

## Time-Off Request - Salary (Exempt)

**Purpose:** How to request time off in Kronos scheduling if you are a salary employee  
**Audience:** All 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).

Pay Code	Transfer	Sun 7/08	Mon 7/09	Tue 7/10	Wed 7/11	Thu 7/12	Fri 7/13	Sat 7/14	Total
Hours Wor...			8.5	8.5	8.5				25.5
CTO Reque...						Full sched...	4.0		
CTO Sched...						8.0	4.0		12.0
<Enter Pay...									
Schedule			8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...		
Daily Total			8.0	8.0	8.0	8.0	4.0		36.0

- 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.

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

Totals				
Location	Job	Account	Pay Code	Amount
		..098947/101694/-/F05817/0	CTO Scheduled Exempt	12.0
		..098947/101694/-/F05817/0	Regular	24.0

### Types of Requests

There are two types of Time Off request.

1. **'Time Off Request-Full Day'** – Full day off (single or multiple) will automatically calculate the total hours based on the **scheduled** hours (automatically subtracts the lunch deduction). For example, if you are scheduled for 8.5 hours, CTO will be added for 8 hours.
  - Allows you to enter consecutive multiple days off at one time. Example:
    - A week vacation: M-F, 8 hours a day for a total of 40 hours that week.
  - 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-T, 8 hours a day for a total of 16
    - Second Request = F, 4 hours for a week total of 20
  - If no Schedule is present for the employee on the requested date and the manager Approves the request, the hours will be entered in as zero (0). The manager will have to later edit the duration within the schedule.
2. **'Time Off Request-Partial Day'** – Partial hours off requires you to enter a number of hours (length).
  - Can request multiple *consecutive* partial days in one request. Example:
    - Come in one hour late Monday-Thursday.
  - 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-T, 3 hours a day for a total of 6
    - Second Request = Th-F, 3 hours per day
  - This can be used in situations where the schedule is not yet built.

Additional adjustments to the schedule may be needed to account for a lunch.

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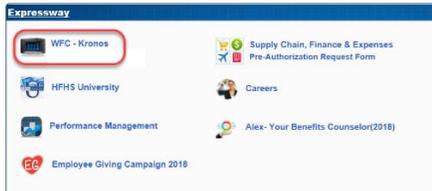


## How to Log-in to Kronos

1. Go to [www.henryfordconnect.com](http://www.henryfordconnect.com) (from work or home)
2. Click on HR Connect
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 date range/timeperiod of your request

Accrual	Balance
CTO	41.92 Hour
PERSONAL	0.0 Hour
SICK	0.0 Hour
VACATION	0.0 Hour

Please note: Clicking Draft will allow you to save the request for a later completion date. 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 a Full Day/ Multiple Days

'Time Off Request-Full Day' – Full day off (single or multiple) will automatically calculate the total hours based on the **scheduled hours** (automatically subtracts the lunch deduction). For example, if you are scheduled for 8.5 hours, CTO will be added for 8 hours.

- Allows you to enter consecutive multiple days off at one time. Example:
  - A week vacation: M-F, 8 hours a day for a total of 40 hours that week.
- 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-T, 8 hours a day for a total of 16
  - Second Request = F, 8 hours for a week total of 36
- If no Schedule is present for the employee on the requested date and the manager Approves the request, the hours will be entered in as zero (0). The manager will have to later edit the duration within the schedule.

1. Click on the 'Time Off Request - Full Days' link and enter in the details of your time off:

- A. Type of Request
- B. Start Date of Request
- C. End Date of Request (may be the same as the Start Date if for a one day request)
- D. Pay code (i.e. CTO or PTO)
- E. Full day will always be automatically selected

If you only need part of a day off, see the *Requesting a Partial Day* section.

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## Requesting a Partial Day

'Time Off Request-Partial Day' - Partial hours off requires you to enter a number of hours (length).

- Can request multiple consecutive partial days in one request. Example:
  - Come in one hour late Monday-Thursday.
- 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-T, 3 hours a day for a total of 6
  - Second Request = Th-F, 3 hours per day
- This can be used in situations where the schedule is not yet built.
- Additional adjustments to the schedule may be needed to account for a lunch.

1. Click on the 'Time Off Request-Partial Day' link and enter in the details of your time off:
  - A. Type of Request
  - B. Start Date - Start date the of request
  - C. End Date - End date of the request (may be the same as the Start Date if for a one day request)
  - D. Pay Code - CTO Request or Off Request (use when you do not want to be scheduled that day)
  - E. Start time = Time you want your request to start
  - F. Duration= The total number of hours you are requesting
  - G. requesting
  - H. Notes - Any information you would like to provide about your request
2. Click Submit (or save as Draft)
  - Drafts will be saved for a later completion date
  - Your leader will be automatically notified regarding your request upon clicking "Submit"

## Checking the Status of Your Request

Upon approval, your requested time will appear on your My Calendar. You can see all status (approved, retracted, refused, 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. Click OK
5. Requests will appear on your Calendar for the approved days off.

## How to Cancel/Retract a Request

You can cancel an already approved request or retract a submitted request that has not yet been approved:

**Retracting request:** Use when a request was submitted but was not approved yet.

**Cancel Request:** Use when a manager has already approved the time off request. Approved CTO/PTO request can be cancelled by the employee but is subject to the Managers approval to cancel the request.

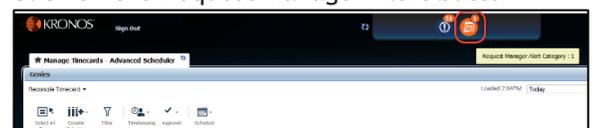
1. Log-in to Kronos
2. Click on My Calendar
3. Select the date range/time period for the date of the requested time
4. Click OK



5. Click on the Blue Arrow next to the request
6. Click on Retract
7. Leave a Note (optional)
8. Click Submit

## For Managers: How Do I Approve Request?

1. Click on the Request Manager Alert button
2. Click the Time Off request listed to display the Requests window



3. The Requests tab will display.
4. Select the request

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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.