Submitting a Leave Request – Exempt Employees

1. Log on to Kronos using http://cob-kronos-app.albemarle.org/wfc/navigator/logon. This brings up the Kronos Home Screen, which may look different depending upon your employee type.

2. Note for supervisors and timekeepers: to access your personal Workspace, select the Workspaces drop-down tab at the upper right corner of the Home Screen. Use the scroll arrows to go from ‘Manage My Department’ to ‘My Information,’ then use the cursor to select ‘My Information’ when underlined.
3. Your Kronos Timecard is now in the display window. Select “My Calendar” from the widgets at the right side of the screen.

4. Your Calendar is now displayed. Select **Request Time Off** from the calendar menu bar.
5. The **Request Time Off** pop-up window appears in the center of the screen. This is where you will complete and submit your time-off request.

6. First, check or project your leave **Accruals** to confirm that you will have enough of the applicable leave accrued by your Time Off Request date. (See **Checking and Projecting Leave Balances** if you are not yet familiar with this.)
7. **Start Date and End Date:** Select the dates of your Time Off Request by selecting either the date field or the calendar icon beside the Start date and End date Text Boxes. Either choice will bring up the Pop-up Calendar. Use the Pop-Up Calendars to select both **Start date** and **End date** of your Time Off Request.

8. **Pay Code:** Select the drop-down menu, which brings up the Pay Code options for Time Off Requests. Scroll down using the arrows to select the **Pay Code** you wish to use. Your selection will now show in the Pay Code field.
9. **Time Unit**: For exempt employees, **Full Day** is the only option in **Time Unit**.

![Image of Kronos software interface showing Time Off Request with Time Unit set to Full Day]

10. **Start Time** and **Duration**: Exempt employees take their leave in full-day increments only. These fields remain blank.

![Image of Kronos software interface showing Start Time and Duration fields]

11. **Add Another Time-Off Period**: To add another Time Off Request, select **+ Add another time-off period** at the left side of the window. The selection will add another Line to the Request Time Off Window, which is filled out in the same way. Multiple time-off periods can be added as needed.

![Image of Kronos software interface showing multiple Time Off Requests]

---

*Submitting a Leave Request (Exempt)*

5

Kronos
12. After all fields are completed, select **Submit** at the bottom of the page. This will send your Time Off Request to your supervisor for review. You can also select **Draft** to save a leave request as a draft that only you can see, or **Cancel** to cancel a leave request before submitting.  
**Note:** If you save a Draft, it has NOT yet been sent to your supervisor, so you must remember to send it later.

**Notes:**

The system does not automatically exclude Saturdays and Sundays, so do not submit leave requests that include those days unless they are part of your weekly schedule.

If you are asking for leave that includes a County holiday, exclude the holiday from the leave request.

Keep in mind that your supervisor has to approve/reject every line in a leave request as a package. If you are asking for days/weeks off and wish to have them considered separately, submit them as separate requests.