



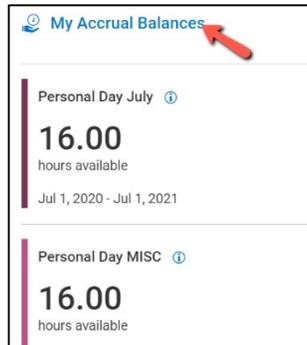
Workforce Ready TOR Time Off Request

Check your Accrual Balances and request Time Off using Workforce Ready.

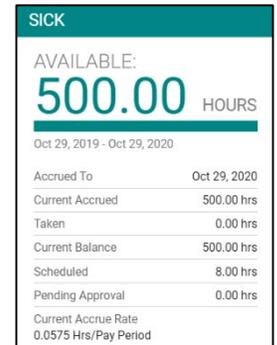
<https://secure6.saashr.com/ta/6074659.clock>

Check Accrual Balances

The *My Accrual Balances* widget will show you a view of your current balances.



Clicking the *My Accrual Balances* link will open a view with more information.

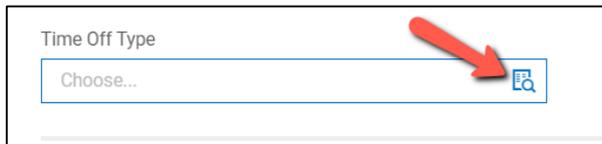
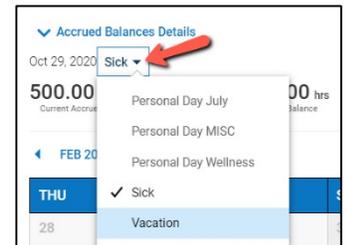


TOR: Time Off Request

To begin a TOR (Time Off Request) click the *My Time Off* link in the *My Schedule / My Time Off* widget.

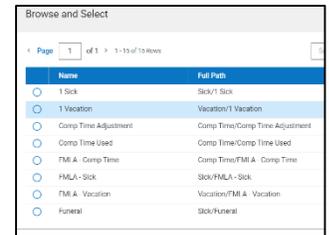


You can check your Accrued Balances here as well, in the section titled *Accrued Balances Details*. Use the dropdown to select the type of balances that are available.

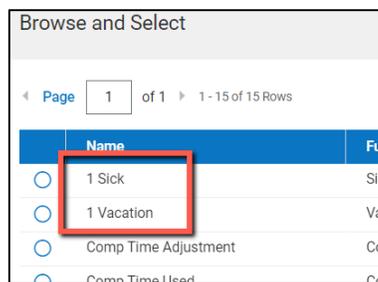


To begin a TOR designate the *Time Off Type* by clicking the blue icon.

A new window will open asking you to designate the type of Time Off you are requesting from a list of options.

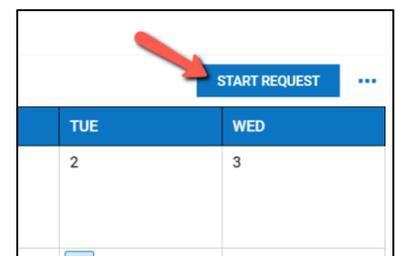


Do not be confused by the number 1 in front of *Sick* and *Vacation*. The number simply places these options at the top of the list.



Once you select the Type the Calendar will reappear.

Click the *START REQUEST* button.



You can change the *Time Off Type* if necessary.

Choose a *Request Type*.

Full Day
Choose the day using the Date Picker.

Multiple Days
Use the Date Pickers to choose a range of days.

Multiple Days
As with the previous system, it is advisable not to use Multiple Days for time that spans pay periods, weekends, or holidays.

Partial Day
Choose a *Date*, a *From* time, and a *To* time.

Time is formatted as *hh:mm*, and defaults to *AM*.

The *Total* number of hours is automatically calculated.

Be careful when entering times that cross from *AM* to *PM*. You must manually enter *PM* or the system calculates the time incorrectly. Notice in the following example we are requesting 15.75 hours of vacation.

To correct, simply change *AM* to *PM*. The *Total* number of hours is recalculated.

Your TOR will now appear on the calendar. A TOR with a broken line means the request has not yet been approved.

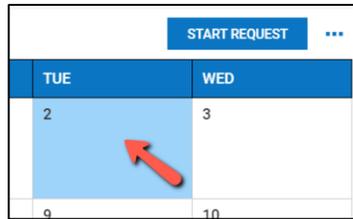
| FRI | SAT | SUN | MON | TUE |
|-----------------------------|-----|-----|--------------------------|-----|
| 29 | 30 | 31 | 1 | 2 |
| 5 | 6 | 7 | 8 1 Sick (8.00 hrs) | 9 |
| 12 1 Vacation (8.75 hrs) | 13 | 14 | 15 Holiday (8.00 hrs) | 16 |

| THU | FRI | SAT | SUN | MON | TUE | WED |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |

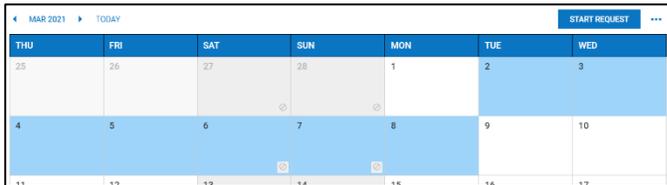
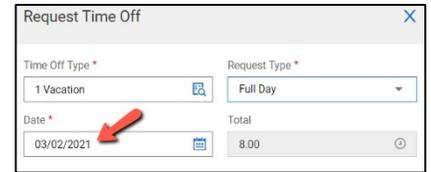
PLEASE NOTE: The Calendar will start on a Thursday, the first day of the pay period. This could be confusing. Weekend and holidays are grayed out.

