

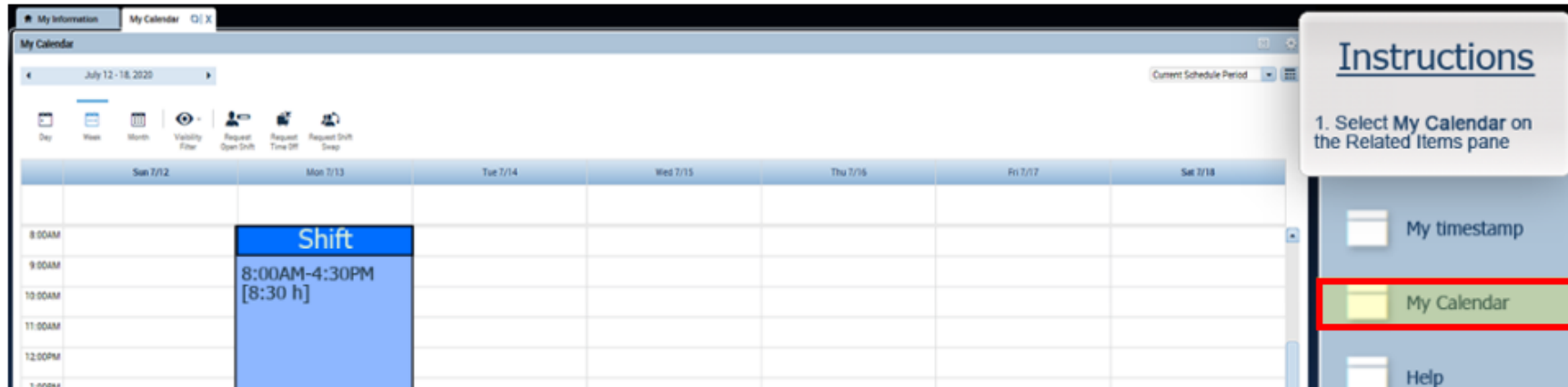
# SELF-SERVICE - REQUEST TIME OFF IN KRONOS

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# SELF-SERVICE - REQUEST TIME OFF IN KRONOS

## Request Flex



## Click Request Time Off



# SELF-SERVICE - REQUEST TIME OFF IN KRONOS

Click Flex Time (or related entry)

**Request Time Off**

Type: **Bereavement** ▼

	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>				
<input type="checkbox"/>	Flex Time	Full day		
<input type="checkbox"/>				
<input type="checkbox"/>				

Accrual

Accrual	Balance
Flex Time	Front Load Flex 1000.0 Hour

Update the Start date and End date as needed by clicking and selecting a new date

**Request Time Off**

Type: **Flex Time** ▼

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
<input type="checkbox"/>						
<input type="checkbox"/>	7/13/2020	7/13/2020	Flex Time	Full day		
<input type="checkbox"/>						
<input type="checkbox"/>						

Accruals on: 7/13/2020

Accrual	Balance
Flex Time	Front Load Flex 1000.0 Hour

# SELF-SERVICE - REQUEST TIME OFF IN KRONOS

Click Full day (or related entry)

**Request Time Off**

Type: Flex Time

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	7/13/2020	7/13/2020	Flex Time	Full day		

Accruals on: 7/13/2020

Accrual	Balance
Flex Time	Front Load Flex 1000.0 Hour

Cancel Submit

Click Submit

**Request Time Off**

Type: Flex Time

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	7/13/2020	7/13/2020	Flex Time	Full day		

Accruals on: 7/13/2020

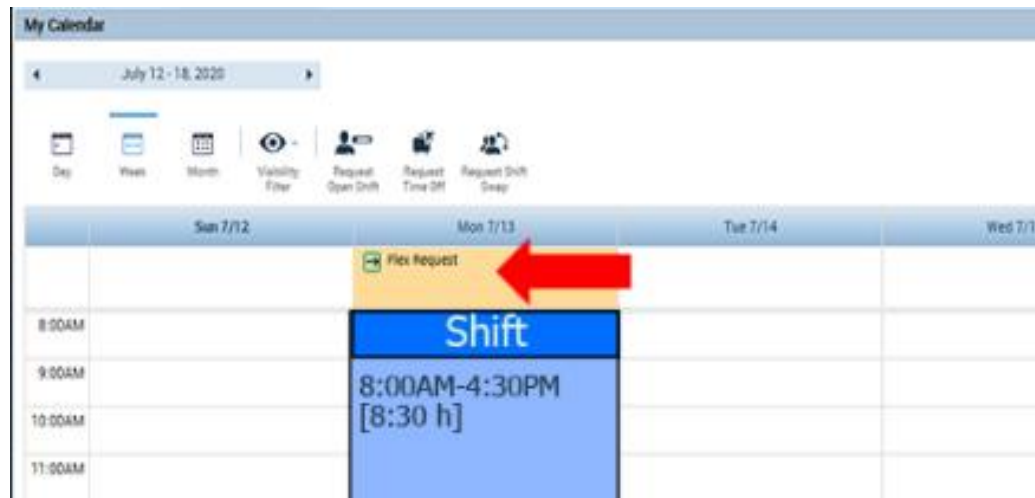
Accrual	Balance
Flex Time	Front Load Flex 1000.0 Hour

