Requesting leave in Kronos is an employee’s responsibility. Occasionally, such as when an employee is out unexpectedly, a supervisor or timekeeper may need to put leave directly on the employee’s timecard. **Note:** when entering leave on the timecard, always select the *cascade* for that leave type, so that the system processes the leave correctly.

1. Open the employee’s timecard and navigate to the correct pay period.
2. On the day the employee was absent or otherwise needs leave entered, click on the plus sign to the left of the date to add a new blank line.
3. In the **Pay Code** column, click on the blank cell for that day, so that the dropdown list of pay codes appears; scroll through until you find the **Cascade** associated with the employee’s leave request, and click to select it. You can also type the first few letters of the code so that it jumps to that part of the list. **Note:** always select the cascade for the leave type, so that the system processes leave correctly.

4. Once you have selected the correct type of leave, move to the **Amount** column by tabbing or clicking, and enter the amount of time taken.
   - Non-exempt employees take leave by the hour, down to a 15-minute increment.
   - Exempt employees take leave in full-day increments.
   - Teachers take leave in half-day or full-day increments.
5. Click on the **Enter** or tab key.
6. Click on the **Calculate Totals** command in the upper-right corner of the screen to force the system to process the leave.
Entering leave directly on a timecard

7. A new line appears listing in purple text how the system fulfilled the leave.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Sat 11/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Sun 11/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>+ Mon 11/04</td>
<td></td>
<td>12:00AM</td>
<td></td>
<td></td>
<td>Sick Family Cas...</td>
<td>4:45</td>
</tr>
<tr>
<td>+</td>
<td></td>
<td>7:30AM-4:30PM</td>
<td></td>
<td></td>
<td>Sick Leave Ill...</td>
<td>4:45</td>
</tr>
</tbody>
</table>

8. For an exempt employee or teacher, you will remove the standard schedule for that day, or adjust as necessary. Click on the X to the left of the date to remove the scheduled hours completely, or click into the In/Out columns and adjust their schedule hours.
   - Exempt employees take leave in full-day increments only, so you will remove their scheduled hours for the day.
   - Teachers take leave in half-day or full-day increments, so you will remove their scheduled hours or adjust to reflect a half-day.

9. Click on the **Save** command in the upper-right side of the screen to finalize your changes.

Note: If the employee doesn’t have enough time in that category to cover the leave taken, the system will automatically apply cascade rules to fill in the requested amount of time. The type of leave that is substituted will vary depending on the original type of leave requested. Review all the cascade rules on the [Documentation Center](#) for more information.