The **My Schedule and Time Off Requests** widget allows you to view your work schedule and request time off.

In this job aid, you will learn how to access and use the **My Schedule and Time Off Requests** widget to submit a request for time off. Review your department’s Kronos SOP to determine if your area is using the Kronos digital requests for time off.

### Accessing the My Schedule and Time Off Requests Widget

1. Access [https://kronos.ecu.edu/](https://kronos.ecu.edu/) log on page and log on using your **Pirate ID** and **Passphrase**.
2. Navigate to the Related Items pane.
3. Click **My Schedule and Time Off Requests**.
4. This widget will open in a new tab.

### Viewing the My Schedule and Time Off Requests Widget

- **Time period Drop-Down List**: Select from a preconfigured list to view a specific time period.
- **Select Dates**: Use if you want to select a specific date range outside of the preconfigured options.
- **Views**: Choose from the view options to view calendar information by day, week, or month.
- **Date Label**: Displays range of dates that you are viewing. Click the arrows to toggle back and forth between time periods.
- **Request Time Off**: Click to fill out and submit a time-off request.
- **Visibility Filter**: Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.

### Requesting Time Off

1. Select a date within the **My Schedule and Time Off Requests** widget.
2. Click **Request Time Off**.
3. In the **Request Time Off** window, select or enter information for the available fields:
   - Choose the appropriate **Pay Code**.
   - Choose the **Duration** in hours for the single day selected and input hours in the **Length** field.
   - Enter a **Start Time** for the time off.
   - Use **Add Another** time off period for each additional date within a single span/time off event.

For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)

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

Click **Submit** to send the request to your manager.

Optionally, click **Draft** to save the request as a draft and come back to it later.

To view your requests for time off, navigate back to the **My Schedule and Time Off Requests** widget and select the date in which you would like to view.

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**Retracting a Time-Off Request**

1. Within the **My Schedule and Time Off Requests** widget
2. Select the date of a submitted request.

3. Select the banner on the day of the report and click the **Play** button.
4. From the pop-up menu, select **Retract**.
5. Review the details of the submitted request.
6. Select **Submit** to send the retraction request.

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**Note:** Selecting **Submit** will also send an email to your identical TOR Approver.

For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)