

Time-Off Request - Hourly (Non-Exempt)

Purpose: How to request time off in Kronos scheduling if you are an Hourly Employee
Audience: All non-exempt employees

Information

All Combined Time Off (CTO) requests are processed through Kronos.

Approved CTO request can be cancelled by the employee, but is subject to the manager's approval to cancel the request.

Managers and employees will receive only one email notification for multiple day requests.

Timecards will show multiple lines per day for each approved time off request, see the example below.

- The first line is for the CTO requested.
- The next line will be for the correct pay code and total hours (if CTO is available).

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 6/24							0.0	0.0
Mon 6/25	5:00AM-12:30PM			5:00AM		12:30PM	7.0	7.0
Tue 6/26	5:00AM-12:30PM			5:00AM		12:37PM	7.7	14.7
Wed 6/27							0.0	14.7
Thu 6/28							0.0	14.7
Fri 6/29		CTO Requested	10.0				0.0	14.7
		CTO Scheduled NL	10.0				10.0	24.7

- In the case where an employee does not have enough CTO, Kronos will automatically calculate the unpaid time for the day or remainder of that day.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 6/24							0.0	0.0
Mon 6/25	5:00AM-12:30PM			5:00AM		12:30PM	7.0	7.0
Tue 6/26	5:00AM-12:30PM			5:00AM		12:37PM	7.7	14.7
Wed 6/27							0.0	14.7
Thu 6/28							0.0	14.7
Fri 6/29		CTO Requested	10.0				0.0	14.7
		CTO Scheduled NL	10.0				10.0	24.7
Sat 6/30		CTO Requested	10.0				0.0	14.7
		CTO Scheduled NL	6.62				6.62	21.32
		Unpaid Time Off	3.38				3.38	24.7

Totals will appear below the timecard in the **Timecard Totals** section.

Timecard Totals

Pay Code	Amount
Regular	14.7
CTO Scheduled Non Exempt	16.62
Unpaid Time Off	33.38

Types of Requests

There are several types of Time Off requests to choose from; you may not see all the options listed below depending on your location.

1. **'Time Off Request-Partial Day'** requires you to enter a number of hours (length)
 - ☐ Request a single day or multiple *consecutive* partial days in one request. For example, needing to come in one hour late Monday-Thursday.
 - ☐ This can be used in situations where the schedule is not yet built and will appear as the hours requested.
2. **'Time Off - 8 Hour Request'** will automatically submit 8 hours as the length of time for the day(s) selected.
 - ☐ Request multiple *consecutive* 8 hour days in one request. For example:
 - o A week vacation: M-F, 8 hours a day for a total of 40 hours that week.
 - ☐ The days must be *consecutive* and are based on dates, *not scheduled days*.
 - ☐ More than one request maybe needed if there is a gap in your schedule or variation of hours. Below is an example of a request that needs to be split:
 - o First Request = M-T, 8 hours a day (total of 16)
 - o Second Request = Th-Sa, 8 hours per day (total of 24), for a weekly total of 40
3. **'Time Off - 12 Hour Request'** will automatically submit 12 hours as the length of time for the day(s) selected.
 - ☐ Request multiple *consecutive* 12 hour days in one request.
 - o A week vacation: M-W, 12 hours a day for a total of 36 hours that week.
 - ☐ The days must be *consecutive* and are based on dates, *not scheduled days*.

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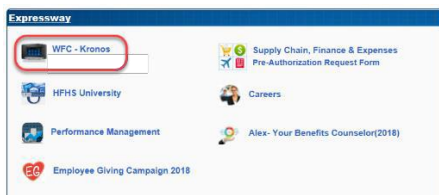
- More than one request may be needed if there is a gap in your schedule or variation of hours. Below is an example of a request that needs to be split:
 - First Request = M, 12 hours a day (total of 12)
 - Second Request = Th-F, 12 hours per day (total of 24), for a weekly total of 36
- 4. **Time Off - 10 Hour Request** will automatically submit 10 hours as the length of time for the day(s) selected.
- Request multiple *consecutive* 10 hour days in one request. For example:
 - A week vacation: M-F, 10 hours a days for a total of 50.0 hours that week.
- The days must be consecutive and are based on dates, not scheduled days.
- More than one request may be needed if there is a gap in your schedule or variation of hours.

How to Log-in to Kronos

1. Go to www.henryfordconnect.com (from work or home)
2. Click on HRConnect
3. Click on Log-in to Employee Self Service



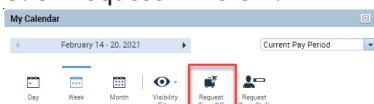
4. Enter your user id (employee id number) and password
5. Click on the Kronos icon on the Home tab.



The Kronos application will open in a new window

How to Submit a Request

1. Click on My Calendar from the Kronos home page.
2. Click Request Time Off.



3. Select the Type from the dropdown
4. Select the date range/time period of your

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request, there are multiple ways:

- A. Time Period drop down list
 - B. Enter/select from date calendar icons
5. Select the Pay Code
 6. Select the Time Unit
 7. Click Submit. (Your leader will be automatically notified regarding your request.)

Kronos will automatically assign the hours you requested upon Manager's approval. For example, if you request an 8 hour day; CTO will be added for 8 hours.

- Allow you to enter multiple *consecutive* days off at one time in the duration you requested.
- The days must be *consecutive* and are based on dates, not scheduled days.
- You may have to enter more than one request if there is a gap in your schedule or variation of hours.

