

TIME OFF REQUESTS – HOURLY/NONEXEMPT AND SALARY/EXEMPT EMPLOYEES

The UKG/Kronos system allows certain users the ability to submit and manage request for time off. Time Off Requests can only be created for time in the current pay period and future dates. The Request for Time Off can be completed using all 3 input methods previously covered in this document.

The following instructions can be used to either:

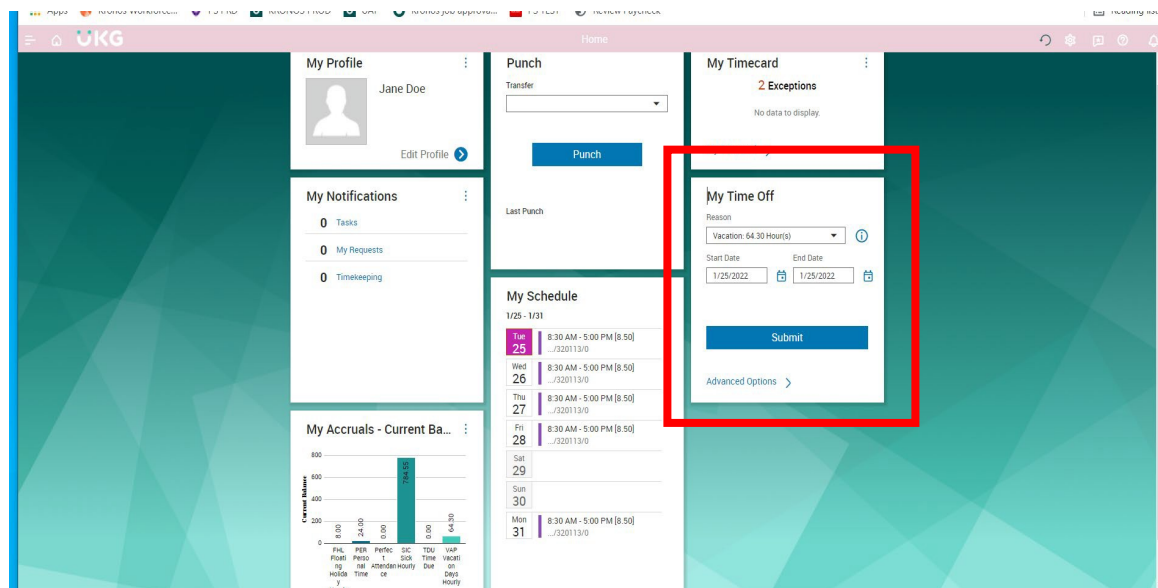
- Request a full day – according to your schedule* if non-exempt and if exempt 8 hours*
- Request a number of hours/duration – if you are looking to take less than your scheduled/normal daily hours

PLEASE NOTE – ONLY APPROVED TIME OFF REQUESTS WILL APPEAR AN EMPLOYEES TIMECARD AND NOTED IN PURPLE. Employees and Managers should review requests frequently and in advance to the date of the request to make sure they have been processed, i.e. approved, refused, cancelled, etc. Please see the section below titled **Reviewing and Taking Action on Requests – Details and Status - Notifications-Control Center** on instructions to access and view requests.

Requesting Time Off - Full Day(s)

If you would like to request a time off for a full day, please follow the steps below.

- From the main UKG/Kronos landing page and the My Time Off tile:



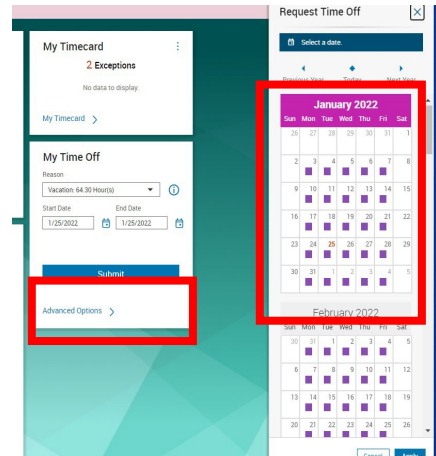
- Select the drop down for Reason and choose the type of time off you want to take.
- Select the start and end dates
- Click Submit

* Please note for those who are hourly and have a work schedule, the number of hours will default to the number of scheduled daily hours. For salaried employees, the hours will default to 8. If you are salaried and your hours per day is different than 8, you need to submit a duration time off request as noted below. The request will flow to whomever your immediate supervisor/manager is assigned to you in UKG/Kronos. Please see the **Reviewing and Taking Action on Requests – Details and Status - Notifications-Control Center** section below to learn about reviewing your requests details and status.

Requesting Time Off – A Number of Hours/Duration

If you should need to request less than the number of hours you are scheduled to work per day/a specific duration, you have the option to identify the specific number of hours you are requesting to take.

