KRONOS GUIDE –SALARIED EMPLOYEES (ADMINISTRATORS)

Kronos site: 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.

   ***NOTE: Requests with a Start and End date that span weekends will INCLUDE Sat and Sun. Use the Plus sign to add multiple non-consecutive days within the same request.***

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.**
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.

![Select Dates](image1)

2. Click on the Month view

![Month View](image2)

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

![Calendar](image3)

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.

Available Balance at bottom of **My Calendar** is as of the first day in the range selected in the upper right

![Accrual Code & Available Balance](image4)

Available Balance in the **Request Time Off** screen is as of the date specified in Accruals on field

![Accrual & Balance](image5)

**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.

Ending Balance at bottom of **My Calendar** is as of the last day in the calendar year 12/31

![Ending Balance](image6)
Other Request Types

On occasion a salaried employee needs or wants to work on a designated **Discretionary Day**, **Holiday**, or **Winter Recess** day. If they do so they can bank that time worked to be used like vacation on a future date. Kronos will track the banked time in the Accruals area.

To do this an employee should send a **request to work** on the designated day. If that request is then approved the time will be banked.

To request to work a Holiday, Discretionary Day, or Winter Recess day:

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
3. At the top of the window, click the drop down next to **Type** to change to request a Worked Discretionary Day, Holiday, or Winter Recess day

4. Fill the request out as normal, indicating the Date Range, Start Time, and Daily Amt.
5. Click Submit. An email will be sent to your assigned manager for approval.

Like Vacation requests, the request will be viewable on your Calendar for reference and in Pending Grants under Accruals.