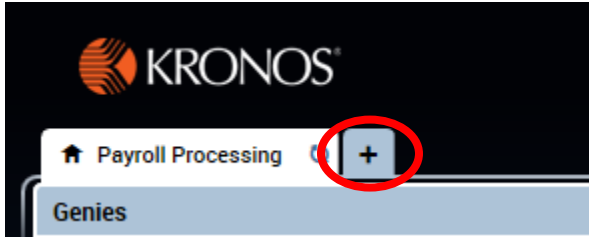
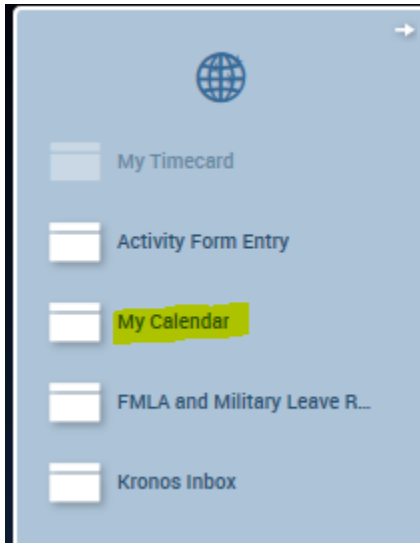


Kronos will be upgraded to 8.1.6 on February 26, 2020. This upgrade eliminates the need for Adobe Flash Player. There are two design changes associated with this upgrade:

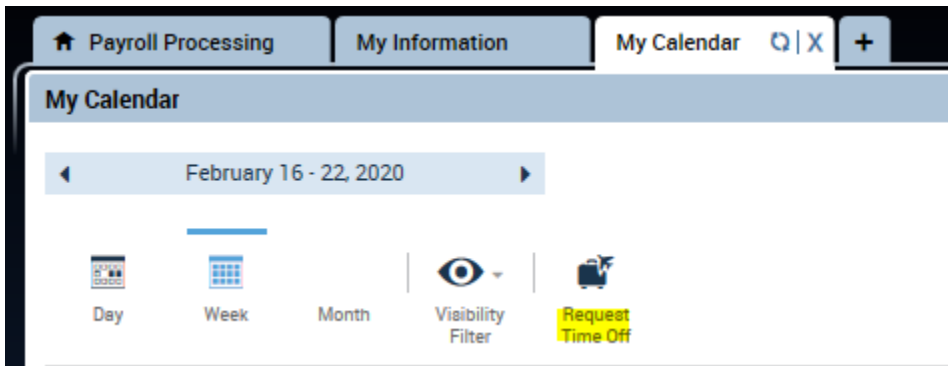
- 1) For managers who see employees other than themselves, there is a change in accessing your own timecard. On the left hand side, click the plus button as if you were adding a new tab. Then select My Information. This will open another tab with your timecard.



- 2) Time off Requests will change for all employees. To enter a request, navigate to your own timecard and then select My Calendar on the right hand side.



From there, select Request Time off on the left hand side.



The time off request box will open like normal.

Request Time Off

Type: Time Off Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ ×	2/18/2020	2/18/2020	ANNLV-ANNUAL...	Hours		

Accruals on: 2/18/2020

Accrual	Balance
Annual Leave	335.62 Hour
Donated Leave	0.0 Hour
Executive Order Bank	0.0 Hour

Note (optional)

Type a note (optional)

Cancel

Submit

To cancel a request, right click on the entry for that day and select cancel request.

February 16 - 22, 2020

Day Week Month Viability Filter Request Time Off

	Sun 2/16	Mon 2/17	Tue 2/18
			Time Off Request Details Cancel request
6:00AM			
7:00AM			
8:00AM		8:00AM-4:00PM [8.00 h] Regular	8:00AM-4:00PM [8.00 h] Regular
9:00AM			
10:00AM			
11:00AM			
12:00PM			
1:00PM			
2:00PM			
3:00PM			

A new box will appear. Click on cancel request at the bottom:

Cancel Time-Off Request

Submitted: 2/18/2020 - 11:53:53AM
Modified by:

Employee: Type: Time Off Request

▼ Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
2/18/2020	2/18/2020	ANNLV-ANNUAL L...	Full Day		

Accruals on: 2/18/2020

Accrual	Balance
Annual Leave	335.62 Hour
Donated Leave	0.0 Hour
Executive Order Bank	0.0 Hour

Status History

Submitted: 2/18/2020 - 11:53:53AM

Note (optional)

Type a note (optional)

Cancel **Cancel Request**