

Overview:

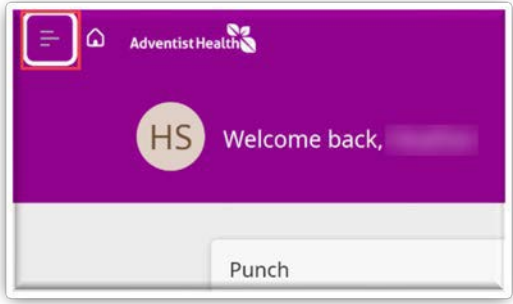
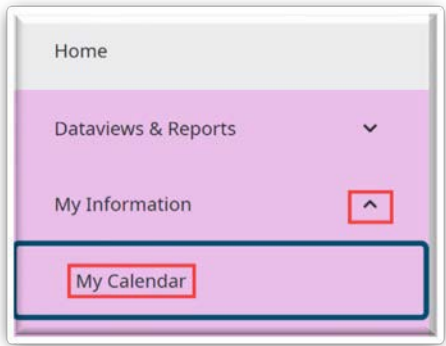
This Quick Reference Guide (QRG) will provide step-by-step instructions for how associates can submit or cancel Time Off Requests in UKG Kronos Dimensions. The following Time Off Request scenarios will be covered:

1. Time Off Request for Same Day
2. Time Off Request for Future Date
3. Time Off Request for Multiple Dates
4. Time Off Request for Multiple Dates using Different Time Off Banks (e.g. PTO, Sick Time, Low Census, etc.)
5. Canceling a Submitted Time Off Request

Step By Step Procedure

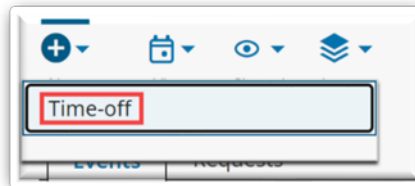
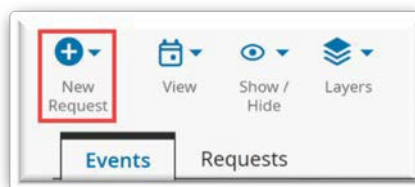
1. Submitting a Time Off Request for Same Day

In this scenario, an associate is taking a day of PTO on the current/same date of the Time Off Request.

Step	Description
<p>1</p> <p>From the Home Screen, click the menu button in the upper left-hand corner of the screen.</p>	
<p>2</p> <p>Click the small arrow next to My Information and click on My Calendar.</p>	

3

In the upper right-hand corner of your calendar, click the **New Request** button and click **Time-Off**.



A. Dates:

The current date will already be entered.

B. Start Hours:

The time that you would like to start your time off for each day.

****If you need to request different start hours for each day, you will need to submit a separate Time Off Request****

***** Please note: You must add AM or PM to the Start Hours*****

C. Duration HH.hh:

The number of hours you would like to request for each day.

****If you need to request different durations for each day, you will need to submit a separate Time Off Request****

D. Deduct From:

Select the time off bank for this request.

****If you need to request different time off banks for each day, you will need to submit a separate Time Off Request****

E. Submit or Review


After you have entered your request, you can either click on the 'Submit' button to submit the request immediately, click on the 'Review' button to review the request before it's Submitted, or the 'Cancel' button to cancel the request.

Request Time Off



Time Off Request

Dates

 7/31/2023

Duration Per Day

Hours

Start hours *

8:00 AM

Duration HH.hh *

8.00

Deduct from

Choose Below

Paid Time Off: 187.42 Hour(s)



Sick Time Exempt: 48.00 Hour(s)



