Leave request from the clock



Requesting Leave

- 1. Press the blue soft key on the right next to "MORE"
- 2. Press the blue soft key on the left next to "Request Leave"

2	KRONOS		
	8:35 AM	Thu May-03-18	4
0=	Request Leave		-0
0=	View Leave Balances		
0-	View Leave Messages		_ 0
0		More	
	-	and the second se	

3. Enter Lawson ID

Request Leave	
Enter Badge ID	
	 1.

- 4. Press enter
- 5. Choose leave type by entering a number 0 9 (Use the numbers before the decimal)

Select Request for	
1.01 - Sick Leave greater-equ	al 4 days
2. 05 - School Business	
3. 09 - Annual Leave Used	
4. 11 - Jury Duty	
5. 12 - Personal Business	Sector States
6. 13 - Illness in Immediate Fan	nily
7. 14 - In-Service Workshop, T	raining, Seminar
8. Educational Leave	
9. X1 – Military Duty	
Create	

- 6. Press enter twice
- 7. '0' is chosen already and is the option to 'submit request'
- 8. Press enter twice

Leave request from the clock



- 10. Press enter
- 11. Choose end date and enter in the format m.dd.yyyy. (End date is the last day that the person will be OUT)
- 12. Press enter twice
- 13. Choose duration by entering 0, 1, or 2.
 - i. 0 is for full day
 - ii. 1 is for half day
 - iii. 2 is for hours only
 - a. If '2' is entered for hours, enter the start time of the leave (numbers only, for example 10:00 would just be 10 or 8:45 would be 845)
 - b. Press enter
 - c. Enter 1 for am or 2 for pm
 - d. Press Enter
 - e. Enter the number of hours to be used (To enter partial hours, use the following: .15 for 15 minutes; .30 for half hour; .45 for 45 minutes)
- 14. Press enter and "add another" is selected
- 15. Use gray, right pointing arrow to move over to "Submit"

•		
7 8 9 +/_ 0 •	-	

- 16. Press enter
- 17. You will receive a confirmation that you have successfully entered the leave request



Enu Date:	5.29.2018	-
* Duration:	2	
	0. FULL_DAY	
	1. HALF_DAY	
	2. HOURS	
* Start Time (only for Hours)(00:00):	
	230 2 1. AM	
1 webster	2. PM	
* Length (only	y for Hours)(00:00):	
	2	F



KRONOS