**KRONOS GUIDE – SALARIED EMPLOYEES (ADMINISTRATORS)**

Kronos site: [https://workforce-ext.union.edu/wfc/logon](https://workforce-ext.union.edu/wfc/logon)

Login: Use your Union College username and password

**What is Kronos?**
Kronos is a website where employees can record hours worked for their job. As an Administrator it is only necessary for you to use Kronos to submit Vacation time.

**When do I enter Vacation time?**
Kronos can be used to request vacation time off in advance, which is encouraged. Each employee has an approver for their requests. Once approved the requests will stay in Kronos until the pay period comes when it is exported. If vacation needs to be reported for a prior pay period it can still be entered through Kronos before the end of the calendar year. All vacation is due to Payroll before the end of the year.

***NOTE: If you are ALSO a Manager, first click the Plus Sign at the top to switch to the Employee workspace. This guide focuses only on using Kronos as an employee.***
Submitting a Time Off Request

1. Managers only: First click the Plus Sign at the top to switch to the Employee workspace, My Calendar screen

2. Click Request Time Off button. Choose the Start and End Date. The Pay Code defaults to Vacation.

3. Choose Dates, Start Time, and Daily Amount (amount of hours taken each day) Type a Note to give additional information (optional). Click Submit.

   TIP: Change the Accruals On date to match your requested date. Then you can verify how much time you have to use by that date. It even factors in existing requests.

4. An email is sent to the Assigned Manager. Meanwhile the request displays in the calendar next to the dates.

5. You will receive an email if your time off is approved and the time will show on your Calendar and Timecard.

Adjusting a Submitted Request

An employee can retract a request if not yet approved, or cancel a request (which requires approval). For example, if the employee wants to take one less day of vacation, but their original request is already approved, they could cancel the original request and submit a new one instead.

Only the manager can make a direct adjustment to the request.

To cancel a request:

1. Open the My Calendar widget.

2. Find the day the request is on, right-click it and choose Cancel Request

3. Type in a Note (optional) and click Cancel Request.

***NOTE: Requests that span weekends will INCLUDE Sat and Sun. If you need to request a Friday and a Monday they must be done as two separate requests.***

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Reviewing Time Off Taken

Employees can review their My Calendar screen, days in green are days with time off requests. Switching to the Month view is recommended.

1. At the top next to Current Pay Period click the calendar button and type in a date range to review. Click Apply.

2. Click on the Month view

3. Use the arrows in the top left to cycle through months. Requests show in green.

Viewing Vacation Balance

You can use the the My Calendar or Request Time Off screens to view Vacation balances

Available Balance

The Available Balance is your Vacation accrued as of a specific date. It increases on the first day of each new pay period when an employee accrues more vacation time. It decreases when vacation is taken for any prior date.

<table>
<thead>
<tr>
<th>Accrual Code</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACATION</td>
<td>124.67</td>
</tr>
</tbody>
</table>

Available Balance in the Request Time Off screen

<table>
<thead>
<tr>
<th>Accrual</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACATION</td>
<td>124.67 Hour</td>
</tr>
</tbody>
</table>

Ending Balance

The Ending Balance is always as of the last day in the calendar year 12/31. This balance accounts for accruing additional vacation each pay period and deducting any current and future requests already entered into the system. The Ending Balance should never be negative.

<table>
<thead>
<tr>
<th>Ending Balance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>146.67</td>
</tr>
</tbody>
</table>