Cancel

Submit

Review

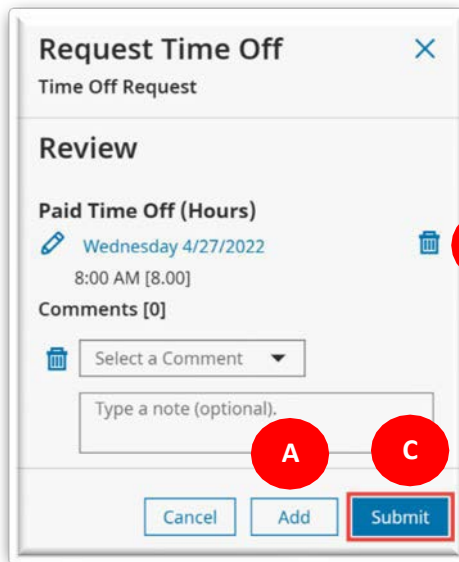
5

From the review screen;

- A. You can click the **Add** button at the bottom of the screen to add an additional request.
- B. You can delete a request by clicking the trashcan icon next to the request.

You can also add a comment to the request.

- C. Once you are finished reviewing, click the **Submit** button to submit the request.

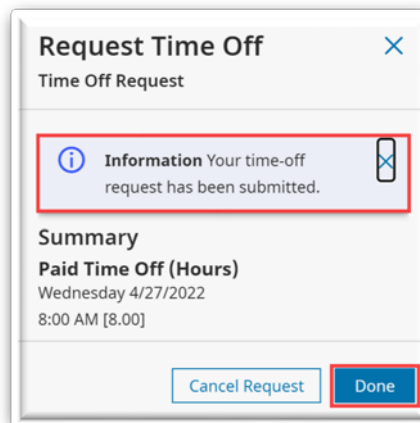


6

You will receive an Information message letting you know that your request was submitted.

From here, your manager will receive a notification to review your Time Off Request.

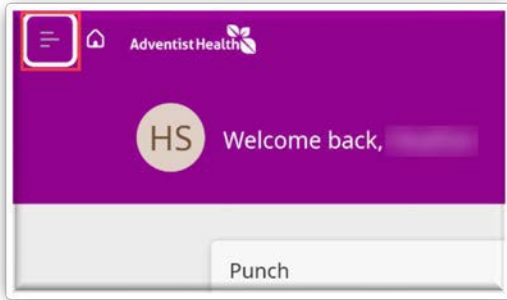
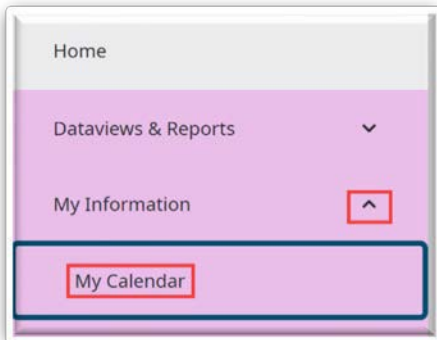
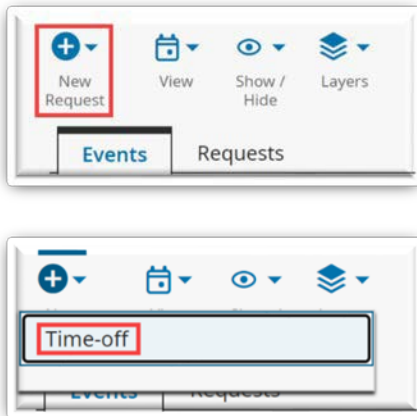
You can immediately cancel the request by clicking on the **Cancel Request** button at the bottom of the screen or click **Done** to close the window.



Step By Step Procedure

2. Submitting a Time Off Request for Future Date

In this scenario, an associate is taking a day of PTO on a future date.

Step	Description
1 From the Home Screen, click the menu button in the upper left-hand corner of the screen.	
2 Click the small arrow next to My Information and click on My Calendar .	
3 In the upper right-hand corner of your calendar, click the New Request button and click Time-Off .	

4.

Dates:

The current date will be already be entered.

