

KRONOS "CHEAT SHEET"

How to Request Leave -----

1. Log in to myApps (<https://www.wvsao.gov>).
2. Click on the orange box labeled Kronos Time and Leave.
3. Click on "My Calendar" on the right side of the page.
4. Next, click on "Request Time Off", which is on the top left side of the page.
5. Enter the "Start Date" and "End Date" of your leave request.
6. If you need to request other days you may click on +Add another time-off period.
7. Select Pay Code "ANNLV-ANNUAL LEAVE" or "SCKLV-SICK LEAVE". Do not use any other Pay Codes even though you will see others listed.
8. Under Time Unit - Exempt employees should select "Hours" (i.e., how many hours you are requesting off) for leave requests that are less than a full day otherwise select "Full day". For non-exempt employees, all leave requests must be submitted in HOURS.
9. Enter "Start Time" of leave.
10. Under "Duration" - All employees should enter the total number for the day. Exempt employees do not enter a duration if "Full day" is selected under Time Unit.
11. Click Submit. Your supervisor will receive an email message saying that you have submitted a leave request.
12. Click Sign Out to exit Kronos. The Sign Out link is at the very top of the page on the right side.

How to Approve Your Timecard -----

1. Log in to myApps (<https://www.wvsao.gov>).
2. Click on the orange box labeled Kronos Time and Leave.
3. Click on "My Timecard" on the menu to the right of the screen.
4. Select "Current Pay Period" on your Timecard on the top right of the page. If you are approving your timecard after the last day of the pay period select "Previous Pay Period".
5. Click on "Approve Timecard" at the top left of your timecard.
6. Select "Approve Timecard".
7. Under My Timecard near the upper left side of the screen, you will see that the Timecard has been approved.
8. Click Sign Out to exit Kronos. The Sign Out link is at the very top of the page on the right side.