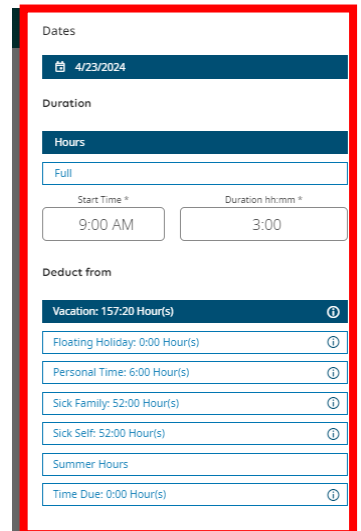
- From the main UKG/Kronos landing page and the My Time Off tile:
- Select the Advanced Options
- Select the date you are requesting to take time off and click Apply
- Enter the start time of when you are requesting to be off and the total number of hours you want to take
- Click Submit. This will send the request to whomever your immediate supervisor/manager is assigned to you in UKG/Kronos.



FOR EMPLOYEES WHOSE LUNCH IS AUTO DEDUCTED

If the number of hours is less than your normally scheduled daily hours and you are requesting the number of hours to be over 6, the auto deduct for lunch will apply.

PLEASE NOTE – for all hourly/nonexempt employees a schedule must be assigned to the employee. If not, the number of hours for the time request will be 0. If your schedule is incorrect the number of hours processed will be wrong and your pay could be impacted. To confirm your schedule is correct, view your schedule by accessing My Timecard or the Schedules section located further in this document. Please see your immediate supervisor/manager and or admin to correct your schedule.



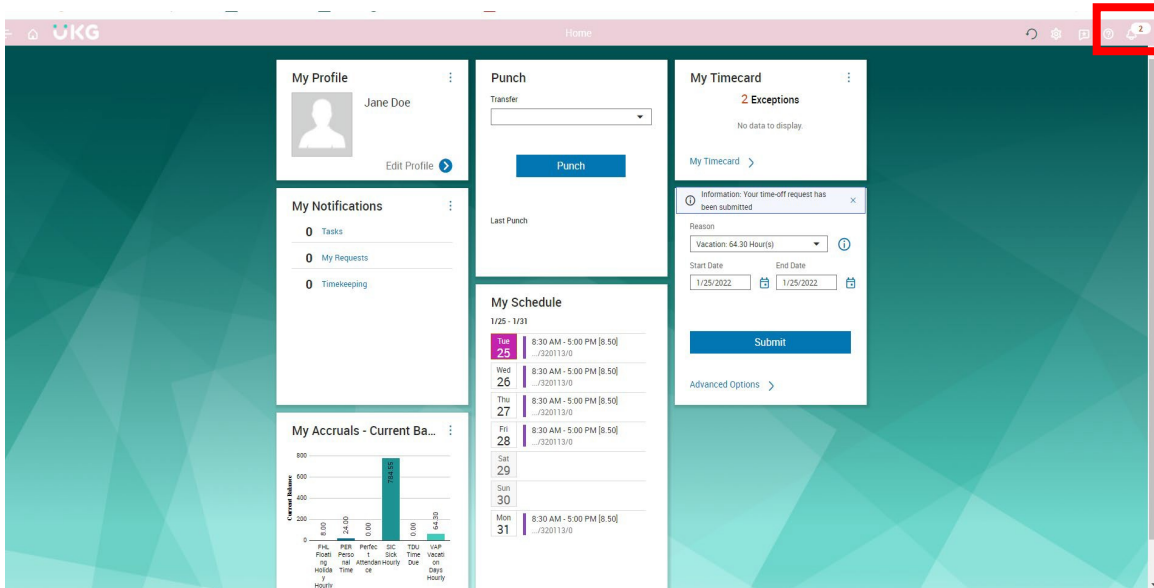
Reviewing and Taking Action on Requests – Details and Status –

There are two ways to view your Requests for Time Off. For Employees you can do so by accessing the Notifications-Control Center or the My Calendar option which is covered in the Schedules section later in this document.