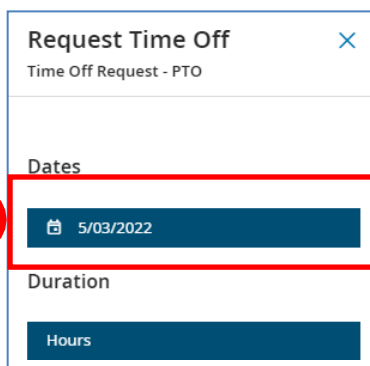
A. To change to a future date, click on the date.

B. Click on the current date

C. The date field will now display 'Select a date.'

D. Select the date for the Time Off Request

E. Click 'Apply'



Request Time Off ×

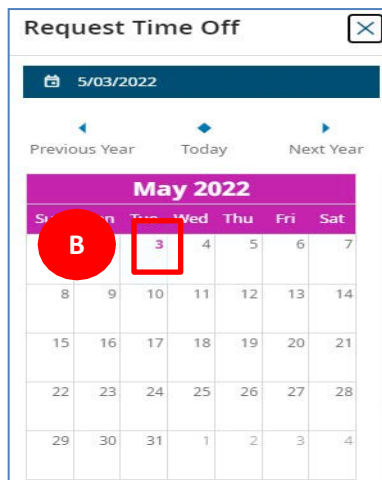
Time Off Request - PTO

Dates

5/03/2022

Duration

Hours



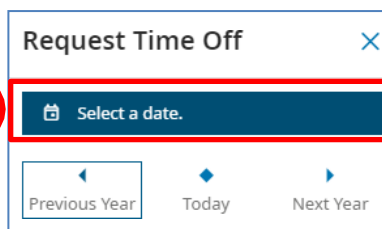
Request Time Off ×

5/03/2022

Previous Year Today Next Year

May 2022

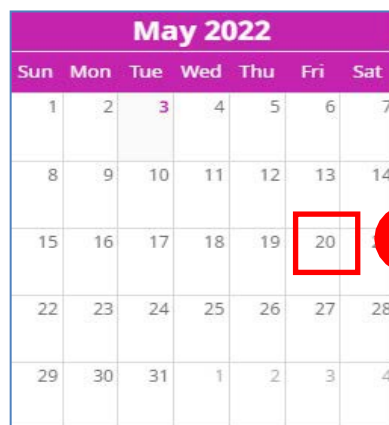
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4



Request Time Off ×

Select a date.

Previous Year Today Next Year



May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4



Cancel Apply

A. Dates:

The future date will be displayed

B. Start Hours:

The time that you would like to start your time off for each day.

****If you need to request different start hours for each day, you will need to submit a separate Time Off Request****

***** Please note: You must add AM or PM to the Start Hours*****

C. Duration HH.hh:

The number of hours you would like to request for each day.

****If you need to request different durations for each day, you will need to submit an additional request****

D. Deduct From:

Select the time off bank for this request.

****If you need to request different time off banks for each day, you will need to submit a separate Time Off Request****

E. Cancel, Submit or Review

After you have entered your request, you can either click on the Submit button to submit the request immediately, or you can click on the Review button to review the request before it's submitted.

Request Time Off



Time Off Request

Dates

A

7/31/2023

Duration Per Day

Hours

B

Start hours *

8:00 AM

Duration HH.hh *

8.00

C

Deduct from

D

Choose Below

Paid Time Off: 187.42 Hour(s)



Sick Time Exempt: 48.00 Hour(s)



E

Cancel

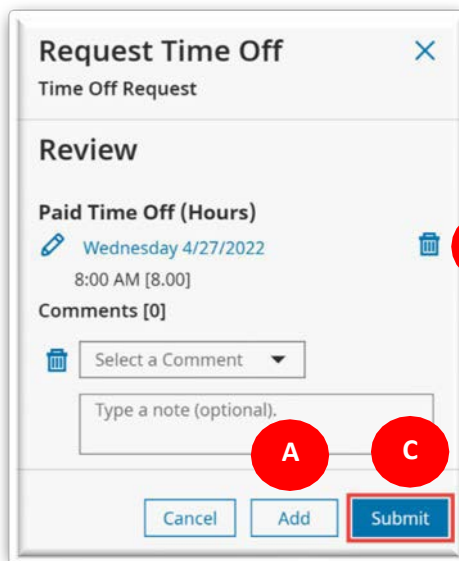
Submit

Review

6

From the review screen;

