

Work Instructions – Kronos

Apply for Leave via My Requests

Employee

Version 3.0

Apply for Leave via My Requests – Employee

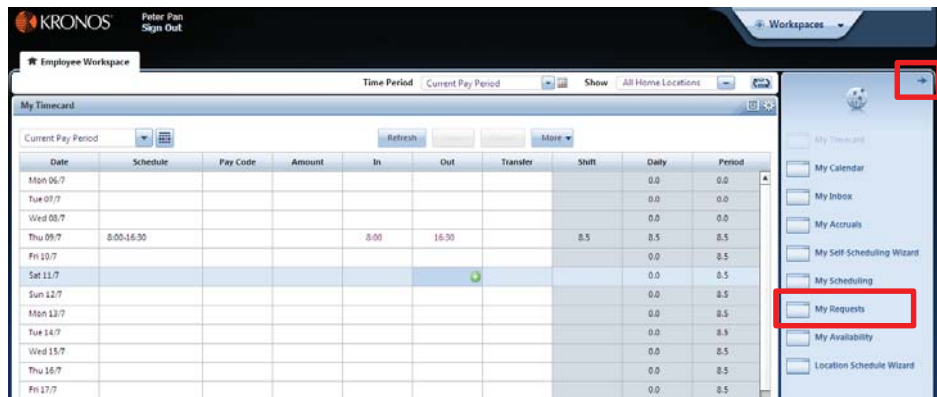
Purpose: The purpose of the work instruction is to assist employees, apply for leave via My Requests. There are instructions for employees who work a regular pattern schedule and for shift workers.

Step	Action
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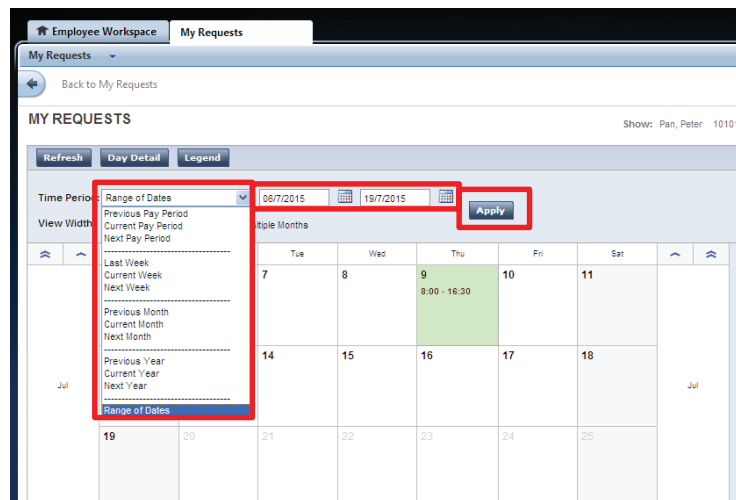
Apply for Leave - Working a Pattern Schedule

1	Login to Kronos Navigator
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2	Click on the Expand Arrow to reveal menu items. Click on My Requests
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3	Select your time period for leave by using the Time Period drop down menu. You may also use the Range of Dates fields. Click Apply to change calendar
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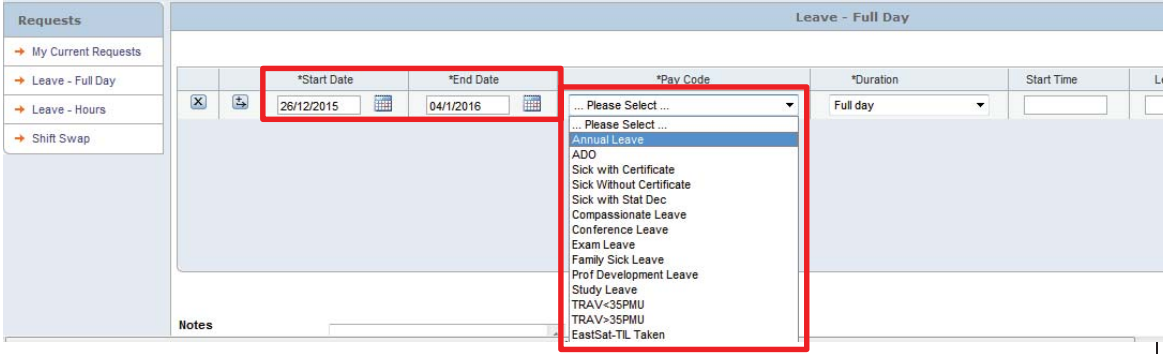

