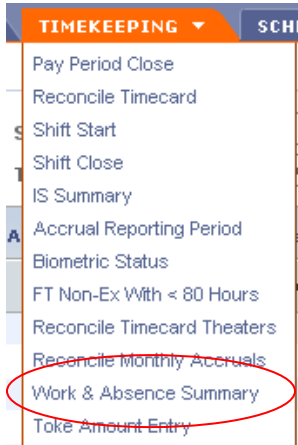


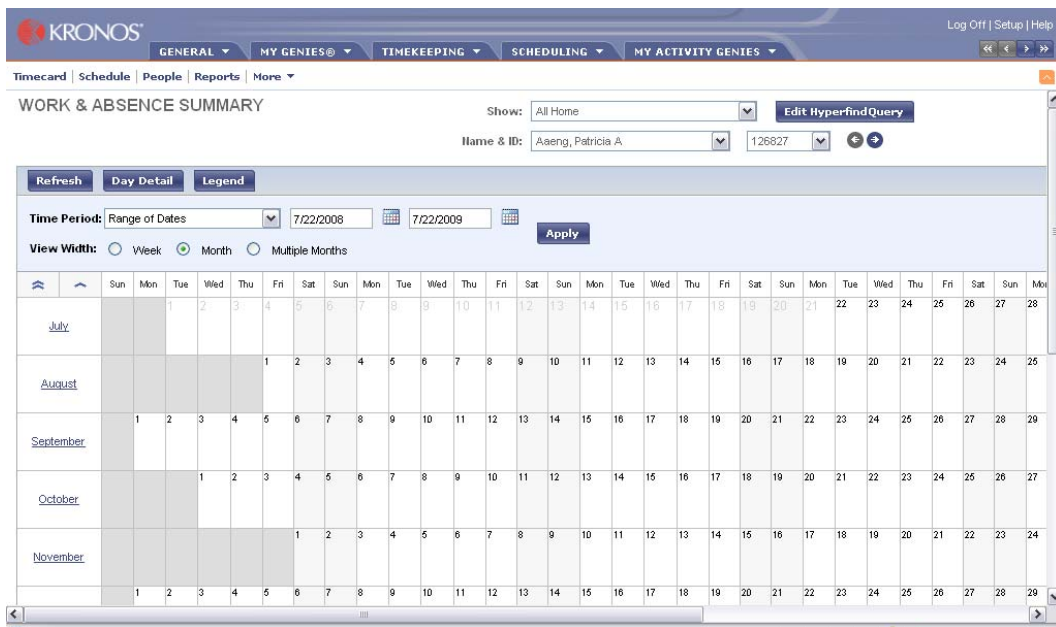
Work and Absence Summary for Employees

Within Kronos there are calendars that will provide a visual of leave taken by employees. The leave is color-coded for easy visuals. Below are the instructions for accessing these calendars. These calendars are for viewing purposes only and only one employee may be viewed at a time.

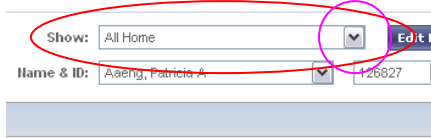
1. Within Kronos choose TIMEKEEPING – Work & Absence Summary



2. This will bring up the Work & Absence Summary screen



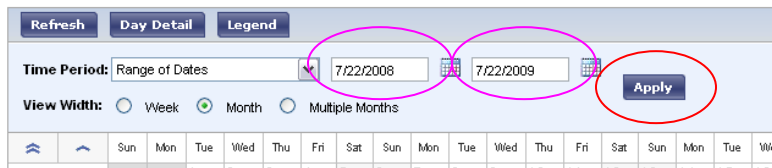
3. Click the drop down arrow in the SHOW field to choose the group of employees to be shown (this will default to All Home)



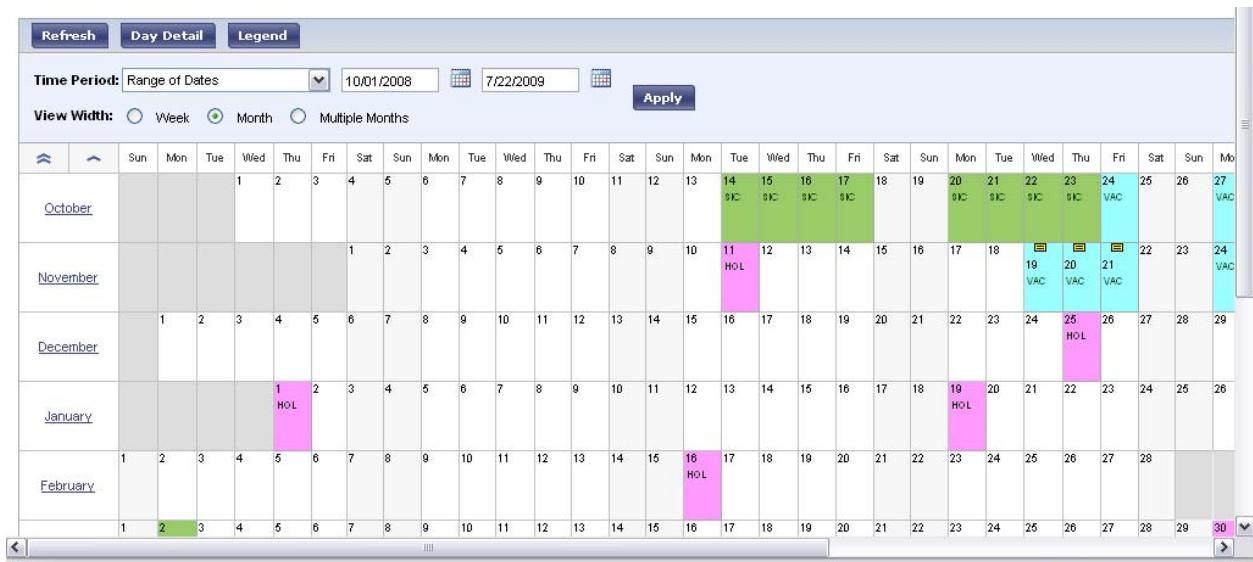
- Click the drop down arrow in the Name & ID field to choose the individual whose calendar is to be viewed. Scroll down and click on the appropriate individual.