- A. You can click the **Add** button at the bottom of the screen to add an additional request.
 - B. You can delete a request by clicking the trashcan icon next to the request.
- You can also add a comment to the request.
- C. Once you are finished reviewing, click the **Submit** button to submit the request.

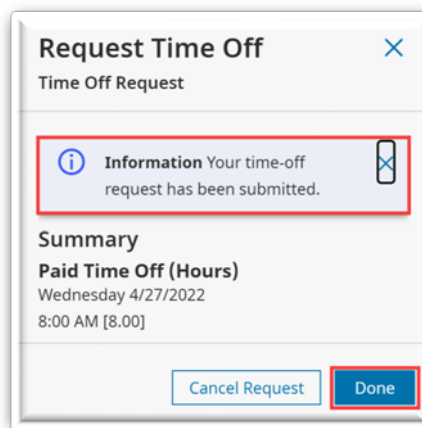


7

You will receive an Information message letting you know that your request was submitted.

From here, your manager will receive a notification to review your Time Off Request.

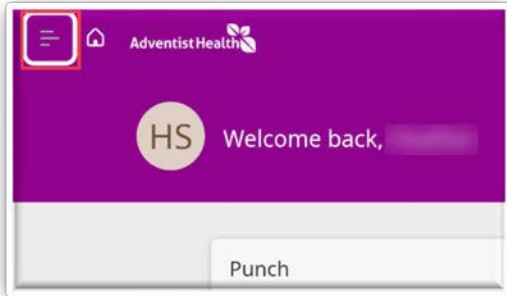
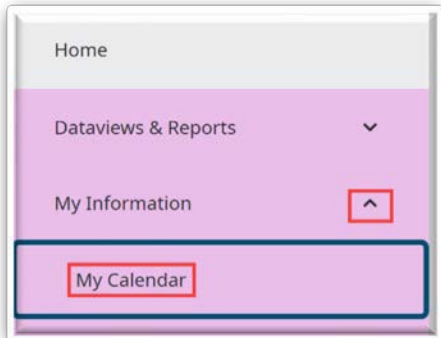
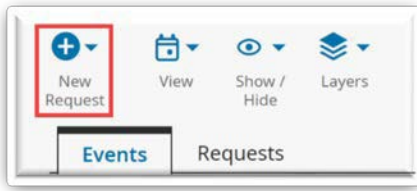
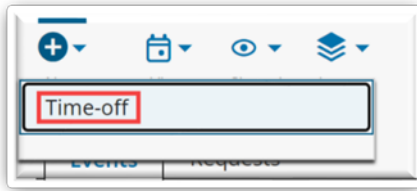
You can immediately cancel the request by clicking on the **Cancel Request** button at the bottom of the screen or click **Done** to close the window.



Step By Step Procedure

3. Submitting a Time Off Request for Multiple Dates

In this scenario, an associate will be taking 3 consecutive days of PTO

Step	Description
1 From the Home Screen, click the menu button in the upper left-hand corner of the screen.	
2 Click the small arrow next to My Information and click on My Calendar .	
3 In the upper right-hand corner of your calendar, click the New Request button and click Time-Off .	 

4.

Dates:

The current date will be already be entered.

