

Request Time off Exempt Employees

The screenshot shows the Kronos Workforce Navigator interface. At the top, there is a browser address bar with the URL `cuc.kronos.net/wfcstatic/applications/navigator/html5/dist/container/index.html?version=8.1.3.1531#/`. The interface includes a navigation menu on the left with a '+' sign, a main data table, and a sidebar on the right. A red arrow points to the 'My Information' option in the navigation menu.

Navigation Menu:

- Manage My Departme...
- Genies
 - Setup
 - GoToLinks
 - My Information

Main Table:

Person Name	ID	Regu...	Over...	Dou...	Work...	Vaca...	Pers...	Sick	Call ...	Holi...	Kin ...	CA S...	Supp... Total	Mak...	Meal...	Bere...	Holi...	All P...	Empl... Appr...	Mi Ap
Abbott, Hazell N	1122...																			
Abbott, Kenneth	2000...																			
Abdelmuti, Jan...	1117...																			
Abdollahian, M...	2000...																			
Abed, Erica	2001...																			
Abouelnasr, Su...	1075...																			
Abu-Hashim, A...	1091...																			
Acevedo, Edua...	1066...																			
Adams, Jacob	1010...																			
Adams, Laureen	2000...																			
Ahmed, Zafirah	1108...																			
Ahuja, Anisha	1101...																			

Summary Row:

1058	246.06	0	0	11.84	778.00	0	42.50	0	0	0	0	0	0	0	0	30.00	0	1108.40		
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Right Sidebar:

- Genies
- Timecards
- Requests
- Timecard Approval
- Actions
- Inbox
- Reports
- Exceptions
- Schedules

Go to the + sign and select **My information**

My Timecard

Loaded: 2:58 PM Current Pay Period

View Approve Timecard

Print Timecard Refresh Calculate Save

	Date	Schedule	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 8/03												
+ X	Tue 8/04												
+ X	Wed 8/05												
+ X	Thu 8/06												
+ X	Fri 8/07												
+ X	Sat 8/08												
+ X	Sun 8/09												
+ X	Mon 8/10												

Totals Accruals Historical Corrections Audits

All All

Account	Pay Code	Amount
CGU-Director of HR/101237-0/Position-CGU-145208/-/-/CGU	Vacation	3.50

- My Timecard
- My Calendar**
- My Inbox
- My Reports
- My Audits

On the right hand side go to **My Calendar**

My Calendar

August 16 - 22, 2020

Current Pay Period

- Day
- Week
- Month
- Visibility Filter
- Request Time Off**



	Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21	Sat 8/22
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							

Then Select **Request Time Off**

August 16 - 22, 2020

Current Pay Period

Day Week Month Visibility Filter Request Time Off

Request Time Off

Type: Time Off Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	8/17/2020	8/17/2020	Bereaveme... Bereavement Family Sick Jury Duty Sick Vacation	Hours	8:00AM	0.0

Accruals on: 8/17/2020

Accrual		Balance	
Sick	7.50 Hour		
Vacation	270.00 Hour		

Note (optional)
Type a note (optional)

Cancel Submit

Select the type of request and **Submit**

! Please remember you only submit 7.5 hours daily for any time off and if the time off is in between week-ends make sure you create two requests or the system will add the weekend days.