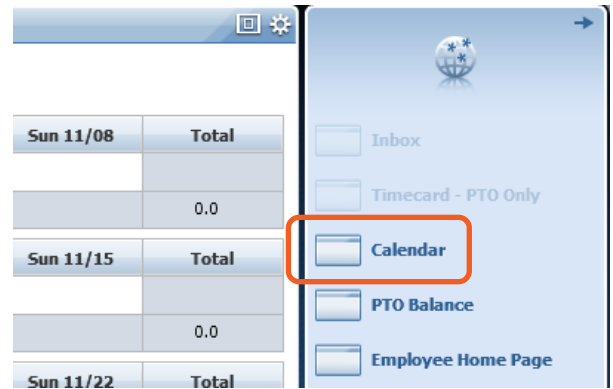


PTO requests are submitted via the **Calendar in Self Service**

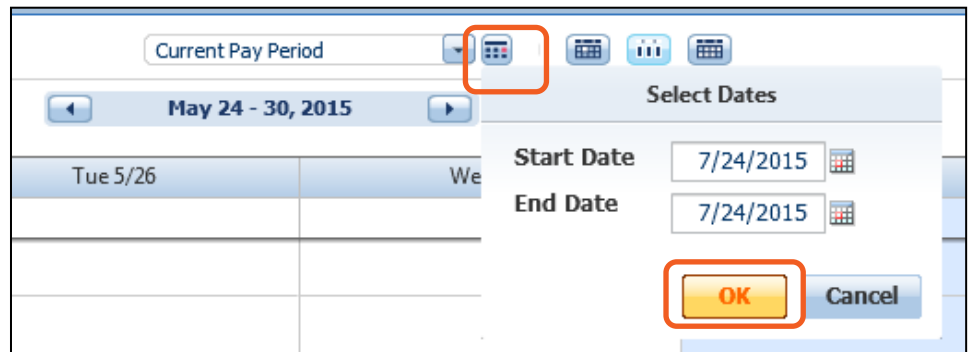
Go to your Related Items menu on the **right side** of your Self Service screen. Select **Calendar**

*Note: Self service is the opening page in Kronos for most employees. For supervisors, self service is accessed via the workspaces carousel on the top right.*

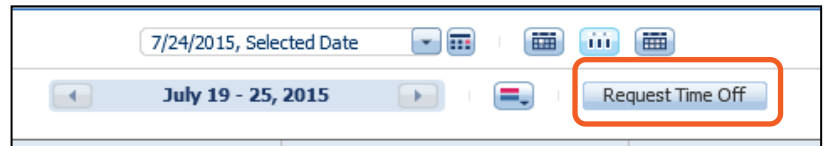


- 1 Select a date or range with the **Calendar icon** and click **OK**

Highlight the first date you would like to take off



- 2 Click **Request Time Off**



- 3 In the Request Time Off window, enter the Start date will default to the previous date select. Update your End date. Enter your start time and length (of hours).

**Note: the number of hours in the Length field will be applied to EACH day, from Start date to End date.**

If applicable, enter additional details about the request in the **Notes** field

Type	Start date	End date	Pay code	Duration	Start time	Length
Time Off Request	12/03/2015	12/04/2015	PTO	Hours	8:00AM	8.0
	12/07/2015	12/07/2015	PTO	Hours	8:00AM	8.0

Accruals on: 11/30/2015

Accrual	Balance
Hope Fund PTO	0.0 Hour
PTO	255.83 Hour

Notes (Optional)

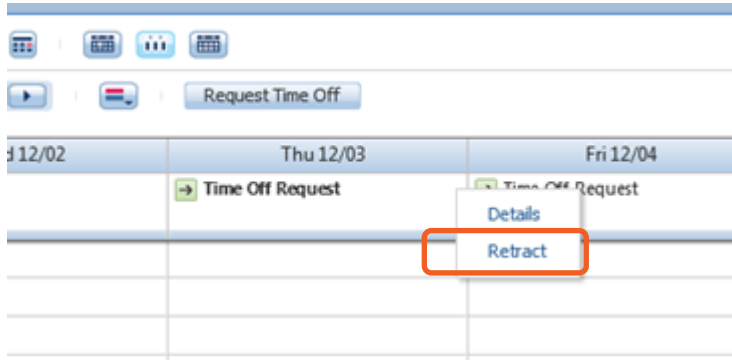
Draft Submit Cancel

- 4 Click **Submit** to send the request to your supervisor

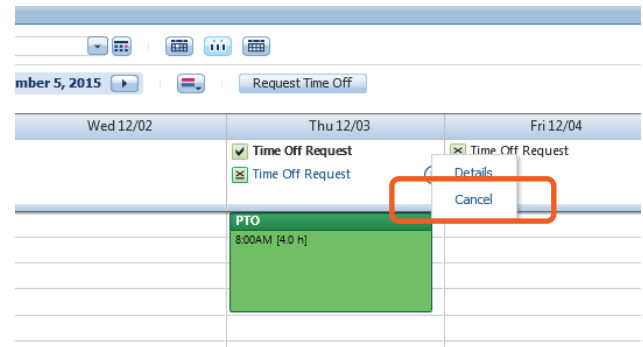
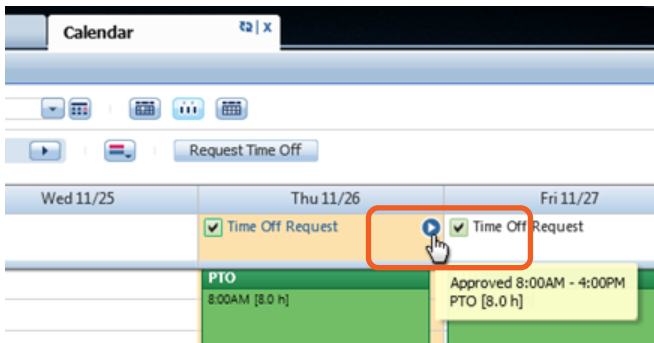
*(Optionally, click **Draft** to save the request and come back to it later)*

## Change your mind?

If your PTO request has not yet been approved by your supervisor, you can Retract your request: To retract a PTO request before your supervisor approves it: Go to the date of the request on your **Calendar**. Click the **“arrow”** next to the request. Click **Retract**.



If your PTO request has been approved by your supervisor, you can **Cancel** your request: To cancel a PTO request after your supervisor approves it: Go to the date of the request on your **Calendar**. Click the **“arrow”** next to the request. Click **Cancel**.



Your supervisor will then have the opportunity to **Approve the Cancellation** of your PTO request. Once the Cancellation has been approved, the request will only show as a record, it will NOT be a “green” block of time. It will no longer be subtracted from your PTO bank.

**\*\*\*If you need to make a corrected request for this same date, submit your new request AFTER your supervisor Approves the Cancellation\*\*\***

