

For Supervisors, Exempt Employees, Non-Exempt Employees

Requesting Time Off in Kronos

Complete the following steps to submit vacation, sick self and sick family time off requests in Kronos. All other requests (bereavement, jury duty, medical, etc.) must be submitted to and processed by your supervisor.

1. Log in to Kronos — <https://fms.kronoshosting.com/wfc/logon/>
2. Locate the **My Information** tab at the top of the page
3. Select **My Actions**
4. Click **Time Off Request** — the request form will pop up on your screen
5. Use the **Request Type** drop down menu to select Vacation, Sick Self, or Sick Family
6. Select your request start and end dates by using the calendar icon or entering them manually
 - If entering manually, use the format MM/DD/YYYY. For example: August 1, 2011 would be entered as 08/01/2011
 - The end date is the last day of your requested time off, not the day you plan to return to work
 - If requesting one day off, the start and end dates will be the same
7. Select **Specify Hours** for every request you make. Never choose "Same Hours as Scheduled Shifts"
8. Fill in **Start Time** and **Hours per Day** to request the correct number of hours taken/ to be taken
 - If requesting an entire day off, enter the time that you start your shift in the **Start Time** field. Enter the number of hours you're scheduled to work in the **Hours per Day** field.
 - If requesting a partial day off, enter the time that your absence will begin, and enter the total number of hours that you expect to be absent.
 - Exempt employees may only request partial hours for sick leave; vacation hours must be entire work days.
9. Once your request is complete, click **Next** and a new window will open with "Thank you for your Time Off Request"
10. Click **Save & Close** to complete your request.
11. Select **Log Off** to exit
12. Your request will be sent to your supervisor. Once your request has been approved or denied, you will receive a notification message in your Kronos inbox

Time Off Balances (hours) as of today

Vacation Balance: 79.5
Sick Balance: 80.75
Not Used

Time Off Request

* Request Type:

Select Vacation, Sick Self, or Sick Family

Latest Date That Can Be Requested: 1/26/2011

* Start Date: 

* End Date: 

If you are requesting one day off, your Start Date and End Date will be the same. The End Date is always the last day you are going to be absent (not the day you return).

Message:

* Hours: Specify Hours Same Hours as Scheduled Shifts

Fill in only if Specify Hours is selected above

Start Time:

Hours Per Day:

Always choose Specify Hours and enter the start time of your absence, followed by the total hours you will be absent.

Day Type: Scheduled and Non-scheduled Days Scheduled Days

Select Next to submit your form.