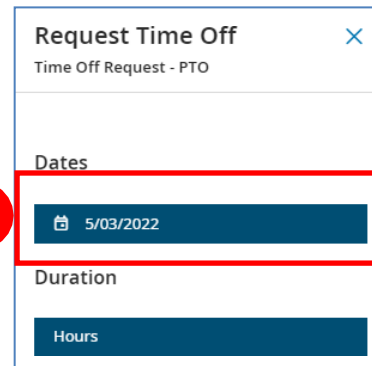
A. To change to a future date, click on the date.

B. Click on the current date

C. The date field will now display 'Select a date.'

D. Click on the dates for the Time Off Request. The 'Date Field' will show multiple dates selected.

E. Click 'Apply'



Request Time Off ×

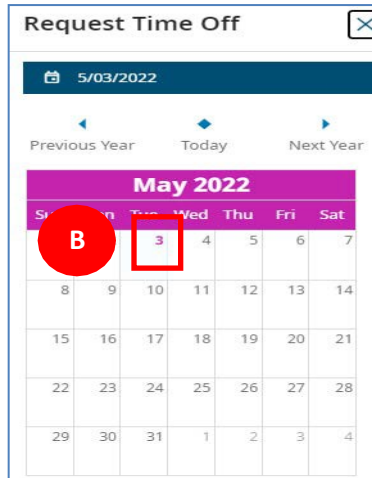
Time Off Request - PTO

Dates

5/03/2022

Duration

Hours



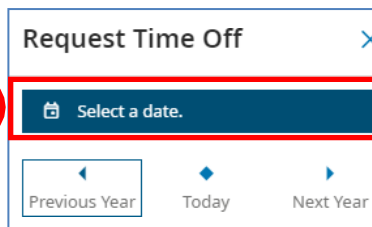
Request Time Off ×

5/03/2022

Previous Year Today Next Year

May 2022

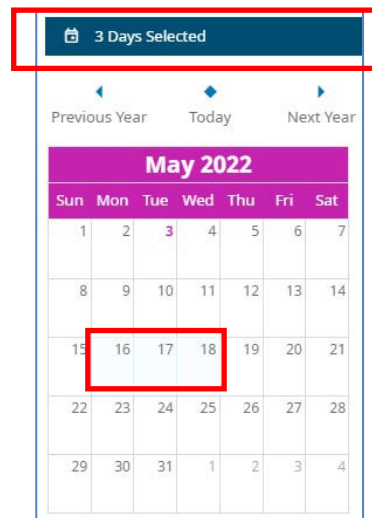
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4



Request Time Off ×

Select a date.

Previous Year Today Next Year



Request Time Off ×

3 Days Selected

Previous Year Today Next Year

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4



Cancel Apply

Dates:

A. The multiple dates will be displayed

B. Start Hours:

The time that you would like to start your time off for each day.

**** Please note: You must add AM or PM to the Start Hours****

C. Duration HH.hh:

The number of hours you would like to request for each day.

D. Deduct From:

Select the time off bank for this request.

E. Cancel, Submit or Review

After you have entered your request, you can either click on the Submit button to submit the request immediately, or you can click on the Review button to review the request before it's submitted.

Request Time Off



Time Off Request

Dates

A

7/31/2023

Duration Per Day

Hours

Start hours *

Duration HH.hh *

B

8:00 AM

8.00

C

Deduct from

D

Choose Below

Paid Time Off: 187.42 Hour(s)



Sick Time Exempt: 48.00 Hour(s)

