

EMPLOYEE REQUEST FOR TIME OFF

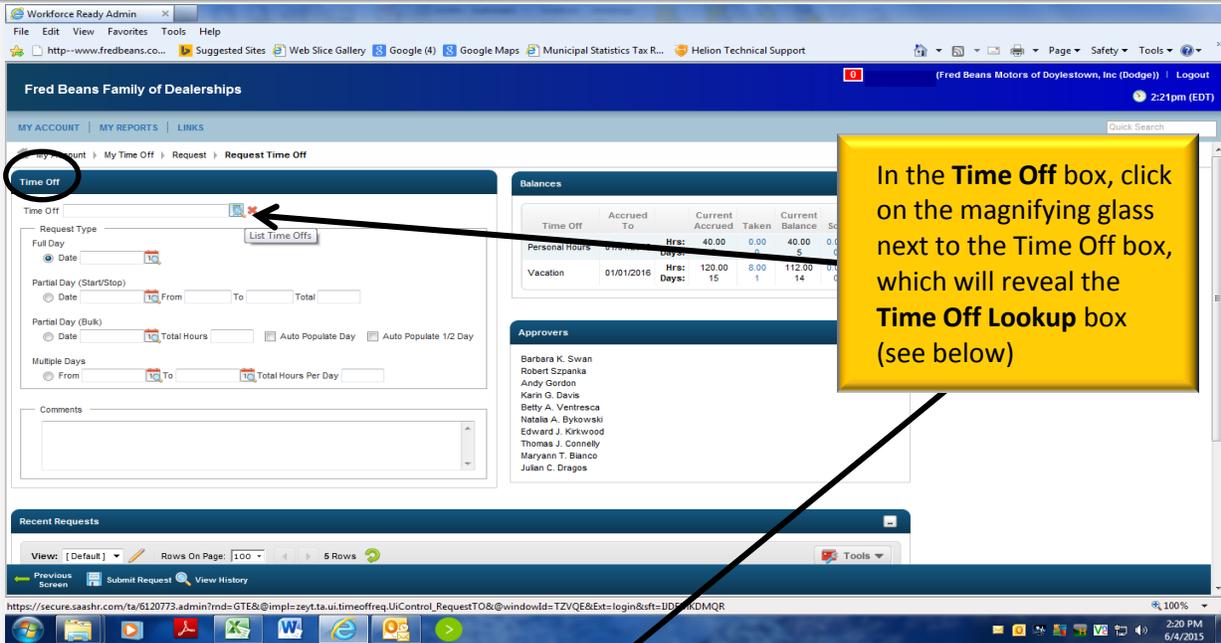
1

The screenshot shows the 'Fred Beans Family of Dealerships' Workforce Ready Admin dashboard. A yellow callout box on the left contains the text 'In My Dashboard, select My Timekeeping'. An arrow points from this box to a blue button labeled 'My TimeKeeping'. A second arrow points from 'My TimeKeeping' to another blue button labeled 'My Pay'. A third arrow points from 'My Pay' to a final blue button labeled 'Open Enrollment'. The dashboard background shows a 'My Saved Reports' table with columns for Report Category, Report Name, and Saved As Name, and a 'Sticky Note' area.