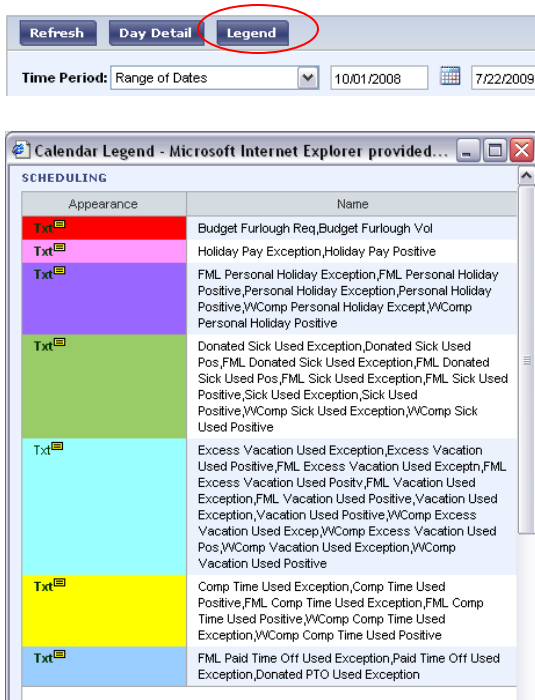
- In the Time Period field, enter the *TO* and *FROM* dates to be viewed and click APPLY



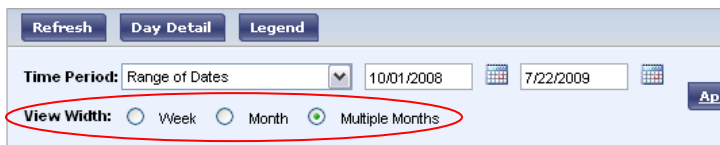
- Below is an example of the calendar



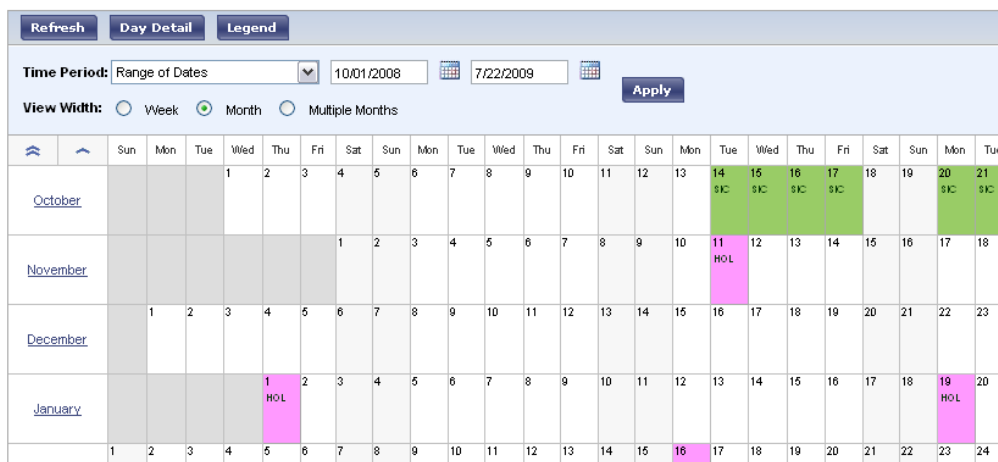
- To see a legend of the color-coded items, click the Legend button at the top of the calendar. This will bring up the Legend pop-up window



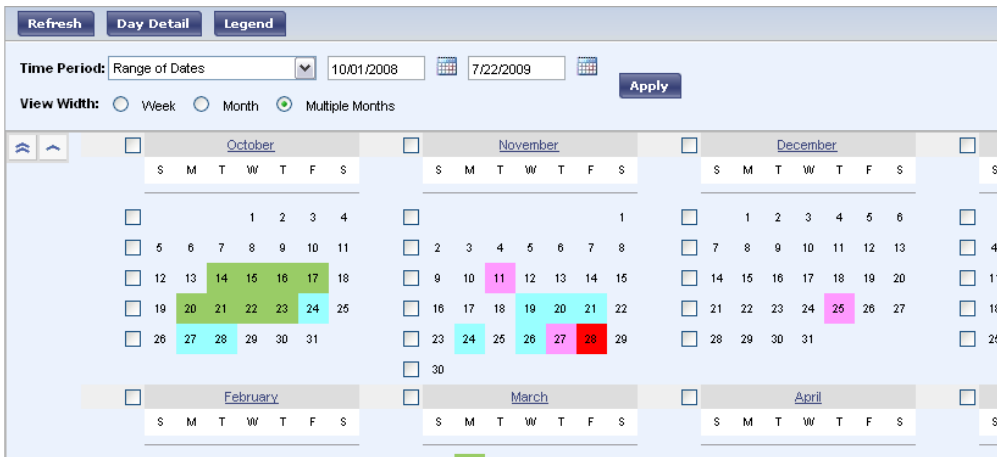
- To change the look of the calendar, choose an option in the View Width and click APPLY



a. Month View



b. Multiple Months View



c. Week View

