

# **KRONOS 8 “CHEAT SHEET” FOR SUPERVISORS**

## **How to Approve Leave Requests in Kronos 8 -----**

1. Go to the list of employees in your hyperfind.
2. Highlight an employee.
3. Click on ‘Go To’.
4. Select ‘Request Manager’ in the drop down menu.
5. Where you see 1 Employee(s) Selected, choose ‘All’ in the drop down menu.
6. You should now be able to see all of the submitted leave requests for all of the employees who report to you.
7. Continue to take action on leave requests in the same way that you have done in the prior version of Kronos.
8. If you want to see leave requests with a different status than submitted, select ‘Submitted’ and then in the drop down menu choose the status that you want to see.