Approving or denying leave requests

1. Open Kronos and then open the Request Manager using one of the below methods:
   - In the Notification Center in the top of the screen, click on the Request Manager Alert (the button on the right-hand side) and then click on the Time Off command. The number beside the command tells you how many active requests you have.
   - Click on the Request Manager link in the Links pane on the right-hand side of the Manage My Department page.

2. When the Request Manager opens, you may need to use the context selector or Select Dates command to select the correct timeframe to view the employee’s request. If an employee has submitted a request far in the future, Kronos will not show it without you selecting that specific timeframe. Review the Understanding the Request Manager documentation for more information about how to navigate, select timeframes, etc.

3. Select the employee’s request and do one of the following:
   - If you want to review the information before deciding to approve/deny, click on the Details command.
Approving or denying leave requests

• If you and the employee have already discussed and you know that you will be approving the request, click on the Approve command.

![Approve]

• If you and the employee have already discussed and you know that you will not be approving the request, click on the Refuse command.

![Refuse]

  o **Note for refusals:** it is best practice to add a comment, as outlined below, to maintain appropriate audit trails.

4. Depending on the command selected in step 3, you can move forward using one of the below options:

  • If you selected Details: click on the Close command in the lower-right corner. If you now know whether you will approve or refuse the request, click on the appropriate command and complete the process using one of those options.

  • If you selected Approve: click on the Approve command. The request window closes and the request disappears from the Request Manager page.

  • If you selected Refuse: click on the Refuse command. The request window closes and the request disappears from the Request Manager page.

Adding a comment to a leave request

As noted above, it is best practice to add a comment, especially when refusing a leave request.

1. Click on the dropdown arrow for the Select Comment menu and choose from the available list. If nothing seems relevant to your comment, select Other.

2. Once you have chosen a category, click into the textbox and enter additional information.

3. Complete the process of accepting or refusing the leave request by clicking on the appropriate command in the lower-right corner of the request window.
Approving or denying leave requests

Understand the information in the request window
When you open the request, it summarizes the request information at the top of the form. The middle of the form displays current leave balances, so that you can review whether the employee has enough leave available. In the bottom of the form, you can see the history of the request and attach a comment, if necessary.

This area summarizes the leave request, including date and time of submission.

This area allows you to review the employee’s accruals for each type of leave on the date requested; you may need to scroll to see the specific leave type and its balance.

Status History allows you to review any details about the request’s prior history, such as when it was approved, created, cancelled, etc.

Use the Comments area to provide additional explanation about your decision to approve or refuse a leave request.