Submitting a Leave Request - Non-Exempt Employees

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

![Kronos Home Screen Image]

2. To access leave requests, select **My Calendar** widget at right side of screen.

![My Calendar Widget Image]
3. Your Kronos Calendar weekly calendar is now displayed. Select “Request Time Off” at the right side of the top Menu Bar.

4. The Request Time Off pop-up window appears in the center of the screen. This is where you will complete and submit your leave request.
5. First, check or project your leave balances to confirm that you will have enough of the applicable leave accrued by your **Time Off Request** date. (See the **Checking and Projecting Leave Balances** for more information.)

![Image of leave request form]

6. **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.
7. **Pay Code**: Select the drop-down menu for Time Off Requests. Scroll down using the arrows to select the Pay Code options. This brings up the Pay Code options for Time Off Requests. Your selection now appears in the Pay Code field.

![Image of Pay Code selection process]

**Note**: if you select a leave type and don’t have enough hours to cover it, the cascading leave rules will go into effect and take time from other leave buckets.

8. **Time Unit**: In the drop-down Time Unit menu, Hours is the only option for non-exempt employees.
9. **Start Time**: For **Start Time**, enter the time followed by AM or PM. The colon between hours and minutes is not required, and AM and PM are not case sensitive. For example 12:30 PM can be typed in as 1230p. Once Start time has been typed, press Enter or Tab to enter it in the field.

**Note**: The start time must conform to the quarter-hour increments: 15, 30, 45, 00. If you select a time other than a quarter-hour increment, your timecard will round and calculate your time incorrectly.

10. **Duration**: Enter the number of hours you are requesting in this field. Example: 3 hours and 30 minutes can be entered as either 3:30 or 3.5, because five tenths of an hour equates to 30 minutes. Once Duration is typed, press Enter.

**Note**: The duration must conform to the quarter-hour increments: 15, 30, 45, 00. If you select a duration other than a quarter-hour increment, your timecard will round and calculate your time incorrectly.
11. **Add Another Time-Off Period:** To add a Time Off Request, select “+ Add another time-off period” at the left side of the Request Time Off window. The addition will add another Line to the Request Time Off Window, which is filled out the same way. Multiple time-off periods can be added as needed.

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.