

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

– ONLY



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

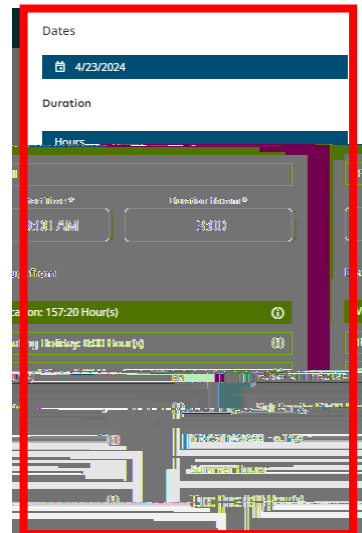
Enter the start time of when you are requesting to be off and the total number of hours you want to take

Click Submit. This will send the request to whomever your immediate supervisor/manager is assigned to you in UKG/Kronos.



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.

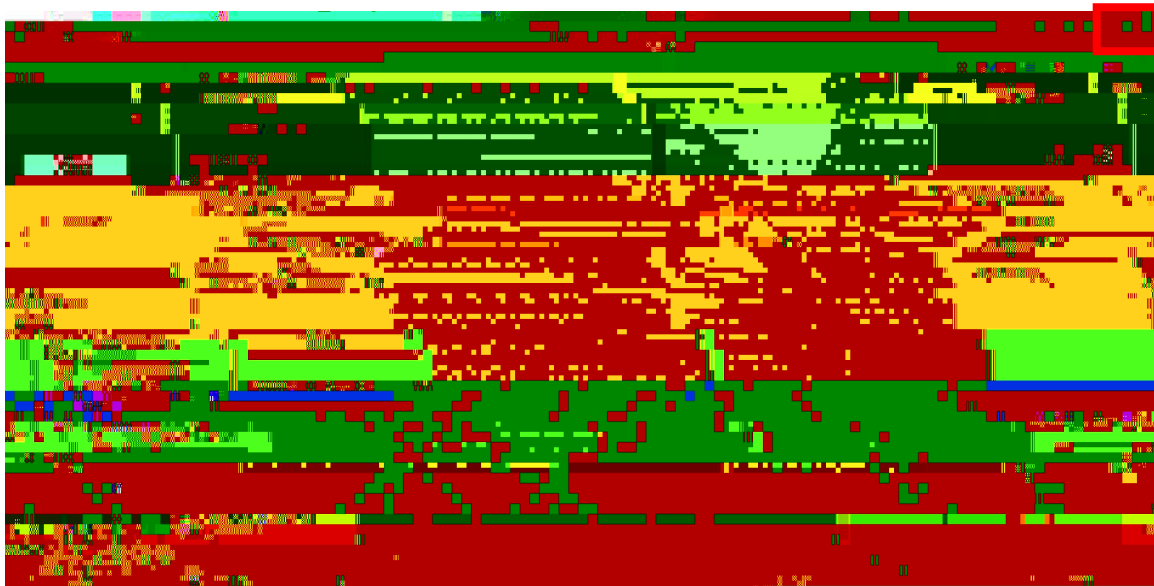
– for all hourly/nonexempt employees a schedule must be assigned to the employee. If not, the number of hours for the time request will be 0. If your schedule is incorrect the number of hours processed will be wrong and your pay could be impacted. To confirm your schedule is correct, view your schedule 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.



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.

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

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

they have received the notification and or can see y