

Approving Time Off Request Using the Navigator

1 Log-on to the Kronos system.

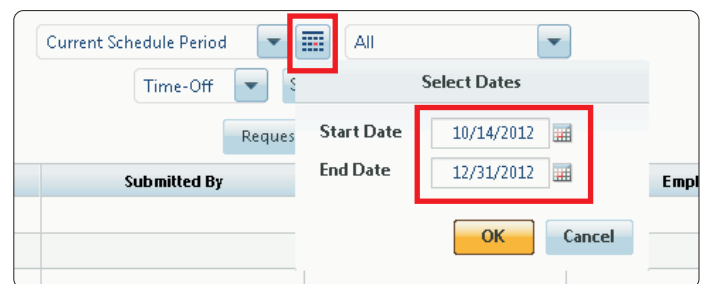
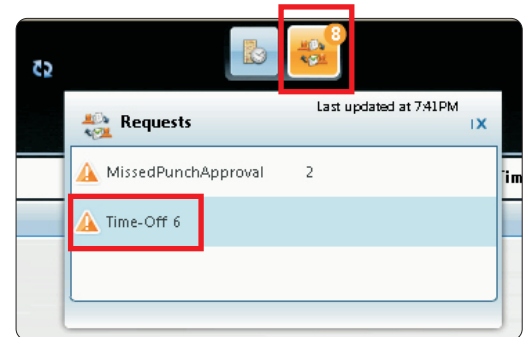
2 Click the **Request Alerts Widget** and click **Time Off Request** or click **Time Off Request Manager** in the related items area.

3 Choose the **Schedule Period**. The system defaults to Current Schedule Period therefore only the request within that period will appear. Click the **Calendar Icon** and select a range of dates. Choose a **Start Date** and **End Date** and click **OK**. Note: The range should be several months to ensure you pick-up all potential requests.

4 Select a request and click **Approve**.

5 Review the detailed request before final approval. Click **Approve** to approve the selected request. You can add **Comments** at this time before clicking Approve.

Note: Before clicking approve on Step 4, you can click **Details** to view more detail or click **Refuse** to not approve the request for whatever reason that you may have. You will be able to enter comments as well if you click refuse.



Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
ALLEN, JENNIFER	0-Sick	10/08/2012 10:32AM	Submitted	ALLEN, JENNIFER	10/08/2012	ALLEN, JENNIFER	10/08/2012	Sick	See Note
JOHNSTON, LAURA	1-Personal	10/23/2012 7:38PM	Submitted	JOHNSTON, LAURA	10/17/2012	JOHNSTON, LAURA	10/17/2012	Personal	

