

To approve a time off request:

1. Go into Kronos, then go to your **GENERAL** tab and choose **Inbox**.
2. Double-click the time off request that you want to open.

The screenshot shows the Kronos web application interface. At the top, there is a navigation bar with the 'GENERAL' tab selected. A dropdown menu is open under 'GENERAL', with 'Inbox' highlighted. Below the navigation bar, there is a section for 'INBOX' with a 'Last Refreshed: 8:44 AM' timestamp. There are buttons for 'Edit' and 'Reassign'. Below this, there are filters for 'Status' (set to 'Active') and 'Categories' (set to 'All'). A table of time off requests is displayed with the following columns: From, Subject, Date/Time Received, Complete By Date, Status, and Current Location. The third row of the table is highlighted in green and enclosed in a red box.

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Thiem, Yuriko	Time_Off_Request,Mgr Welcome Form	1/31/2010 8:17AM (GMT - 07:00) Mountain Time	1/31/2010	Active	Task List
Thiem, Yuriko	Time_Off_Request,Mgr Welcome Form	1/31/2010 8:16AM (GMT - 07:00) Mountain Time	1/31/2010	Active	Task List
Thiem, Yuriko	Time_Off_Request,Mgr Welcome Form	1/31/2010 8:15AM (GMT - 07:00) Mountain Time	1/31/2010	Active	Task List

3. A box will open (example below). Please choose **Next**.

The screenshot shows a dialog box titled 'Time Off Evaluation - Welcome - Microsoft Internet ...'. The text inside the dialog box reads 'Welcome to Request for TimeOff Evaluation process'. Below the text, there are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red box.

4. A box will open that looks like the example below. You will see the type of request, start and end dates and the balances the employee has. It will then ask you what you want to do. You can approve or reject by clicking in the appropriate circle, or you can Recheck Rules, which simply runs the request through the system again to ensure that the employee has enough time to take off, per their request.

Time Off Evaluation - Microsoft Internet Explorer provided by City & County of Denver

Rule Violations: None
Accrual Violations: None
Employee ID: 116326
Employee Name: Thiem, Yuriko
Vacation Balance: 163:30
Excess Vacation Balance:
Sick Balance: 533:00
Donated Sick Balance: 0:00
Comp Time Balance: 0:00
Personal Holiday Balance: 8:00
PTO Balance:

Request Type: Vacation Used Exception
Start Date: 5/03/2010
End Date: 5/05/2010
Hours Type: Specify Hours
Start Time: 8:00AM
Hours Per Day: 8:00
Day Type: Scheduled and Non-scheduled Days
Unavailable Start Time:
Unavailable Duration:
Employee Message:

What do you want to do?

Approve Reject Recheck Rules

Override Shift:
Create Open Shift:

- Once you've approved, you'll need to scroll down using the scroll bar on the right-hand side of the screen.
- Then, hit the **Next** button.

Hours type: Specify Hours
Start Time: 8:00AM
Hours Per Day: 8:00
Day Type: Scheduled and Non-scheduled Days
Unavailable Start Time:
Unavailable Duration:
Employee Message:

What do you want to do?

Approve Reject Recheck Rules

Override Shift:
Create Open Shift:

Message:

Next

- Finally, hit **Save & Close** and you are done. An email will be sent to the employee.