Requesting Partial Hours

Partial day off - requires you to enter a number of hours (aka duration)

- Request a single day or multiple *consecutive* partial days in one request. For example, needing to come in one hour late Monday-Thursday.
- This can be used in situations where the schedule is not yet built and will appear as the hours requested.

1. Select Time off Request-Partial Day from the Type dropdown

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2. Enter the details of your time off:
 - A. Start Date
 - B. End Date - may be the same as Start Date if a one day request
 - C. Pay Code
 - D. Time Unit
 - E. Start Time - time you want your request to start
 - F. Duration - total number of hours you are requesting
 - G. Notes - any information you would like to provide about your request

The screenshot shows the 'Request Time Off' form. It includes fields for Type (Time Off Request-Partial Day), Start date (9/03/2018), End date (9/03/2018), Pay code (CTO Requested), Time Unit (Hours), Start time (8:00AM), and Duration (4.0). There is also an 'Accruals on' section with a table showing CTO, PERSONAL, SICK, and VACATION balances.

Accrual	Balance
CTO	16.62 Hour
PERSONAL	0.0 Hour
SICK	0.0 Hour
VACATION	0.0 Hour

3. Click **Submit**. (Your leader will be automatically notified regarding your request.)

Please note: Clicking Draft will allow you to save the request for a later completion date.

Checking the Status of Your Request

Upon approval, your requested time will appear on My Calendar. You can see all status (submitted, check approved, retracted, refused, draft, cancelled...) using the directions below.

1. Log-in to Kronos
2. Click on My Calendar
3. Select the date range/time period for the date of the requested time
4. Your time off requests will be under the date headings on the calendar. Click the circled blue triangle button to display the menu.

The screenshot shows the 'My Calendar' interface. It displays a calendar for the week of Sun 7/01 to Tue 7/03. A 'Time Off 10 Hour Request' is shown for Mon 7/02. A blue triangle button is circled, and a menu is open showing 'Details' and 'Retract' options.

5. Select Details

6. The Time-Off Request Details window will display with the status history.

The screenshot shows the 'Time-Off Request Details' window. It includes fields for Submitted (6/29/2018-12:50:47PM), Modified by (126069), Requested Type (Time Off 10 Hour Request), Pay code (CTO Requested), Start Date (6/29/2018), End Date (7/03/2018), and Duration (Full Day). It also shows a Status History section with a single entry: 6/29/2018 - 12:50:47PM, 126069.

7. Scroll to the bottom of the page
8. Click on My Current Request

How to Cancel/Retract a Request

Retracting request: Use when a request was submitted, but has not yet been approved.

Cancel Request: Use when a manager has already approved the time off request. Approved CTO/PTO requests can be cancelled by the employee, but is subject to the Manager's approval.

1. Log-in to Kronos
2. Click on My Calendar
3. Select the date range/time period for the date of the requested time
4. Your time off requests will be under the date headings on the calendar. Right click the green box button to display the menu.

The screenshot shows the 'My Calendar' interface. It displays a calendar for the week of Sun 7/11 to Sat 7/17. A right-click menu is open over a green box, showing options: 'Details', 'Cancel request', and 'Retract'.

5. Select Retract or Cancel
6. Click Submit

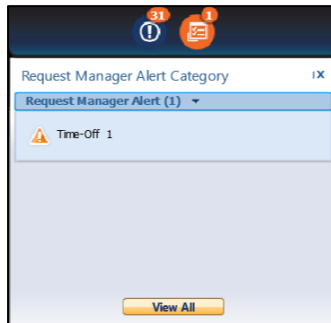
For Managers: How Do I Approve Requests?

1. Click on the Request Manager Alert button

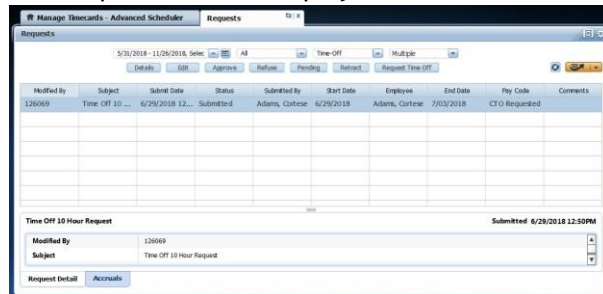
The screenshot shows the KRONOS Request Manager Alert button. It is a red button with a white triangle icon, located in the top right corner of the interface.



2. Click the Time Off request listed to display the Requests window



3. The Requests tab will display.



4. Select the request
5. Click one of the following:
 - A. Details - provides details of the request
 - B. Edit
 - C. Approve
 - D. Refuse
 - E. Pending
 - F. Retract
 - G. Request Time Off

Frequently asked Questions and Answers

All Employees

Q. How far in advance do I need to request time-off?

- A. It's best to check with your manager for department policy/procedures, we recommend at least 48 hours in advance.

Q. Can I cancel a request?

- A. Yes, see the How to Cancel a Request section.

Q. My schedule is split during the week, what should I do so I don't get scheduled those days?

- A. Choose 'Off Request' from the Pay Code drop down box.



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Managers/Timekeepers/Schedules

Q. I only see one request in the Request Manager Alert, how can I view all of them?

- A. Click the Request Manager Alert button and select View All.

Q. I made an adjustment to the shift pattern (or created a new one) and now there is a shift listed on days that I already approved CTO, how do I fix it?

- A. Right click on the shift and select delete. Make sure you click on the shift and not on the CTO day you already approved