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**

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	Time-Off 13			

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**.

4/30/2015 10/26/2015 Selec 🖓 🎫 🛛 All Hone							
Time-Off - Multiple							
Details Edit Approve Refuse Pending Retract Request Time Off							
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	
T: 0((D)				7/04/0045		7/04/0045	

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.

• Timekeeper	Request	Manager 🔁 🗴			
		10/21/2015 - 4/17/201	16, Selec 💌 🎫 🛛 All H	Home	-
		Time-Off		- Multiple	63
		Details	Edit Retract	Cancel Reques	st Time Off
					1
Subject	Submit Date	Status	Submitted By	Start Date	Employee
04	C/01/2015 C:400M	American		classica.	

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

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10/21/2015 - 4/17/2016, Selec Image: All nome Time-Off Multiple Details Edit Retract Cancel Request Time Off						
	Submit Date	Status	Submitted By	Start Date	Employee	
st	11/02/2015 9:36AM	Approved	Noe, Henry W	12/25/2015	Noe, Henry W	1
st	11/02/2015 10:14AM	Approved	Johnson, Quanisha D	11/06/2015	Johnson, Quanisha D	1

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

jhlight o tton.	t one more time and then click the Cancel Approved						
		Time-Off Details	lit Cancel Approved	Cancel Submitted	Request Time Off		
s	Gubmit Date	Status	Submitted By	Start Date	Employee		
7/:	2015 4:15PM	Cancel Submitted	Sistrunk, Susan	12/02/2015	Sistrunk, Susan		
7/:	2015 4:15PM	Cancel Submitted	Sistrunk, Susan	12/03/2015	Sistrunk, Susan		
7/	2015 A-160M	Cancol Submitted	Cietrunk Cuenn	12/04/2015	Cietrupk Cuepp		

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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