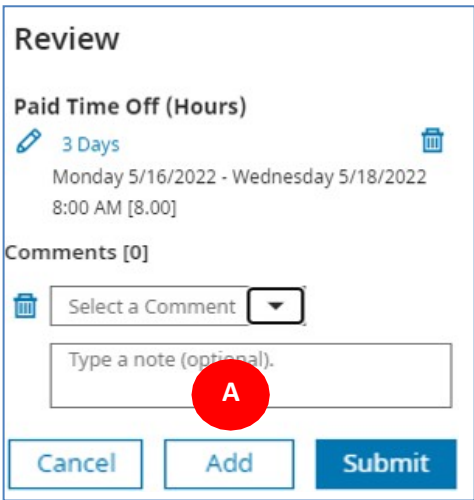
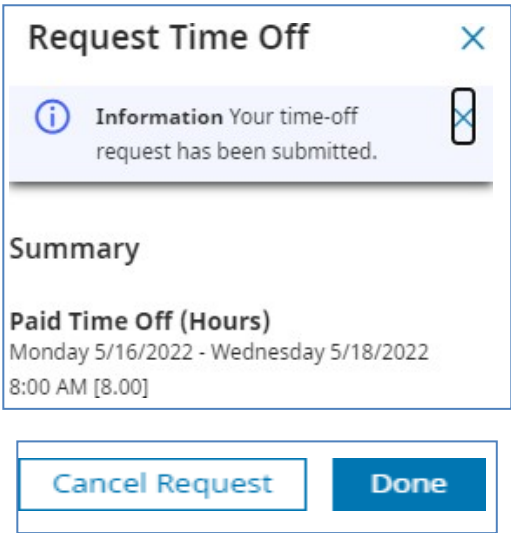


E

Cancel

Submit


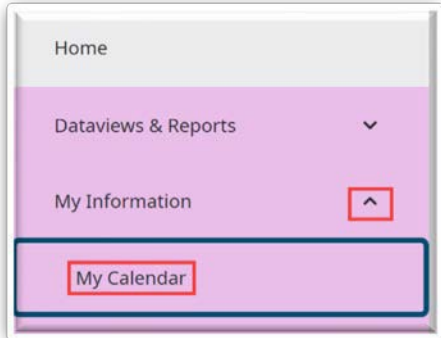
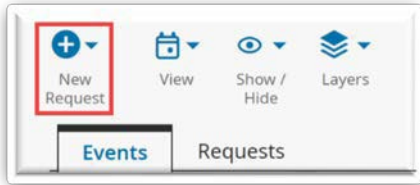
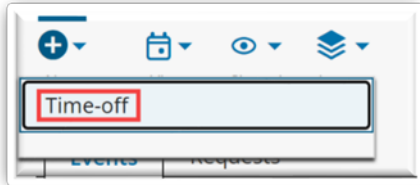
Review

<p>6</p> <p>From the review screen;</p> <p>A. You can click the Add button at the bottom of the screen to add an additional request.</p> <p>B. You can delete a request by clicking the trashcan icon next to the request.</p> <p>You can also add a comment to the request.</p> <p>C. Once you are finished reviewing, click the Submit button to submit the request.</p>	
<p>7</p> <p>You will receive an Information message letting you know that your request was submitted.</p> <p>From here, your manager will receive a notification to review your Time Off Request.</p> <p>You can immediately cancel the request by clicking on the Cancel Request button at the bottom of the screen or click Done to close the window.</p>	

Step By Step Procedure

4. Time Off Request for Multiple Dates using Different Time Off Banks (e.g. PTO, Sick Time, Low Census, etc.)

In this scenario, an associate will be taking 2 consecutive days of time off, using Sick Time for 1 day and Paid Time Off (PTO) for 2nd day.

Step	Description
1 From the Home Screen, click the menu button in the upper left-hand corner of the screen.	
2 Click the small arrow next to My Information and click on My Calendar .	
3 In the upper right-hand corner of your calendar, click the New Request button and click Time-Off .	 

Dates:

The current date will be already be entered.

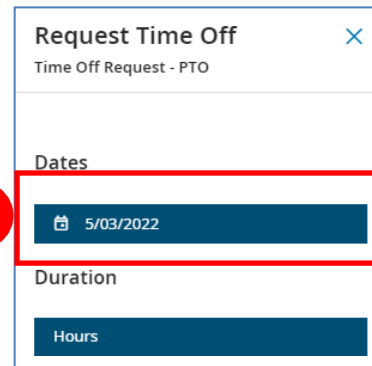
A. To change to future dates, click on the date.

