# EMPLOYEE REQUEST FOR TIME OFF

**1**



In **My Dashboard**, select **My Timekeeping** → My TimeKeeping ▸ My Pay ▸ Open Enrollment

**2**



Choose **Vacation/Time Off Request** → Current Timesheet Vacation/Time Off Request Calendar Historical Timesheets ▸ My Pay ▸ Open Enrollment
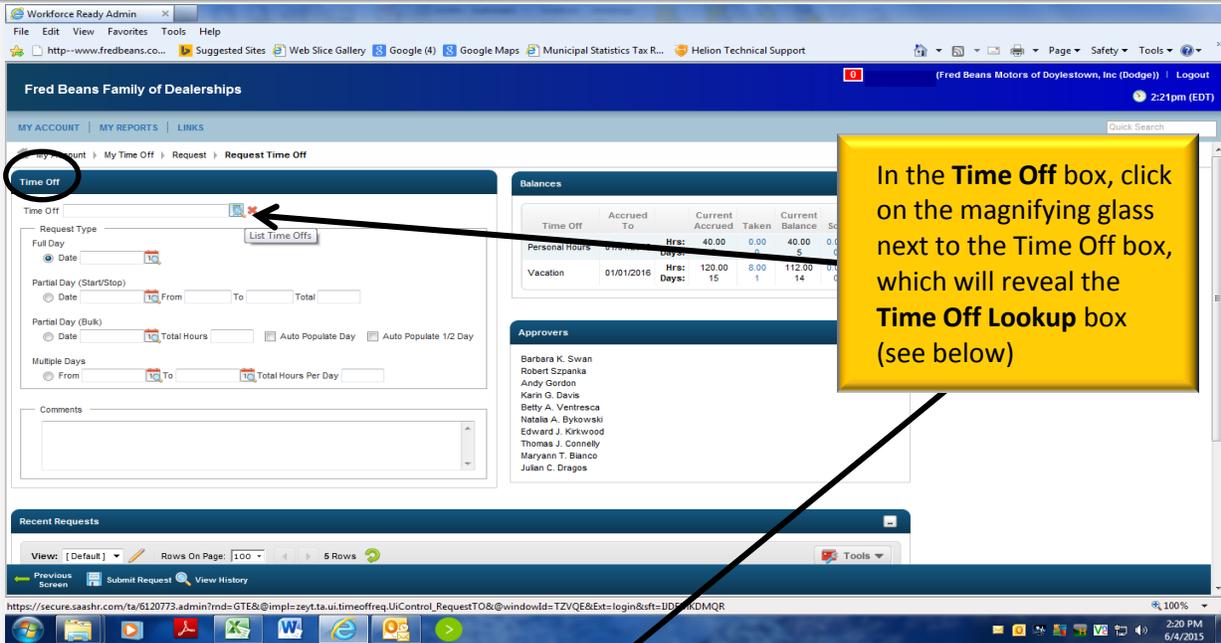
In the **Time Off** box, click on the magnifying glass next to the Time Off box, which will reveal the **Time Off Lookup** box (see below)
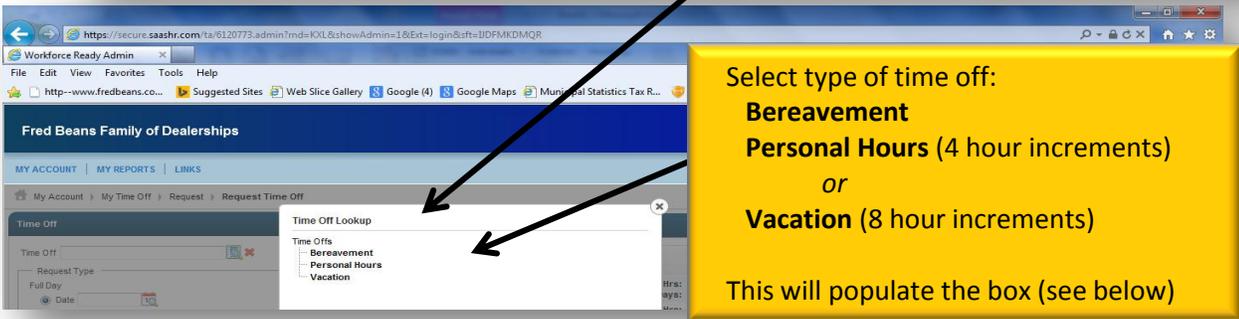
Select type of time off:
   **Bereavement**
   **Personal Hours** (4 hour increments)
      *or*
   **Vacation** (8 hour increments)