4 Adjust your **View Width** using the **Radio Buttons** if required

The screenshot shows the 'My Requests' interface. At the top, there is a navigation bar with 'My Requests' and a 'Back to My Requests' button. Below this, the 'MY REQUESTS' section is displayed for user 'Jordan, Hal 151515'. There are buttons for 'Refresh', 'Day Detail', and 'Legend'. The 'Time Period' is set to 'Range of Dates' from '01/12/2015' to '31/1/2016'. The 'View Width' section has three radio buttons: 'Week', 'Month' (which is selected and highlighted with a red box), and 'Multiple Months'. Below the radio buttons is a calendar grid for December and January. The 'Requests' menu on the left includes 'My Current Requests', 'Leave - Full Day', 'Leave - Hours', and 'Shift Swap'. The 'My Current Requests' table is empty, showing 'This table currently contains no data.' and 'No available actions'.

5 Select your leave dates by clicking on **Each Day** in the calendar. The selected day(s) will appear green. Click **Leave – Full Day** in the requests menu

Note: When selecting leave ensure the days are consecutive and don't exclude days you would normally not work. For example, public holidays and weekends

This screenshot shows the 'My Requests' interface after several days have been selected. In the calendar, days 5, 6, 7, 8, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30 are highlighted in green. A red box highlights the 'Leave - Full Day' option in the 'Requests' menu. The 'My Current Requests' table remains empty, displaying 'This table currently contains no data.' and 'No available actions'.

<p>6</p>	<p>Check and Adjust start/end dates if required. Select Pay Code using the drop down menu</p>  <p>Notes: If you have made an error selecting your leave dates, all changes must be made within the request start/end date fields (as above). Do not use the calendar to select individual days as this may not select the required timeframe</p>
<p>7</p>	<p>Add any Notes required and click Submit</p> 
<p>8</p>	<p>Go to Notes at the end of Step 16</p>

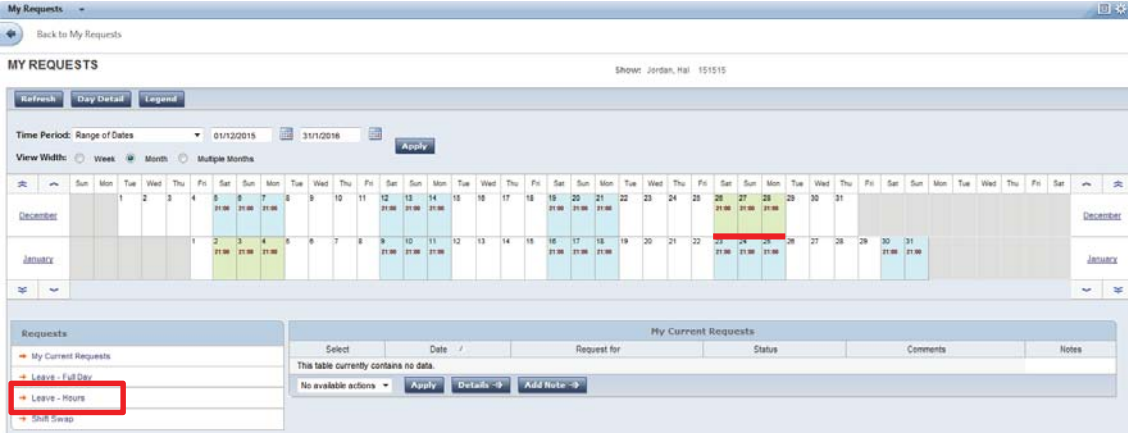
Apply for Leave - Shift Work

If you are a shift worker and work different hours each pay cycle, you will need to enter the shifts you would normally work during your requested leave period. The following example is based on someone requesting annual leave, over the Christmas period. In addition, over a two week period the employee would normally work three early and three late shifts.

