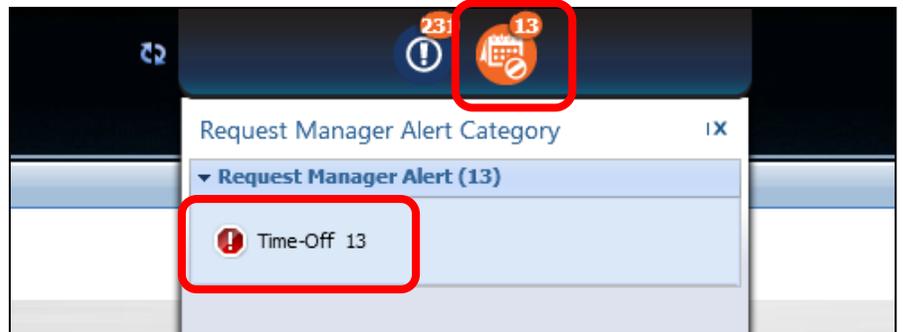# Approving PTO

When an employee submits a PTO request (via the **Calendar** in self service), their supervisor receives an email notification as well as an alert in Kronos.
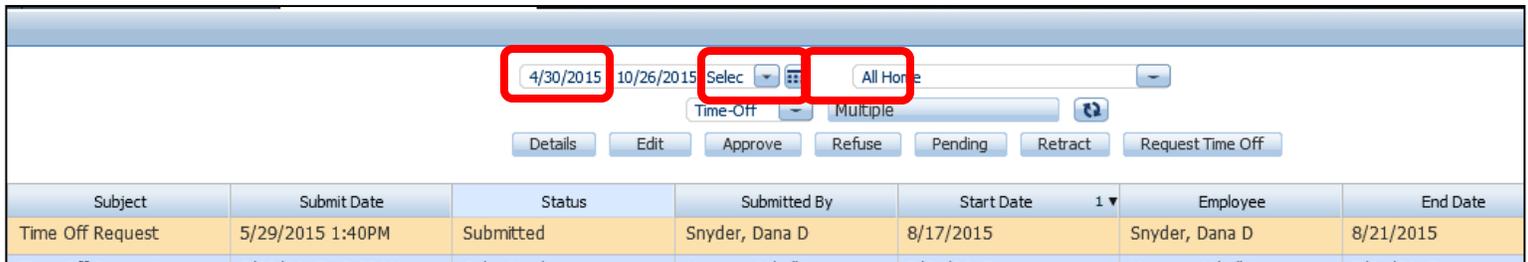
To approve or refuse the request, follow the steps below:

1 Logon to Kronos

2 Click on the Calendar alerts at the top center of Kronos, then click on **Time-Off**

3 In the Request Manager, you will see a row for each pending request. Select the request and click **Approve** or **Refuse**. To see more detail, such as the number of hours per day for partial day requests, select the request and click **Details**.

Subject	Submit Date	Status	Submitted By	Start Date	1 ▼	Employee	End Date
Time Off Request	5/29/2015 1:40PM	Submitted	Snyder, Dana D	8/17/2015		Snyder, Dana D	8/21/2015

4 When a request is approved or refused, the employee receives an email notification. PTO hours for approved requests are automatically populated onto the employee's timecard.
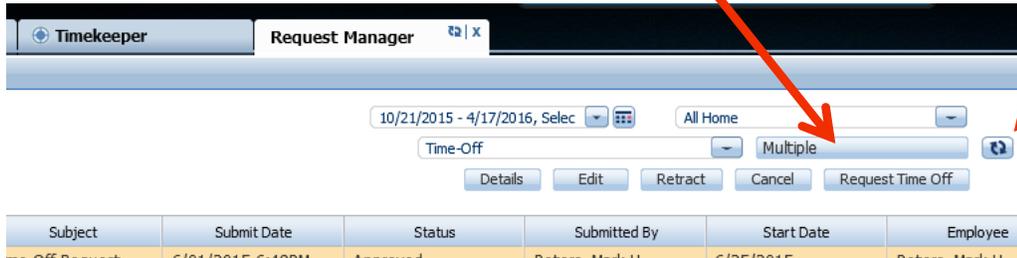
Approved PTO Requests

Once a PTO request is approved by a manager, that request is "locked" to the employee. To make changes or remove the request, the supervisor MUST cancel it.

5 Canceling PTO Requests

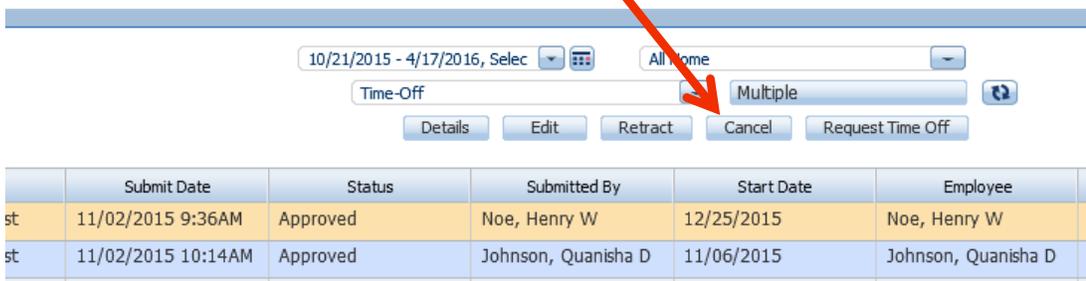The Supervisor needs to log into Kronos and go to Request Manager.

Next to "Time Off", click on the Multiple box to see a drop down list; uncheck all and select **Approved** and **Cancel Submitted**.
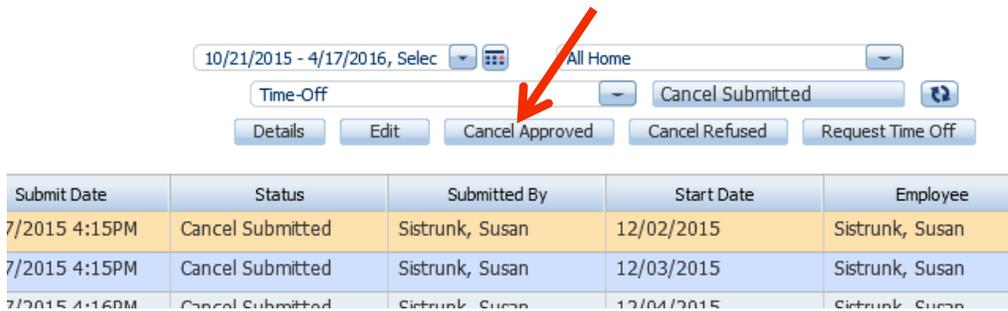
Click the refresh button right next to it.

Look for the Approved request(s) you will need to cancel and then highlight them.

Click the **Cancel** button.

This will change their status to **Cancel Submitted** but you should still see them

Highlight one more time and then click the **Cancel Approved** button.

This will remove the request(s) from the timecard. *Until this final step is completed, the PTO will still show on the timecard and will still be deducted from the PTO bank.*

For correcting a PTO Request: the Supervisor MUST approve the submitted cancellation BEFORE an employee submits a new request for the same date