This will populate the box (see below)
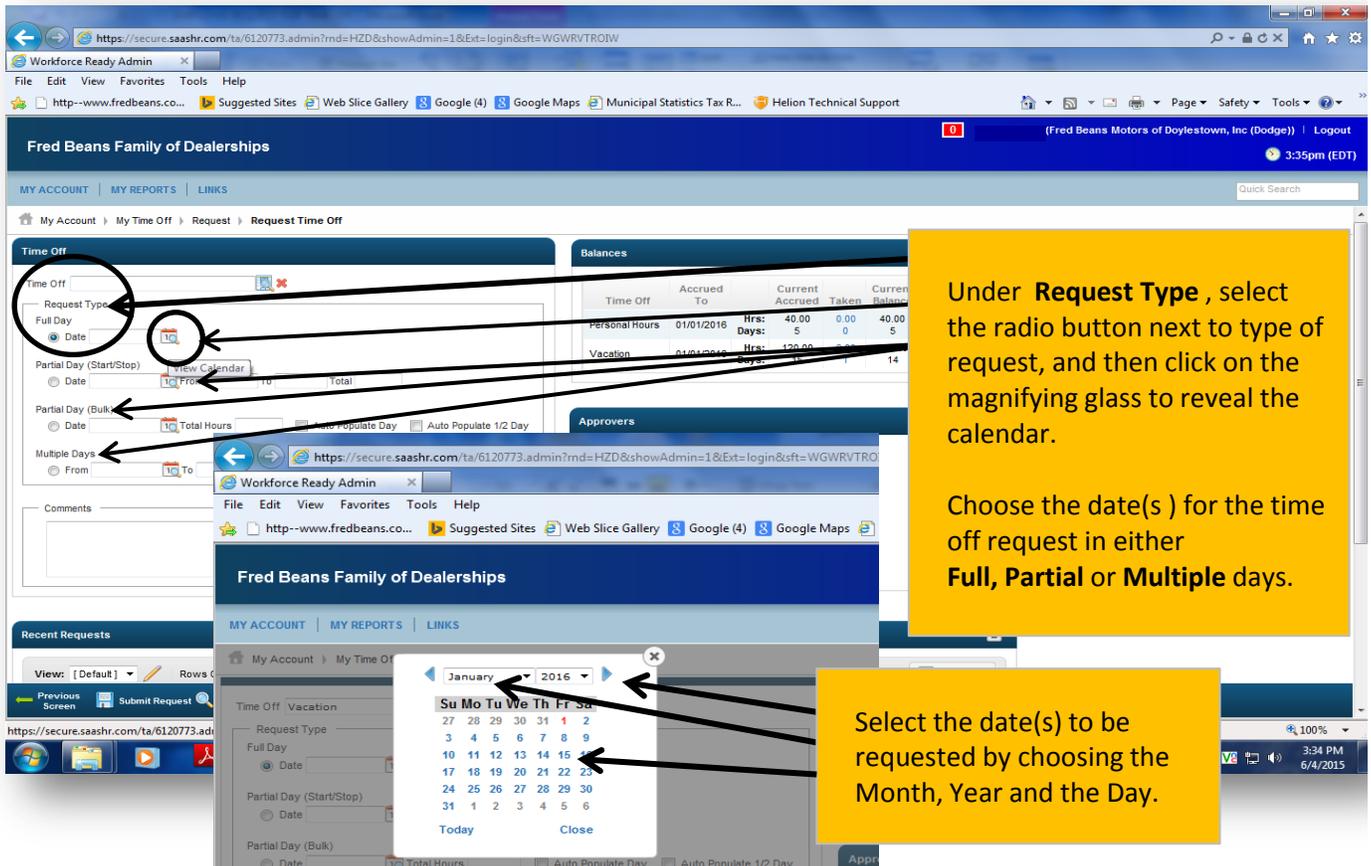
Under **Request Type**, select the radio button next to type of request, and then click on the magnifying glass to reveal the calendar.

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.

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

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