B. Click on the current date on the calendar.

C. The date field will now display 'Select a date.'

D. Click on the date for the time off request date using Sick Time. The 'Date Field' will now display that date.

E. Click 'Apply'



Request Time Off ×

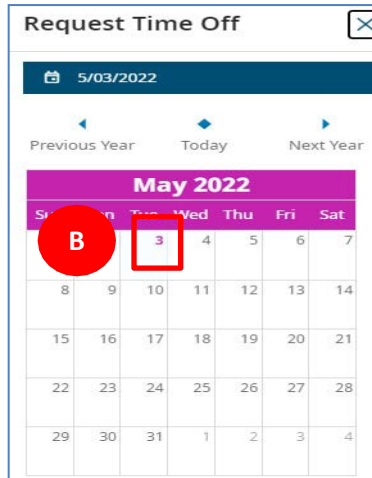
Time Off Request - PTO

Dates

5/03/2022

Duration

Hours



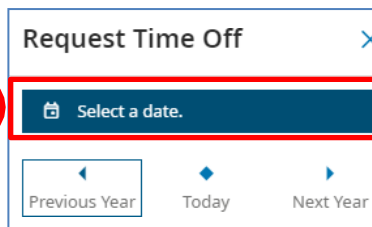
Request Time Off ×

5/03/2022

Previous Year Today Next Year

May 2022

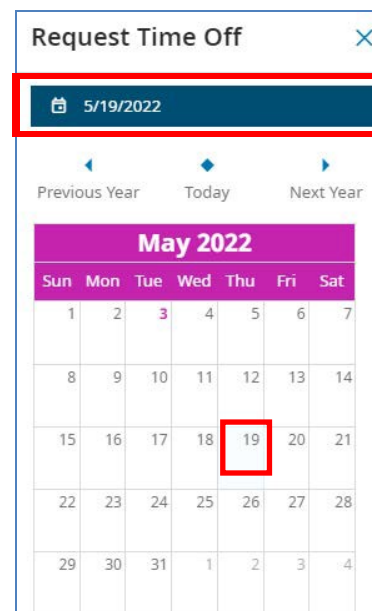
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4



Request Time Off ×

Select a date.

Previous Year Today Next Year



Request Time Off ×

5/19/2022

Previous Year Today Next Year

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4



Cancel **Apply**

5

Dates:

A. The first requested day of time off will be displayed.

B. Start Hours:

The time that you would like to start your time off for each day.

**** Please note: You must add AM or PM to the Start Hours****

C. Duration HH.hh:

The number of hours you would like to request for each day.

D. Deduct From:

Select the time off bank for this request.

E. Cancel, Submit or Review

After you have entered your request, you can either click the 'Cancel', 'Submit' or 'Review' button. For this scenario, we will click the 'Review' button.

Request Time Off



Time Off Request

Dates

A

7/31/2023

Duration Per Day

Hours

B

Start hours *

8:00 AM

Duration HH.hh *

8.00

C

Deduct from

D

Choose Below

Paid Time Off: 187.42 Hour(s)



Sick Time Exempt: 48.00 Hour(s)



E

Cancel

Submit

Review

6

From the review screen;

A. You can delete a request by clicking the trashcan icon next to the request.

B. You can click the **Add** button at the bottom of the screen to add an additional request.

For this scenario, we will click the 'Add' button.

Review

Sick Time (Hours)

Thursday 5/19/2022

8:00 AM [8.00]

A



Comments [0]



Select a Comment



Type a note (optional)

B

Cancel

Add

Submit

Dates:

- A. The date field will now display 'Select a date.'
- B. Click on the date for the time off request date using Paid Time Off.
- C. The 'Date Field' will now display that date.
- D. Click 'Apply'

A

Request Time Off

Select a date.

