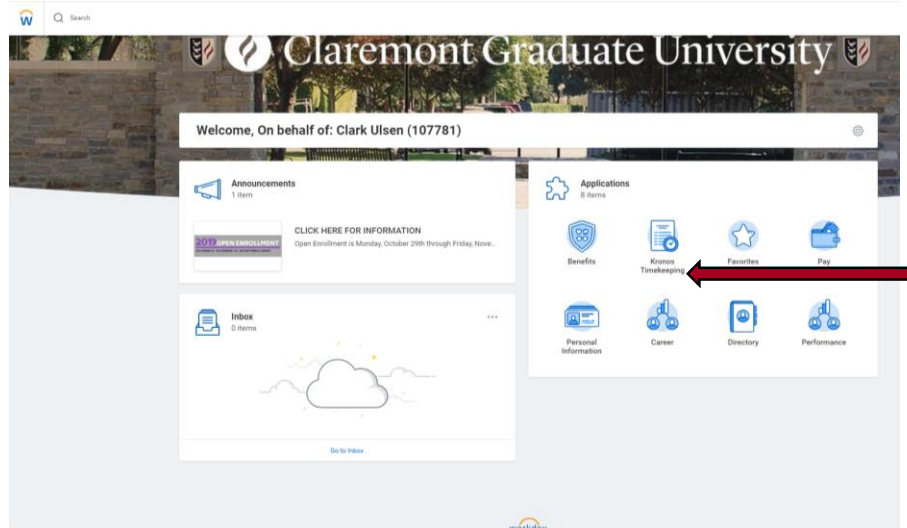
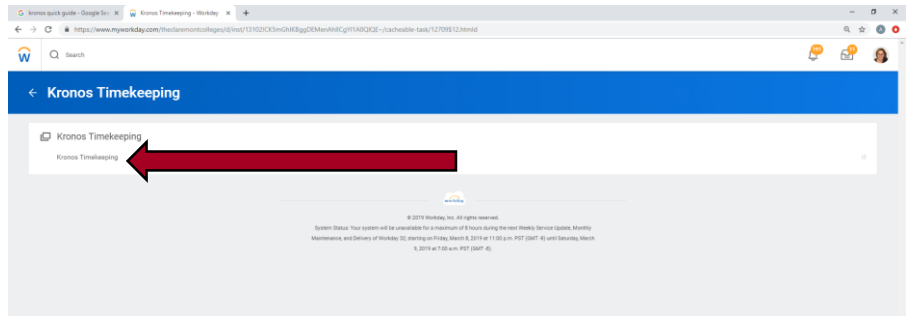


Kronos Exempt time off requests

1 Login to [Workday](#)

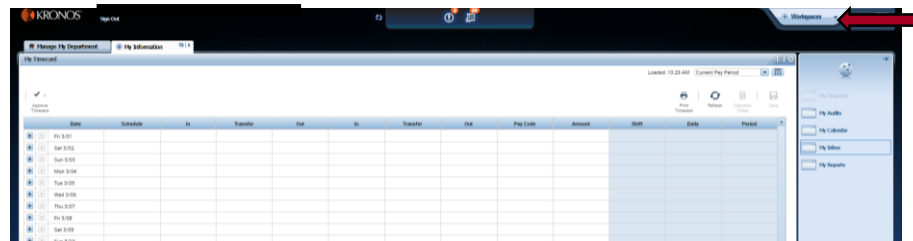


2 Select the **Kronos Timekeeping** Application

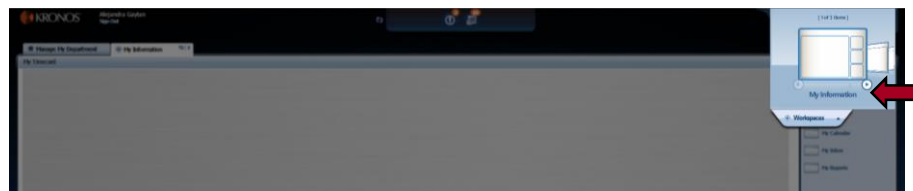


3 Select **Kronos Timekeeping**

4 On this page it may default to the "Manage My Department" tab if you have direct reports. To access your information click on **Workspaces**.