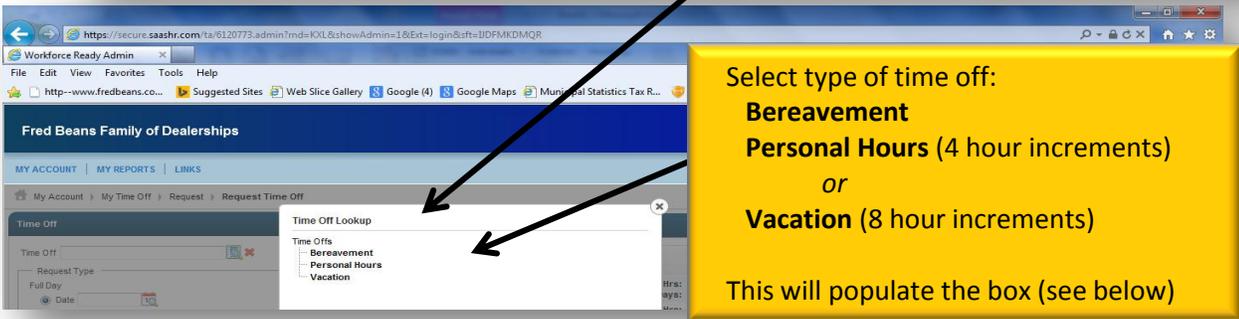
2

The screenshot shows the 'Fred Beans Family of Dealerships' Workforce Ready Admin dashboard. A yellow callout box on the left contains the text 'Choose Vacation/Time Off Request'. An arrow points from this box to a blue button labeled 'Current Timesheet Vacation/Time Off Request Calendar Historical Timesheets'. A second arrow points from this button to another blue button labeled 'My Pay'. A third arrow points from 'My Pay' to a final blue button labeled 'Open Enrollment'. The dashboard background shows the same 'My Saved Reports' table and 'Sticky Note' area as in the previous screenshot.