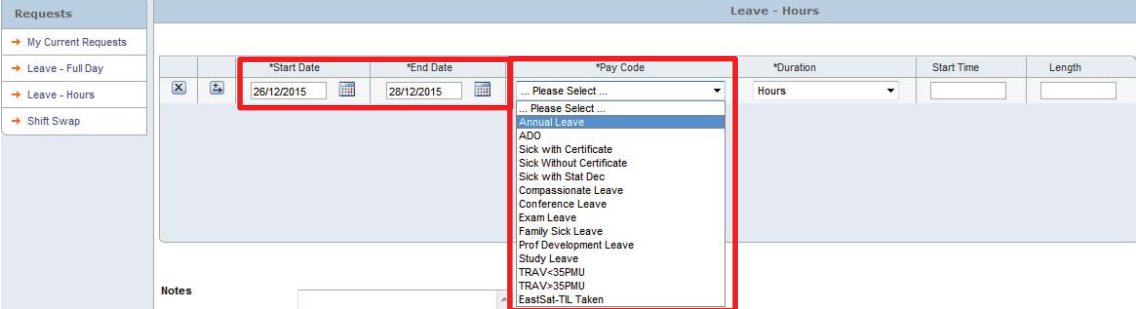
You are required to enter two separate lines for each set of shifts (one for early and late shifts)

9 Complete **Steps 1 thru 4**

10 Select your first set of shifts for leave by clicking on **Each Day** in the calendar. The selected day(s) will appear green. Click **Leave – Hours** in the requests menu



11 **Check and Adjust** start/end dates if required. Select **Pay Code** using the drop down menu



Notes:

- Your first date range is either early or late shifts. In this example, the date range covers the three early shifts
- If you have made an error selecting your leave dates, all changes must be made within the request start/end date fields (as above). Do not use the calendar to select individual days as this may not select the required timeframe

12 Select your regular **Start Time** and **Length** of shift

*Start Date	*End Date	*Pay Code	*Duration	Start Time	Length
22/12/2015	26/12/2015	Annual Leave	Hours	0700	8

13 Add a **New Line** for the second set of shifts, by clicking on the **Add Line** button

*Start Date	*End Date	*Pay Code	*Duration	Start Time	Length
22/12/2015	26/12/2015	Annual Leave	Hours	0700	8

14 Change the **Date** range to cover your second set of shifts. In addition, change the **Pay Code** as shown in **Step 11**

*Start Date	*End Date	*Pay Code	*Duration	Start Time	Length
22/12/2015	26/12/2015	Annual Leave	Hours	0700	8
29/12/2015	02/1/2016	Annual Leave	Hours	1300	8

15 Enter your **Start Time** and **Length** for the alternate shift set

*Start Date	*End Date	*Pay Code	*Duration	Start Time	Length
22/12/2015	26/12/2015	Annual Leave	Hours	0700	8
29/12/2015	02/1/2016	Annual Leave	Hours	1300	8

16 Add any extra information in the **Notes** box. On completion click **Submit** to complete the request

*Start Date	*End Date	*Pay Code	*Duration	Start Time	Length
22/12/2015	26/12/2015	Annual Leave	Hours	0700	8
29/12/2015	02/01/2016	Annual Leave	Hours	1300	8

Notes

Request two weeks of annual leave over the Christmas period, Monday 21 Dec 15 - Sunday 4 Jan 16.

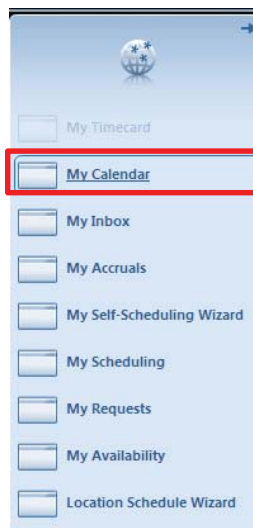
Submit **Draft**

Note: The notes box is your opportunity to keep your manager informed of your reason for leave. In addition, add comment of your entire leave period (ie. 22 Dec 2015 – 02 Jan 2016). This will ensure your manager is aware of your specific availability

