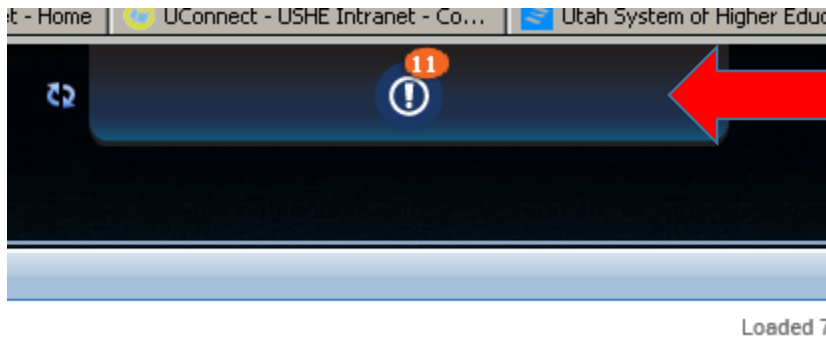
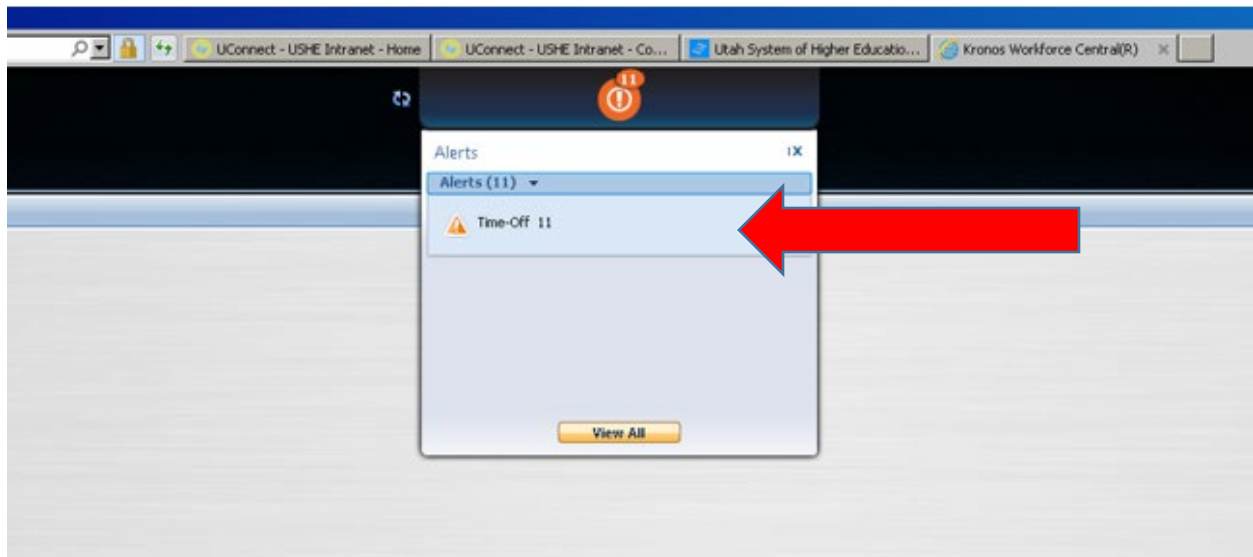


To Approve/Refuse Time off Requests in Kronos

1. Click on the “Alerts” tab at the top center of the screen:

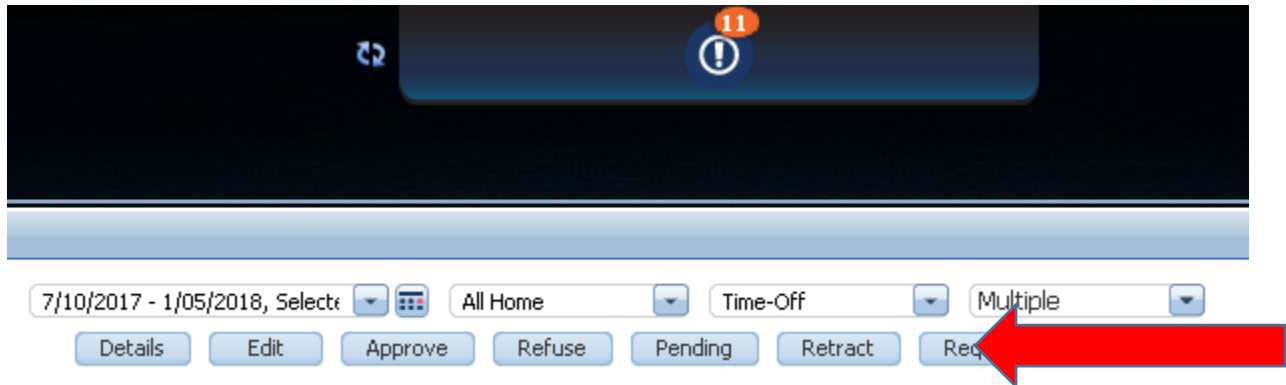


2. Click “Time Off” from the menu:



3. Click the line with the request you want to approve/refuse. This will highlight the line.

4. With the appropriate line highlighted, you can click the desired button near the top of the screen to approve, refuse, view details, etc.:



IMPORTANT INFORMATION:

- Kronos system will generate an alert on your screen when any employee whose timecard you have access to requests leave. That means you may see alerts for employees whose leave requests you don't normally approve. You can simply ignore those. Once their manager has approved or refused the request, the alert will disappear from your list.
- You will get an email letting you know the employee has requested leave. That will remind you to log in to approve or refuse the request.