

KRONOS 8.1 WFC

Request Time Off- Managers/Timekeepers

Hampton City Schools

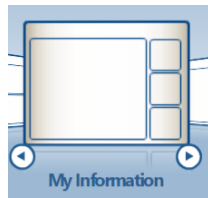
Revised 6/20/18

How to Request Time Off in Kronos- Chrome Browser recommended

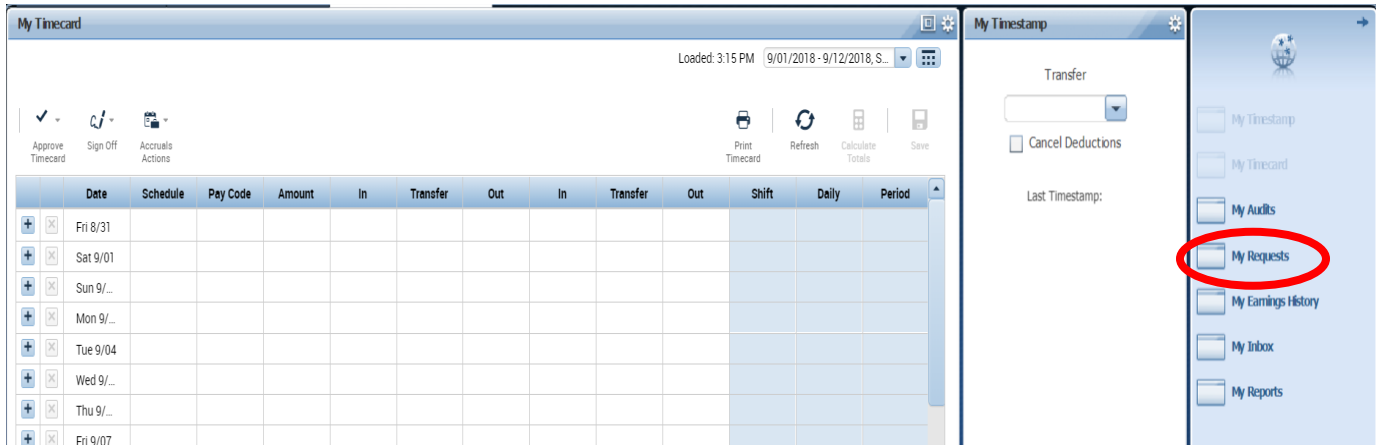
1. Sign in to www.hampton.k12.va.us
 - a. Select “Staff”
 - b. Select “Kronos for Timekeepers & Managers”
2. Sign in using your HCS user name and password
3. Select the Workspace Carousel on the top left



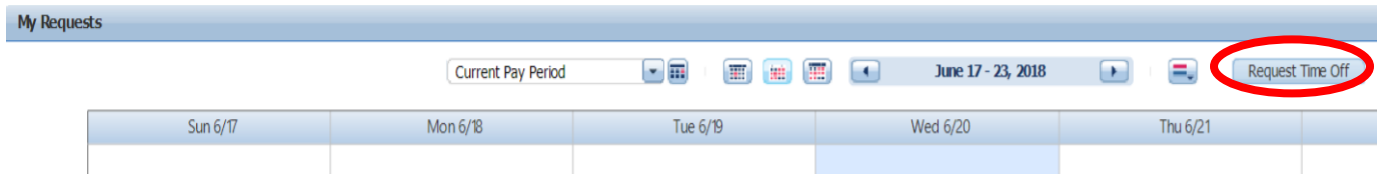
4. Click My Information



5. Select My Request



6. Select Request Time Off



7. Enter your leave Request

The screenshot shows the 'Request Time Off' form with the following details:

- Type:** Request Time Off
- Start date:** 6/20/2018
- End date:** 6/20/2018
- Pay code:** Sick Cascade
- Time Unit:** Hours

Below the form, there is an 'Accruals on' section with a date of 6/20/2018 and a table showing the following data:

Accrual	Balance
Comp Excess	0.0 Hour
Comp Time	0.0 Hour
Personal Leave	0.0 Hour
Sick Leave	103.35 Hour
Sick Leave Excess	0.0 Hour
Vacation Leave	67.0 Hour
Vacation Overflow	0.0 Hour

At the bottom right, there are three buttons: 'Draft', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a purple oval.

8. Select Submit