Understanding the My Calendar page

My Calendar is where employees submit leave requests, cancel/retract requests, and project leave balances.

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Opening the My Calendar page

On the My Information page, click on the My Calendar link on the far-right side of the page. The My Calendar page opens as a separate tab.
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Understanding the My Calendar toolbar
By default, the My Calendar page opens to the current pay period. It displays your default schedule for each day, and the header area includes any leave requests for the week.

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Use the **Context Selector** dropdown to select one of the default views, such as Previous Pay Period, Next Pay Period, etc.

Use the **Select Dates** command to display a specific range of dates.

The slider bar on the left side of the page can be used to move from one pay period to the next, depending on the view and the range of dates you have specified.

Use the Previous and Next commands, when available on the slider bar, to move from one pay period or other timeframe to the next.

Use the **Day, Week, Month** commands to specify the timeframe displayed on the calendar.
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Use the **Visibility Filter** command to determine what type of items display on the calendar.

![Visibility Filter](image)

**Note:** any changes you make to the default view are erased once you log out. When you log back in and re-open your calendar, all items are checked on the Visibility Filter dropdown. Use the **Request Time Off** command to create and submit leave requests. Review the appropriate documentation for your employee group for more information on this process:

- [Submitting a leave request – non-exempt employees](#)
- [Submitting a leave request – exempt employees](#)

**Determining the status of leave requests**

Once an employee submits a leave request, it appears in the header area for that day or days.

![Calendar](image)

Even if the leave request is refused or cancelled by the employee, it continues to appear in the header area.

The small icon to the left of the leave request indicates its status:
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When a leave request is approved, the corresponding time is shaded green on the calendar day, and the leave request information appears on the timecard.

To review the status of the leave request, hover over it in the header area. A summary window appears with additional information, such as the ones shown below:

To see details about the leave request, right-click on the leave request in the header area and select Details from the shortcut menu.

A summary of the leave request information appears, and the Status History area at the bottom of the window indicates the latest action taken on the leave request. Click on the Close command to close the window.
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Understanding the Accruals Widget
The Accruals Widget displays by default at the bottom of the My Calendar page. This tool can be used to review your available leave balances as of the current day, but employees should only do so with a clear understanding of the limitations of this widget. Because Kronos is an off-the-shelf product that is used by many different types of organizations with different methods for earning and accruing leave, this widget contains a great deal of information that is not relevant or accurate for Albemarle County employees. The only column containing accurate information is the Available Balance column.

If you want to project leave balances, use the step-by-step directions in the Checking and projecting leave balances documentation.
To hide the widget, click on the Show/Hide More Content command.