

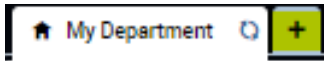
Time Off Requests for Employees



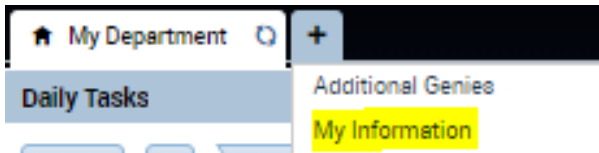
For more detailed instructions on managing time as an employee, visit the Clemson University Kronos Information page: <http://www.clemson.edu/employment/payroll/kronos/index.html>

Access Time Off Request Widget-Supervisors

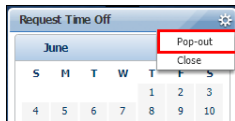
- 1 Click the **+** beside "My Department".



- 2 Click **My Information** from the drop down..

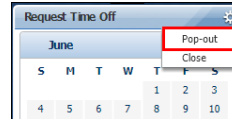


- 3 Click the **Gear** icon in the title bar of the **Request Time Off** widget and select **Pop-out** to activate the widget.



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

Time Period

Determines which dates display in the calendar. The drop-down arrow can be used to select a different date range.

1

Date Views & Scroll Bar

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.

2

Visibility Filter

Displays calendar items to show or hide holidays, schedule pay codes, scheduled shifts or time off requests.

3

Request Time Off

Launches the time off request form. This form can be completed to submit a request for time off.

4

Calendar Grid

Displays scheduling information including shifts, pay codes, and holidays.

5

The screenshot shows the 'Request Time Off' interface. At the top, there is a 'Current Pay Period' dropdown (1) and a date range 'June 18 - 24, 2017' with navigation arrows (2). Below this is a calendar grid with days of the week as columns and times from 8:00AM to 4:00PM as rows. Blue bars represent shifts, with labels like '40 hour 0800...' and '8:00AM-4:30PM [8.5 h] Regular'. A 'Request Time Off' button (4) is in the top right. A callout (5) points to a specific shift bar on Wednesday, June 21st.



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.

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

- 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: To request multiple non-consecutive days, you must submit multiple requests.

- 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: Whether or not the request has been approved, you can cancel the request by right-clicking on the existing request.

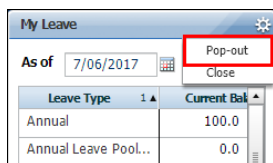
- 3 Click **Cancel Request**.

- 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.

Leave Type	Taken to Date	Current Balance	Projected Accruals	Approved Planned Ta...	Projected Year-End Balance
Annual	0.0	122.5	17.5	0.0	140.0
Annual Leave Pool...	0.0	0.0	0.0	0.0	0.0
Comp Overflow	0.0	0.0	0.0	0.0	0.0
Comp Time	0.0	0.0	0.0	0.0	0.0
Holiday Comp	0.0	0.0	0.0	0.0	0.0
Military	0.0	0.0	0.0	0.0	0.0
Optional Holiday	0.0	0.0	0.0	0.0	0.0
Sick Leave	8.0	74.5	17.5	0.0	92.0
Sick Leave Pool Re...	0.0	0.0	0.0	0.0	0.0
Sick-Family Leave	0.0	0.0	0.0	0.0	0.0

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.