General Notes:

- Once you have submitted your leave, an email is sent to your manager, alerting them to your request
- Your manager will then review your request and the outcome will be sent to you via email notification
- Entering shifts that attract penalties outside of your regular schedule, will not affect your leave pay balance. Your leave pay will be calculated on your regular rostered rate of what you would have worked during your leave period
- The Accruals tab within Kronos shows balances as of today's date
- If you don't want to submit your request straight away, you can use the **Draft** button (next to submit button) to save your request

17 After you have submitted leave, always check your **Calendar** to ensure your leave has been populated



Employee Workspace My Calendar

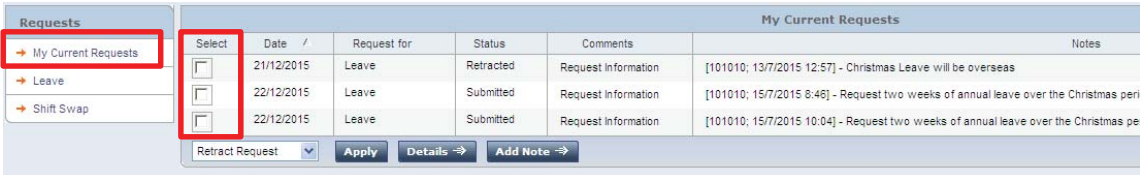
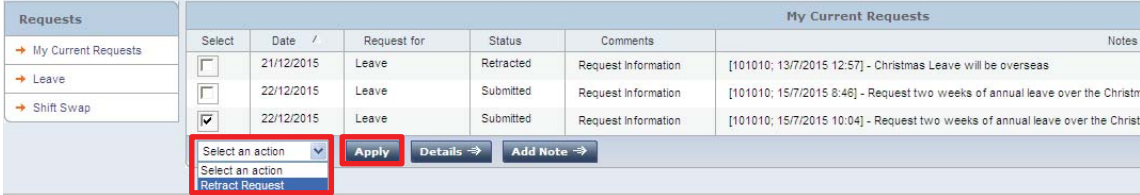
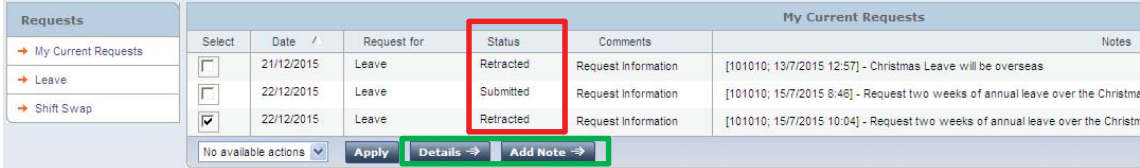
My Calendar

Current Pay Period [dropdown] [calendar icon] [request time off icon]

Request Time Off

August 2 - 8, 2015						
02/8/2015	03/8/2015	04/8/2015	05/8/2015	06/8/2015	07/8/2015	08/8/2015
	Annual Leave [0.0 h] → Annual Leave [1:0:00 d]	→ Annual Leave [1:0:00 d] Annual Leave [0.0 h]	→ Annual Leave [1:0:00 d] Annual Leave [0.0 h]	→ Annual Leave [1:0:00 d] Annual Leave [0.0 h]	→ Annual Leave [1:0:00 d] Annual Leave [0.0 h]	→ Annual Leave [1:0:00 d] Annual Leave [0.0 h]
0:00						
1:00						
2:00						
3:00						
4:00						
5:00						
...						

Retract Leave

18	Follow Steps 1 thru 4
19	<p>Select My Current Requests. Select the request you wish to retract, using the Check Box</p> 
20	<p>Using the drop down menu, select Retract Request. Click Apply</p> 
21	<p>Check Status has changed to Retracted</p>  <p>Note: If you need to check the details of the request, click the Details button. If you need to make additional notes to a request, use the Add Note button (highlighted in green). You must ensure you have select the request via the check boxes, prior to using these functions</p>

⊗ End of Work Instruction