ECU Kronos Job Aid
Reviewing My Schedule and Time Off Requests for Non-Exempt Employees

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.
- **Time Off Request**: Click to view time-off request details and to request status. Click **Retract** to retract the time-off request.

In the **by day** and **by week** views, requests for 24 hours or more appear at the relevant time within the calendar grid.

In the **by day** and **by week** views, the orange colored line indicates today’s date and the current time.

In the **by month** view, the current date is highlighted.

**Visibility Filter**: Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.

**Calendar Grid**: Displays scheduled shifts, including start time, end time, number of hours, and pay code.

**Requesting Time Off**

1. Select a date within the **My Schedule and Time Off Requests** widget.
2. Click **Request Time Off**.

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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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.

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

5 Click Submit to send the request to your manager.

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

7 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.

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

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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