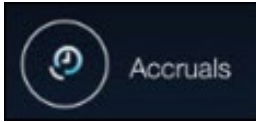


Kronos v8 Mobile Time Off Requests

Review Leave Accrual Balances

- 1 Tap the **Accruals** icon from the Home screen.



The screenshot shows the Kronos mobile app interface. At the top, it displays the status bar with Verizon signal, 4:09 PM, and 83% battery. Below the status bar is a home indicator and the title "Accruals". A dropdown menu shows "Balance as of" with a date selector set to "Tue, 07/25/2017". Below this is a list of accrual pools with their respective balances. Red brackets and callout boxes highlight specific elements: a bracket labeled '3' groups the pool names, a bracket labeled '4' groups the balance values, and a callout box labeled '2' points to the date selector.

Accrual Pool	Balance
Accrual Pool	0:00h
Annual	58:51h
Annual Leave Pool Recei...	0:00h
Holiday Comp	0:00h
Military	0:00h
Optional Holiday	2:00h
Sick Leave	42:30h
Sick Leave Pool Received	0:00h

Balance as of Date

The effective date for the balances listed. You can change the date to see forecasted balances.

2

Leave Accrual Type

The name of the type of leave.

3

Balance Totals

The total amount of hours as of the date selected.

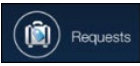
4

Note: Balance totals only reflect approved leave. Pending or unapproved leave requests will not be reflected in the accrual balance total shown.

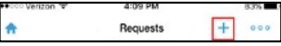
Kronos v8 Mobile Time Off Requests

Submit a Time Off Request

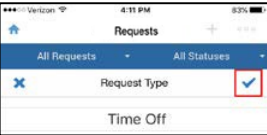
- 1 Tap the **Requests** icon.



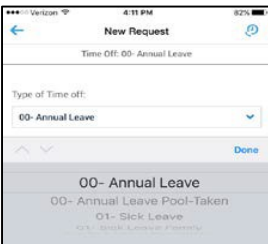
- 2 Tap the **Plus (+)** icon to create a new request.



- 3 Accept the default request type and tap the **Checkmark** icon.

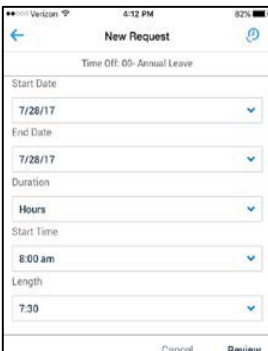


- 4 Tap the **Type of Time off** field and select the type of time being requested. Once selected, tap **Done** then tap **Apply**.

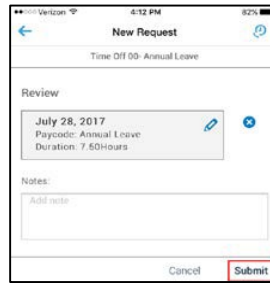


- 5 Tap each field to enter the details for your time off request. Once all fields are complete, tap **Review**.

- **Start Date**-Date time off begins
- **End Date**-Date time off ends
- **Duration**-Hours (default)
- **Start Time**-Time of day time off begins
- **Length**-Hours per day for time off request

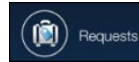


- 6 Review the details of the request and tap **Submit** at the bottom.

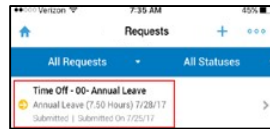


Retract or Cancel a Time Off Request

- 1 Tap the **Requests** icon.



- 2 Tap the **Submitted** or **Approved Request** you want to cancel.



Note: On the mobile app, you can cancel both approved and submitted requests.

- 3 To cancel an approved request, tap **Cancel Request** at the bottom.



- 4 Tap **Yes** to confirm the cancellation of your request.