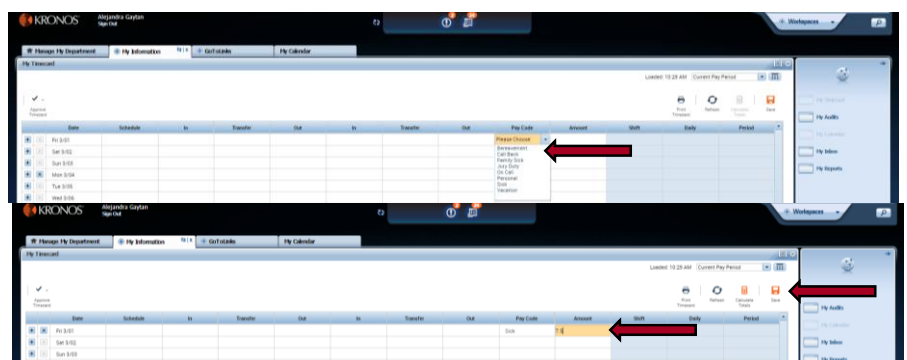
5 Once this box opens, you can choose from the menu by using the arrows until you find the "My Information" screen, click on "My Information".



Enter time off

"Please note; this is not to be used to enter vacation time off, you need to enter a Request for Time Off that will be approved by your manager. See Step 7"

6 Under the Date Column on the left of the screen, choose the date for which you are entering the time off, then go to the **"Pay Code"** column, select the type of leave from the dropdown menu, then enter hours in the **"Amount"** (note always enter the amount of hours you normally work in a day, i.e 7.5, 6, 5



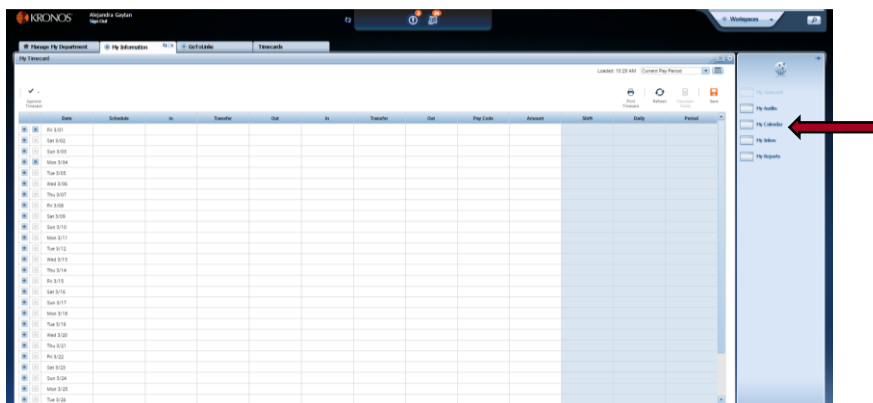
Save

Request future time off

For supervisor's approval

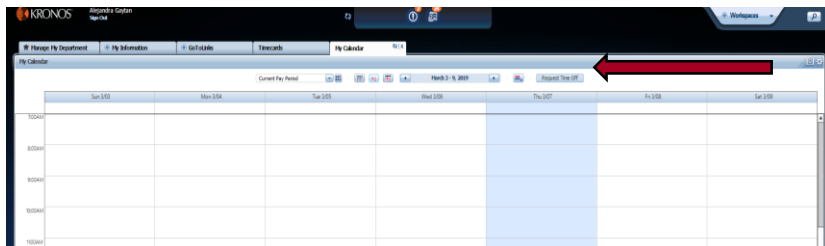
7

To request time off go to the "My Information" tab. To the right of the screen choose "My Calendar"



8

Select the "Request Time Off" button.



9

In the Request Time Off box choose the calendar to the right of the Start Date and select the first day of your request. Choose the calendar to the right of the End Date and select the last day of your request. Under Pay Code, choose the type of leave, Vacation, Bereavement etc.. Start time is always 8:30am and duration is the amount of hours you normally work in a single day, 7.5, 6, 5 etc. **Do Not Enter more than 7.5 hours.**

A screenshot of the 'Request Time Off' form. The form contains the following fields:

- Type: Time Off Request
- Start date: 3/18/2019
- End date: 3/22/2019
- Pay code: Vacation
- Time Unit: Hours
- Start time: 8:30AM
- Duration: 7.5

Below these fields, there is an 'Accruals on' field with the value 3/07/2019. A table shows accrual balances for Personal (7.50 Hour), Sick (120.00 Hour), and Vacation. At the bottom, there are buttons for Draft, Submit, and Cancel.

Please Note: always check if there is a [holiday](#) during the time you are requesting. If so, do not enter time off for this date.

Enter Time Off Requests for one week increments (Monday thru Friday). If you are requesting two weeks off, you will need to enter two requests.

Click Submit

If you have any issues please contact the [payroll department](#)