Using the Calendar to Choose a Date

Once you select your *Time Off Type* you can click on the Calendar to designate a day. Then, when you click the **START REQUEST** button that day will be chosen.

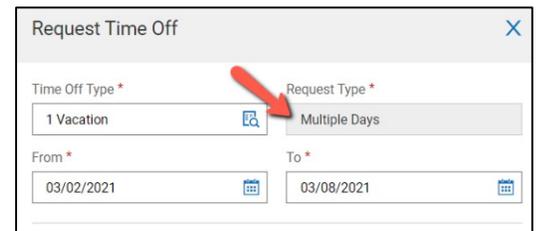


In this example, 03/02/2021 is designated in the *Request Time Off* window after selecting it on the Calendar first.



A word of caution! If you click on more than one day on the Calendar you will select a range of days. Note in this example that the range from the 2nd through the 8th is blue. To remove the range click on the Calendar again.

If you select a range, then click **START REQUEST**, *Multiple Days* will automatically be set as the *Request Type* with the date range entered in *From* and *To*.

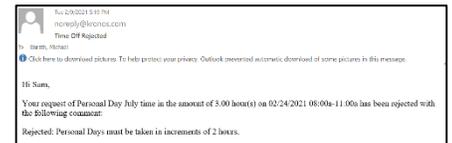


Approval / Rejection by a Supervisor

After you submit a TOR, but before it's been approved, the Calendar will show a broken line under the TOR. Once it has been approved, it will change to a solid color.

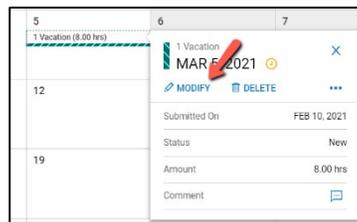


If your TOR is rejected, it will disappear from the Calendar, and you will receive an email notification.

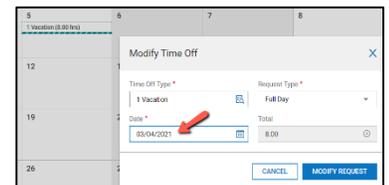


Modifications / Cancellations

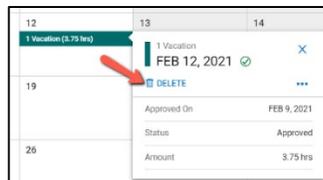
To Modify a TOR that has not yet been approved, click on the Calendar entry. In the window that opens, click **MODIFY**.



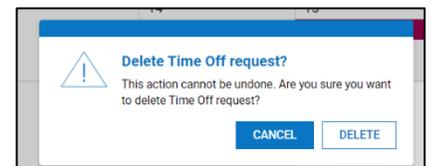
Make the necessary changes and click the **MODIFY REQUEST** button.



To cancel a request, whether it has been Approved or not, click on the Calendar entry. Then click **DELETE**.



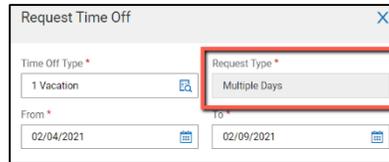
You will receive a warning asking if you are certain.



To repeat, you can delete TORs that have already been approved or are waiting for approval.

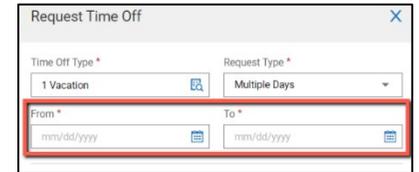
Miscellaneous Issues

If you start to request *Multiple Days*, enter *From* and *To*, but change your mind, notice the *Request Type* is grayed out, prohibiting you from choosing a different Type.



The screenshot shows the 'Request Time Off' form. The 'Request Type' dropdown menu is open, showing 'Multiple Days' selected. The 'From' and 'To' date fields are filled with '02/04/2021' and '02/09/2021' respectively. The 'Request Type' dropdown is highlighted with a red box.

To reset the *Request Type*, delete the dates in both *From* and *To*.



The screenshot shows the 'Request Time Off' form. The 'Request Type' dropdown menu is set to 'Multiple Days'. The 'From' and 'To' date fields are empty and show the placeholder 'mm/dd/yyyy'. Both the 'From' and 'To' fields are highlighted with a red box.

Kronos Workforce Ready URL

<https://secure6.saashr.com/ta/6074659.clock>

Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.