Notifications Control Center

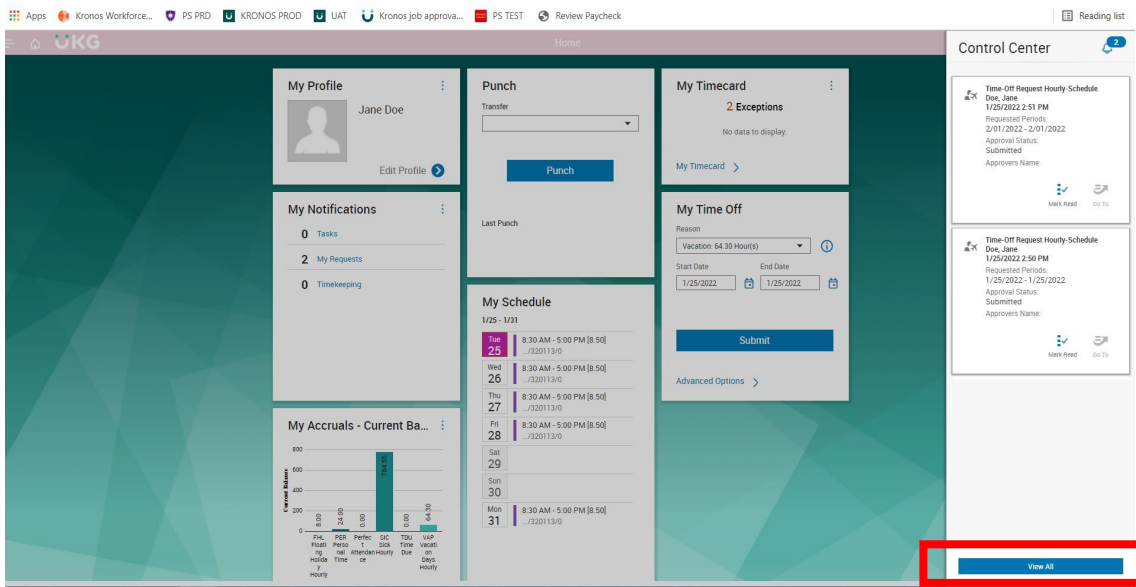
The Notifications Control Center provides you the ability to view the details and status of requests. In addition, once you have a request selected, you have the ability to complete various actions to process the request.

➤ Click the Bell Icon in the top right hand corner



The Control Center Summary will appear providing you a brief summary of your requests. To see further details

➤ Select View All



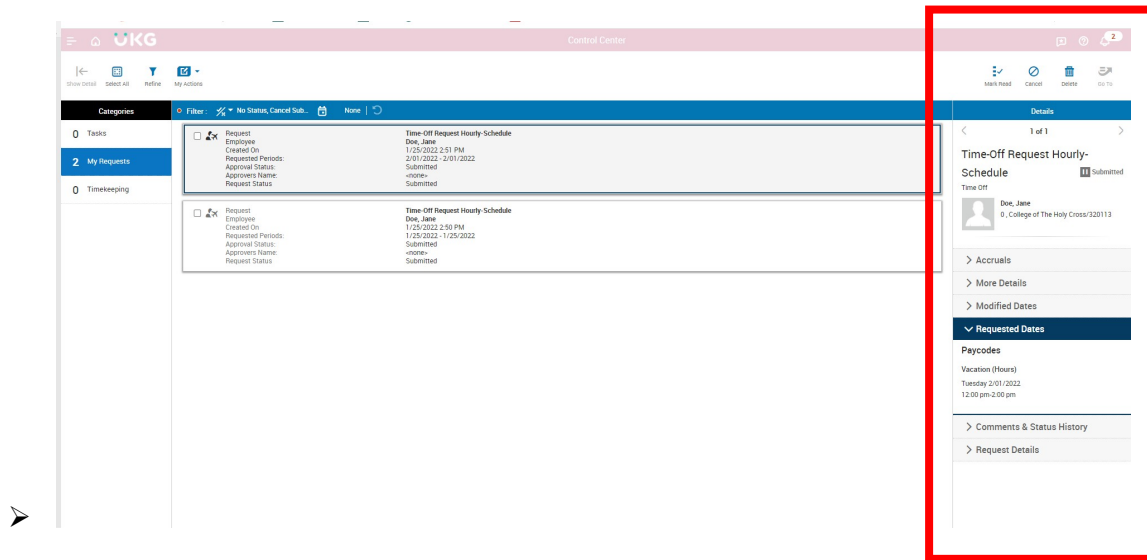
- Please select the appropriate menu item:
 - My Requests for your own requests
 - Employee Requests for requests from your employees.

Note –the name of the **approver** will be blank and remain blank until the request is **approved**.

The system is set to route time off requests to the employee's immediate supervisor/manager whom they report to in the UKG/Kronos system. Please follow up with who you report to make sure

they have received the notification and or can see your request for time off in the control center as noted here in this document.

Note: Employee Requests will **only** appear as a menu option if your profile in UKG/Kronos is set to a Manager.



➤ Click the box for the specific request you want to view or take action on. This will provide you the detailed view pane, allowing you to see further details of the request.

Take Action and Process a Request – Approve, Add Comments, Edit, Refuse, Cancel

The functions above will appear based on your UKG/Kronos profile and the status of the request. By clicking the box next to the request, the available actions will appear. Here is a breakdown of all of the action functions available depending on the status of the request and your profile settings.

- Mark as Read – will remove the notice in the notification center and it will no longer appear.
- Approve – will approve the request. Note only approved requests appear in the employee’s timecard and will be noted in purple.
- Refuse – will refuse the request.
- Add Comments – will allow comments to be made to the request.
- Edit – will allow edits to be made to the request.
- Cancel – will cancel the request and replenish the hours if the request was approved and the date has not passed.
- Delete – this will **ONLY** delete the notification.