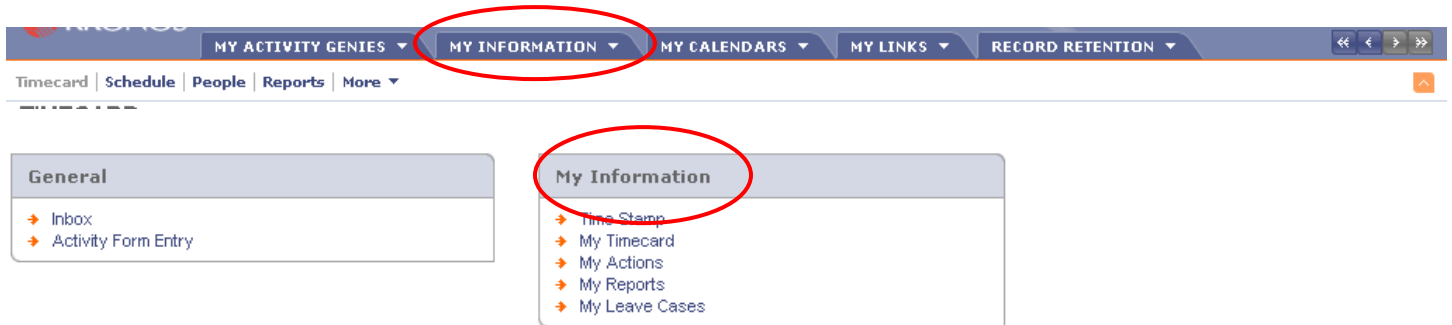


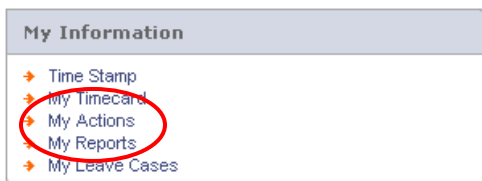
## Processing Time Off Requests

Employees should request future-dated leave through the Kronos Workforce Timekeeper application. These requests must be future-dated. Historical requests to cover sick call-ins should be entered manually by the employee's supervisor or manager. Below are instructions to process a time off request.

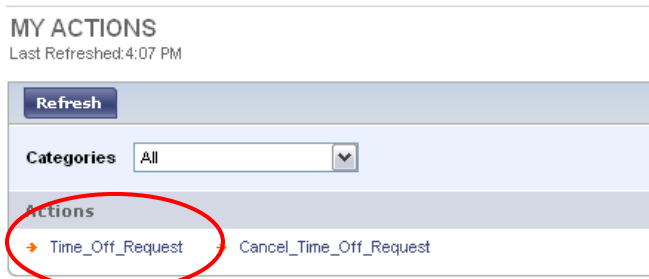
1. Log on to Kronos
2. Navigate to My Information (whether a tab or a box option)



3. Choose My Actions



4. Choose Time Off Request



5. This will bring up the Time Off Request screen. You will have to move the window on your monitor as it appears off the screen to the right a little ways

**Time Off Balances (hours) as of today**

Vacation Balance: 95.42  
 Excess Vacation Balance: 0.00  
 Sick Balance: 117.30  
 Donated Sick Balance: 0.00  
 Comp Time Balance: 0.00  
 Personal Holiday Balance: 0.00  
 PTO Balance:

**Time Off Request**

\* Request Type: [Dropdown]  
 Latest Date That Can Be Requested: 8/05/2009  
 \* Start Date: [Date Picker]  
 \* End Date: [Date Picker]  
 Message: [Text Area]  
 \* Hours:  Specify Hours

**Fill in only if Specify Hours is selected above**

Start Time: [Text Field]  
 Hours Per Day: [Text Field]  
 Day Type:  Scheduled and Non-scheduled Days

[Next] [Reset] [Cancel]

