Time Off Requests for Employees

For more detailed instructions on managing time as an employee, visit the Clemson University Kronos Information page: http://www.clemson.edu/employment/payroll/kronos/index.html

Access Time Off Request Widget-Supervisors

1. Click the Workspaces Carousel.

2. Click the My Information workspace.

3. Click the Gear icon in the title bar of the Request Time Off widget and select Pop-out to activate the widget.

Access Time Off Request Widget-Employees

1. Click the Gear icon in the title bar of the Request Time Off widget and select Pop-out to activate the widget.

Request Time Off Overview

<table>
<thead>
<tr>
<th></th>
<th>Time Period</th>
<th>Date Views &amp; Scroll Bar</th>
<th>Visibility Filter</th>
<th>Request Time Off</th>
<th>Calendar Grid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Determines which dates display in the calendar. The drop-down arrow can be used to select a different date range.</td>
<td>Displays the calendar by day, week or month. The left and right arrows can be used to scroll through the dates within the selected time period.</td>
<td>Displays calendar items to show or hide holidays, schedule pay codes, scheduled shifts or time off requests.</td>
<td>Launches the time off request form. This form can be completed to submit a request for time off.</td>
<td>Displays scheduling information including shifts, pay codes, and holidays.</td>
</tr>
</tbody>
</table>
### Submit a Time Off Request

1. **Click Request Time Off.**

2. Click the drop-down arrow in the **Type** field and select the type of time off you are requesting.

3. Enter the dates your time request begins and ends in the **Start date** and **End date** fields. Click the **Calendar** icon to select the date from a calendar.

   **Note:** If you are unsure of which leave accrual type to select when requesting time off, please contact the University Leave Administrator.

4. Enter the start time for the leave accrual request in the **Start time** field.

5. Enter the daily duration of time being requested in the **Length** field.

   **Note:** If requesting multiple consecutive days off, enter the number of hours per day, not the total number of hours.

6. **Click Submit.**

### Retract or Cancel a Submitted Time Off Request

1. Click the **Gear** icon in the title bar of the **Request Time Off** widget and select **Pop-out** to activate the widget.

2. Hover over the time off request you want to retract or cancel. Click the arrow to activate the pop-up menu.

   **Note:** If the request has not yet been approved, you can retract the request. If the request has been approved, you can cancel the request.

3. **Click Retract or Cancel.**

4. Review the details of the submitted time off request and click **Submit**.
Access My Leave Widget

1. Click the Gear icon in the title bar of the My Leave widget and select Pop-out to activate the widget.

Leave Overview

1. As of: Balances are current as of the date selected. The calendar icon can be used to select a different date.
2. Column Selector: Allows you to add and remove columns from the view.
3. Refresh: Updates the widget with the most recent information.
4. Leave Type: Lists each different type of leave on its own row.

**Balance Columns**
- **Taken to Date**: All approved leave time taken through selected date.
- **Current Balance**: Balances as of the selected date.
- **Projected Accruals**: Upcoming leave accrual credits.
- **Approved Planned Takings**: Hours associated with approved time off requests.
- **Projected Year-End Balance**: Current balance plus projected accruals minus approved planned takings.