3

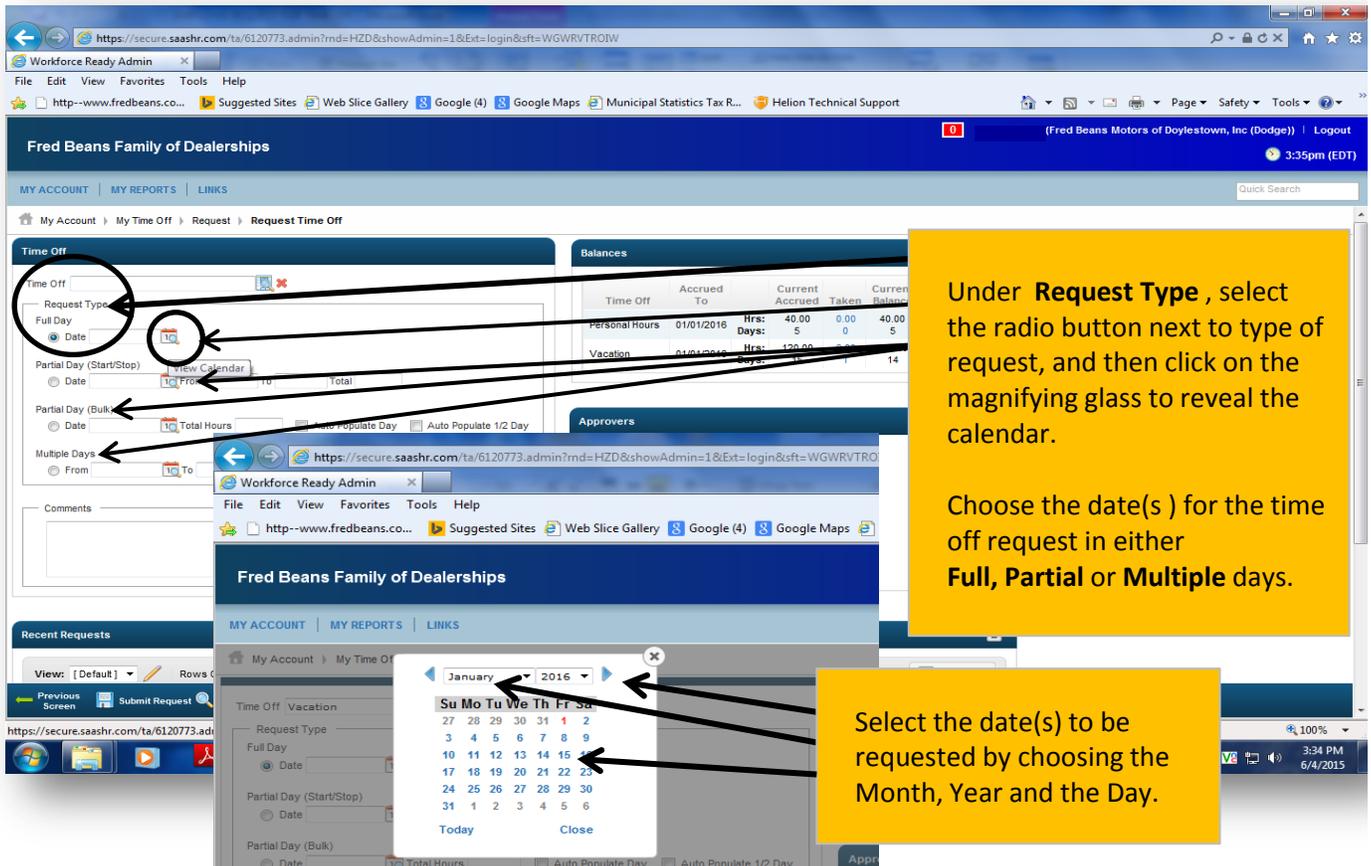


In the **Time Off** box, click on the magnifying glass next to the Time Off box, which will reveal the **Time Off Lookup** box (see below)



Select type of time off:
Bereavement
Personal Hours (4 hour increments)
or
Vacation (8 hour increments)
 This will populate the box (see below)

4



Under **Request Type**, select the radio button next to type of request, and then click on the magnifying glass to reveal the calendar.
 Choose the date(s) for the time off request in either **Full, Partial or Multiple** days.

Select the date(s) to be requested by choosing the Month, Year and the Day.

Workforce Ready Admin

Fred Beans Family of Dealerships

MY ACCOUNT | MY REPORTS | LINKS

My Account > My Time Off > Request > Request Time Off

Full Day
Date: 08/12/2015

Partial Day (Start/Stop)
Date: From To Total

Partial Day (Bulk)
Date: Total Hours Auto Populate Day Auto Populate 1/2 Day

Multiple Days
From To Total Hours Per Day

Comments

Personal Hours 01/01/2016 Hrs: 40.00 0.00 40.00 0.00 8.00
Days: 5 0 5 0 1

Vacation 01/01/2016 Hrs: 120.00 8.00 112.00 0.00 32.00
Days: 15 1 14 0 4

Approvers
Barbara K. Swan
Robert Szpanka
Andy Gordon
Karin G. Davis
Betty A. Ventresca
Natalia A. Bykowski
Edward J. Kirkwood
Thomas J. Connelly
Maryann T. Bianco
Julian C. Dragos

Recent Requests

View: [Default] Rows On Page: 100 5 Rows

Request State Time Off Date From To Time Date Submitted

Submit Request

Click on the **Submit Request**.
The request is complete and
awaiting approval.

Workforce Ready Admin

Fred Beans Family of Dealerships

MY ACCOUNT | MY REPORTS | LINKS

My Account > My Time Off > Request > Request Time Off

Time Off

Request Type

Full Day
Date: 06/22/2015

Partial Day (Start/Stop)
Date: From To Total

Partial Day (Bulk)
Date: Total Hours Auto Populate Day Auto Populate 1/2 Day

Multiple Days
From To Total Hours Per Day

Comments

Balances

Time Off	Accrued To	Current Accrued	Taken	Current Balance	Sch	Pending Approval
Personal Hours	01/01/2016	Hrs: 40.00 Days: 5	0.00 0	40.00 5	0.00 0	8.00 1
Vacation	01/01/2016	Hrs: 120.00 Days: 15	8.00 1	112.00 14	0.00 0	32.00 4

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Recent Requests

View: [Default] Rows On Page: 100 5 Rows

Request State Time Off Date From To Time Date Submitted

Request State	Time Off	Date	From	To	Time	Date Submitted
New	Personal Hours	06/22/2015	-	-	8.00	06/03/2015 07:30a
New	Vacation	06/29/2015	-	-	8.00	06/03/2015 07:31a
New	Vacation	06/30/2015	-	-	8.00	06/03/2015 07:31a
New	Vacation	07/01/2015	-	-	8.00	06/03/2015 07:31a
New	Vacation	07/02/2015	-	-	8.00	06/03/2015 07:31a

In the **Balances** box, it shows:
Accrued Amount
Days Taken
and the
Balance Remaining
as well as
Days Pending Approval.

You may select the blue
hyperlink **Taken & Scheduled**
numbers to review the dates
used or scheduled since
utilizing the Kronos System.
The system will not allow
requests that exceed the
available time.

In the **Recent Requests** box,
it shows the status of prior
time off requests