Cancel Submit

# SELF-SERVICE - REQUEST TIME OFF IN KRONOS

Verification Process ready for approval

The flex request will populate as confirmation that the request has officially been submitted. In addition, you and your manager will receive an email.



# SELF-SERVICE - REQUEST TIME OFF IN KRONOS

## Cancel Time Off Request

The screenshot displays the Kronos My Calendar interface. At the top, there are tabs for 'My Information' and 'My Calendar'. Below the tabs, the date range is set to 'July 12 - 18, 2020'. A 'Current Schedule Period' dropdown is visible. The main calendar area shows a grid for the week of July 12-18, 2020. A 'Flex Request' is highlighted for Monday, July 13th. Below the 'Flex Request' label, a blue box indicates the shift: 'Shift 8:00AM-4:30PM [8:30 h]'. On the right side, an 'Instructions' panel is overlaid, containing the text '1. Select My Calendar on the Related Items pane' and two items: 'My timestamp' and 'My Calendar'.

From the time period dropdown list, select the applicable time period

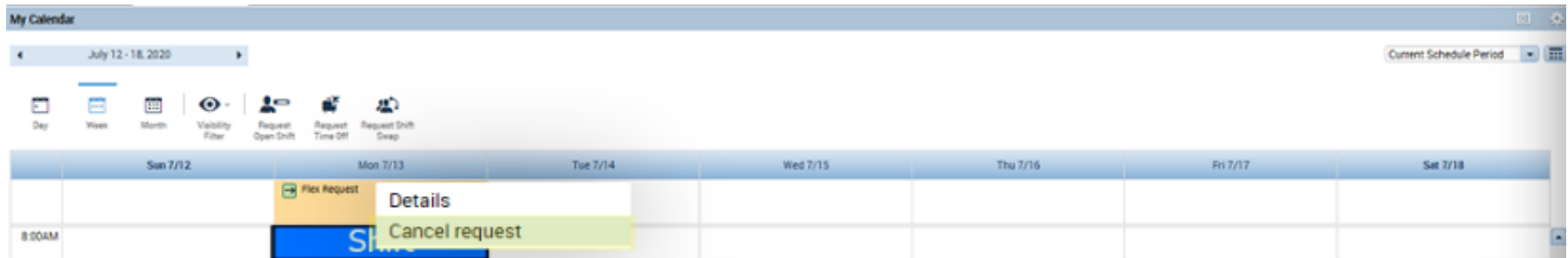
The screenshot shows the Kronos My Calendar interface with the 'Current Schedule Period' dropdown menu open. The dropdown menu is highlighted in yellow and shows the selected time period. The main calendar area is visible in the background, showing the date range 'July 12 - 18, 2020' and a 'Flex Request' for Monday, July 13th.

# SELF-SERVICE - REQUEST TIME OFF IN KRONOS

Right click the flex request you want to cancel



Click Cancel request



# SELF-SERVICE - REQUEST TIME OFF IN KRONOS

Click Cancel Request

### Cancel Time-Off Request

Submitted: 7/23/2020 - 8:36:13AM  
Modified by: testemployee

Employee: testemployee      Type: Flex Request

Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
7/22/2020	7/22/2020	Flex Time	Full Day		

Accruals on: 7/22/2020

Accrual	Balance

Status History

Submitted: 7/23/2020 - 8:36:13AM  
testemployee




# SELF-SERVICE - REQUEST TIME OFF IN KRONOS

Confirmation Flex Cancelled

Notice that the check mark has changed to the letter X. The request is now cancelled.

The screenshot shows the 'My Calendar' interface for the week of July 12-18, 2020. The calendar grid displays a 'Flex Request' on Monday, July 13, 2020, from 8:00 AM onwards. The request is represented by a yellow bar with a green 'X' icon and the text 'Flex Request'. A red arrow points to this icon. Below the request bar, a blue bar labeled 'Shift' is visible. The interface includes navigation icons for Day, Week, Month, and filters for Validity, Request Open Shift, Request Time Off, and Request Shift Swap. A 'Current Schedule Period' dropdown is located in the top right corner.

	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18
8:00AM		 Flex Request					
		Shift					