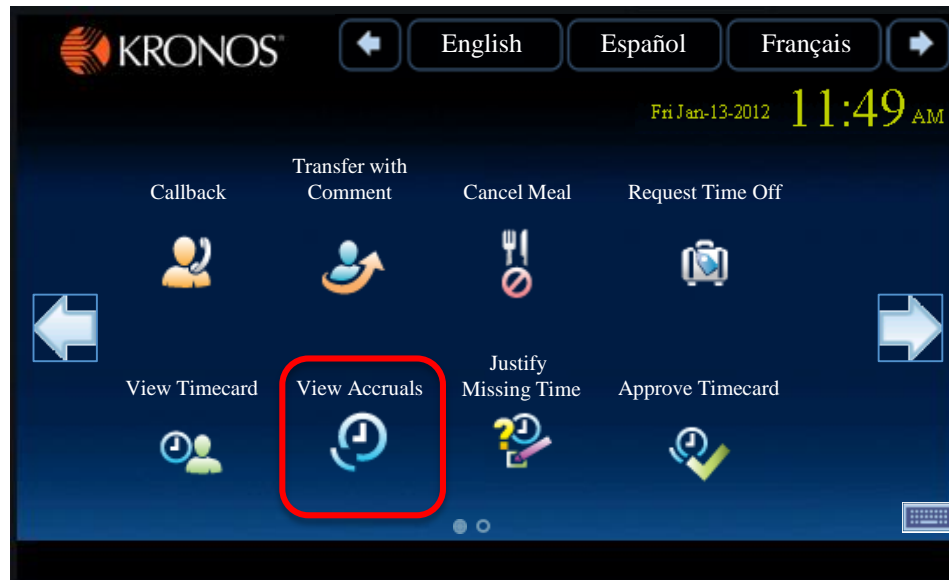
To Date: To1/20/2014

Hours /Day: 8:00

Back Submit

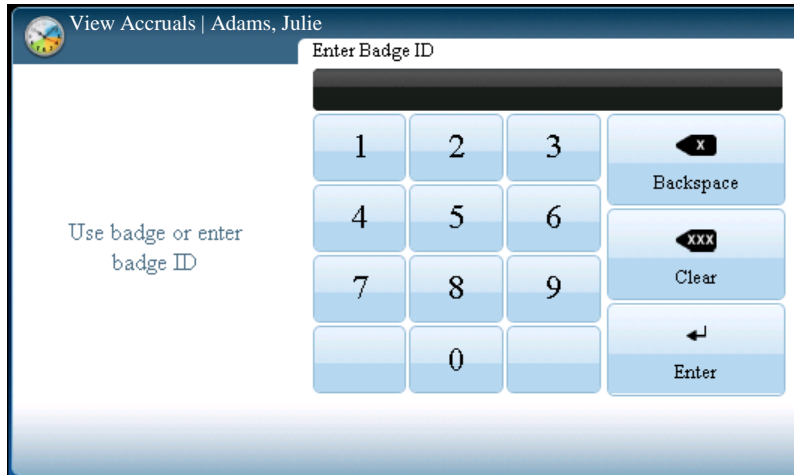
# Request Time-Off

1) Press the View Accruals soft key.



# Request Time-Off

- 2) Swipe your badge or enter your PIN ID.
- 3) Accruals information appears. If necessary, use the up and down arrow keys to scroll through the data.




View Accruals | Adams, Julie

Enter Badge ID

Use badge or enter badge ID

1	2	3	⌫
4	5	6	Backspace
7	8	9	⌫
	0		Clear
			↵
			Enter



View Accruals - 1

Vacation	160:00:00	⋮
Sick	80:00:00	↑
Personal	0:00:00	↓

⋮

