ECU Kronos Job Aid
Using the My Schedule and Time Off Requests widget for a Non-Exempt employee

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 the My Schedule and Time Off Requests widget and review its contents.

Accessing the My Schedule and Time Off Requests widget

1. Access the https://kronos.ecu.edu/ log on page.
2. Log in using your credentials.
3. Navigate to the Related Items pane.
4. If necessary, open the Related Items pane.
5. Click My Schedule and Time Off Requests.

Viewing the My Schedule and Time Off Requests widget

A Time period drop-down list: Select from a preconfigured list to view a specific time period.

B Select Dates: Use if you want to select a specific date range outside of the preconfigured options.

C Views: Choose from the view options to view calendar information by day, week, or month.

D Date label: Identifies the range of dates that you are viewing. Click the arrows to toggle back and forth between time periods.

E Request Time Off: Click to fill out and submit a time-off request.

F 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 above the calendar grid, and the requests for less than 24 hours appear at the relevant time within the calendar grid.

G 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.

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

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

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

Retracting a time-off request

1. Click the My Schedule and Time Off Requests widget.
2. Click the link for the time-off request. (The link is a right-facing arrow that appears when you hover over the request.)
3. From the menu, click Retract.
4. In the Retract Time-Off Request dialog box, review the request details.
5. If applicable, enter additional details about the request in the Notes field.
6. Click Submit.
7. Back in the My Calendar widget, hover over the time off details. Note that now the status is: Retracted.
8. Click the time-off link and then click Details to review the Time-Off Request Details.

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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