6. Verify balances (they are a calculation equaling the current available balance minus any already approved future-dated requests)
7. Request Type – pick the type of leave being requested
  - a. Administrative Leave
  - b. Authorized Without Pay
  - c. Comp Time Used
  - d. Court Leave (used for City court business)
  - e. Donated Sick Used
  - f. Excess Vacation Used
  - g. Exemplary Performance
  - h. Flex Day
  - i. Investigatory Leave
  - j. Jury Duty
  - k. Military Pay
  - l. Personal Holiday
  - m. Sick Used
  - n. Training Leave
  - o. Vacation Used
  - p. Worker Compensation Doctor
  - q. Work From Home
8. Start Date – enter the first day off (date format must be m(mm)/dd/yyyy)
9. End Date – enter the last day off – NOT the date of return (date format must be m(mm)/dd/yyyy)
  - a. When requesting time off on either side of the regular days off (weekend) be sure that those days are not included in the date time frame. If those dates are included Kronos will apply leave time and deduct too many hours from the leave bank. I.E. process one request for Friday and a separate request for Monday. This is called “bookending” the weekend.
  - b. The same bookending process goes for requesting days on either side of a holiday. (Please refer to the City holidays to determine this calendar).
  - c. Also, if requesting different number of hours on different days (4 hours on Thursday, 8 hours on Friday for a day and a half off) process a separate request for each of these days
10. Message – can enter free form message to manager. Remember that this record becomes permanent and use prudence when entering this information
11. Hours – DO NOT CLEAR THE SPECIFY HOURS RADIO BUTTON

12. Start Time – enter the start time of the leave
  - a. Make sure that the start time is an interval of 15 minutes (:00, :15, :30, :45)
  - b. For full day use start of the regular shift
  - c. For a partial day use the actual time the leave will begin (remember to punch out if necessary)
13. Hours Per Day – enter the number of hours requested for each day. DO NOT enter the total amount of hours to be taken in whole as the system will apply these hours to each day. For example, a request for 2 full days, 8 hours each day, with hours of 16 will post 16 for each day, for a total of 32.

Attached is an example of a vacation request and a screen shot diagram of the time off request for your use.

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

### Time Off Balances (hours) as of today

Vacation Balance: 95:42  
Excess Vacation Balance: 0:00  
Sick Balance: 117:30  
Donated Sick Balance: 0:00  
Comp Time Balance: 0:00  
Personal Holiday Balance: 0:00  
PTO Balance:

### Time Off Request

\* Request Type: Vacation Used Exception

Latest Date That Can Be Requested: 8/05/2009

\* Start Date: 11/24/2008

\* End Date: 11/26/2008

Message: 3 days prior to Thanksgiving

\* Hours:  Specify Hours

### Fill in only if Specify Hours is selected above

Start Time: 8:00

Hours Per Day: 8

Day Type:  Scheduled and Non-scheduled Days

Next Reset Cancel

The balances that are shown are the current available balance minus any future dated requests that are already approved.. This is so that the employee cannot re-request

Types Are: Comp Time, Donated Sick Time, Personal Holiday, Vacation and Sick. The difference between "Exception" and "Positive" is based on whether a person is paid

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

### Time Off Balances (hours) as of today

Vacation Balance:	74:42
Excess Vacation Balance:	0:00
Sick Balance:	93:30
Donated Sick Balance:	0:00
Comp Time Balance:	0:00
Personal Holiday Balance:	8:00
PTO Balance:	

### Time Off Request

\* Request Type:

Latest Date That Can Be Requested: 4/29/2009

\* Start Date:

\* End Date:

Message:

\* Hours:  Specify Hours

### Fill in only if Specify Hours is selected above

Start Time:

Hours Per Day:

Day Type:  Scheduled and Non-scheduled

The Start and End Date Specifications:

Single Day Off – should be same date  
Consecutive Days Off – Start = day 1, End = last day

Dates bookending a "weekend" or holiday – do not process dates through the weekend or holiday, for example process one request for Friday and another request for Monday.

Start Time:

If requesting full day off use start time of shift.

The hours are based PER DAY. If requesting more than one full day off enter the amount of hours for one day. For example, if requesting two days, enter 8 hours. The system will post 8 hours on each day on the timecard. If you were to request 16 hours in this example the system would post 16 hours each day and charge 32 total hours against the balance.