Previous Year

Today

Next Year

B

May 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

C

Request Time Off

5/20/2022

Previous Year

Today

Next Year

D

Cancel

Apply

8

Dates:

A. The second requested day of time off will be displayed.

B. Start Hours:

The time that you would like to start your time off for each day.

**** Please note: You must add AM or PM to the Start Hours****

C. Duration HH.hh:

The number of hours you would like to request for each day.

D. Deduct From:

Select the time off bank for this request.

E. Cancel, Submit or Review

After you have entered your request, you can either click the 'Cancel', 'Submit' or 'Review' button.


For this scenario, we will click the 'Review' button.

Request Time Off



Time Off Request

Dates

 7/31/2023

Duration Per Day

Hours

Start hours *

8:00 AM

Duration HH.hh *

8.00

Deduct from

Choose Below

Paid Time Off: 187.42 Hour(s)



Sick Time Exempt: 48.00 Hour(s)



Cancel

Submit

Review

9

From the review screen;


A. You can delete a request by clicking the trashcan icon next to the request.

B. You can click the **Add** button at the bottom of the screen to add an additional request.

C. To submit these Time Off Requests, click the 'Submit' button.


Review

Sick Time (Hours)

 Thursday 5/19/2022
8:00 AM [8.00]



Paid Time Off (Hours)

 Friday 5/20/2022
8:00 AM [8.00]



Comments [0]



Select a Comment



Type a note (optional)

Cancel

Add

Submit

You will receive an Information message letting you know that your request was submitted.

From here, your manager will receive a notification to review your Time Off Request.

You can immediately cancel the request by clicking on the **Cancel Request** button at the bottom of the screen or click **Done** to close the window.

Request Time Off



Information Your time-off request has been submitted.



Summary

Sick Time (Hours)

Thursday 5/19/2022
8:00 AM [8.00]

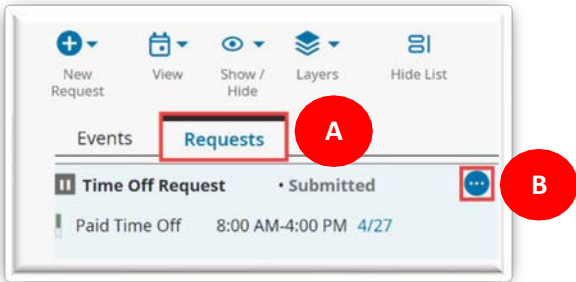
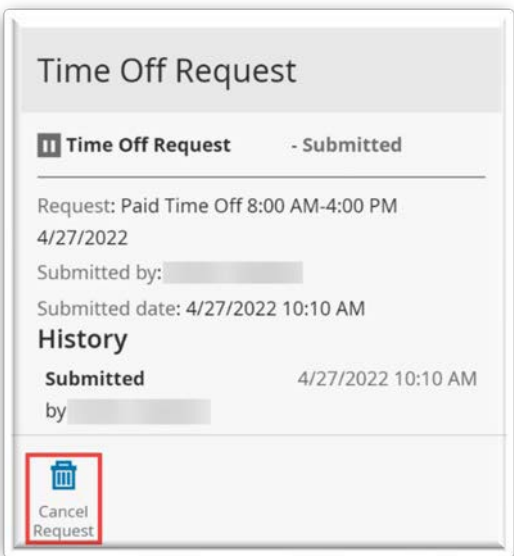
Paid Time Off (Hours)

Friday 5/20/2022
8:00 AM [8.00]

Cancel Request

Done

Canceling a Submitted Time Off Request

Step	Description
<p>1</p> <p>From the My Calendar page,</p> <p>A. click the Requests tab on the right-side of the screen. You will see your submitted requests.</p> <p>B. Click the three dots next to your request.</p>	
<p>2</p> <p>After your Time Off Request pops up, you can click the Cancel Request button at the bottom.</p>	
<p>3</p> <p>Under the Requests tab, you will see that your Time Off Request has been cancelled.</p> <p>Your manager will receive a notification to review your request.</p>	