

# Monmouth University Office of Human Resources Time and Attendance – Attachment A

## Requesting Time Off IN ADVANCE

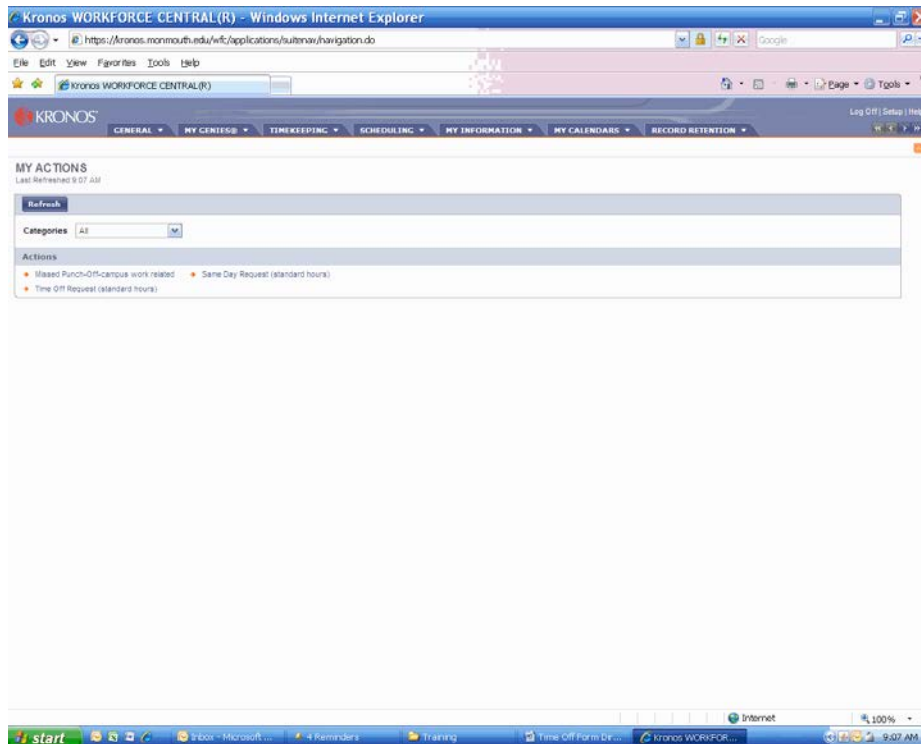
These directions should be used for **SCHEDULED** time off only; forms must be completed **BEFORE** the day you are taking off.

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**\*\* EMPLOYEES SHOULD OBTAIN APPROVAL FROM HIS/HER SUPERVISOR PRIOR TO SUBMITTING FORMS TO THE TIMEKEEPER. \*\***

Note: Your personal information (name, department, etc.) are derived from your login. You do not need to enter this information on any of the forms.

Select My Actions from the menus on the top of your screen, and you will see any forms that apply to your employee classification.



Select **Time Off Request (Standard Hours)** and the form will open:

Time Off Request - Windows Internet Explorer

Available Time Off Balances (in hours) Minus approved future requests

Bereavement 21.45  
Sick 13.45  
Vac 219.00

**Time Off Request**

\* Request Type:

Furthest Eligible Request Date: 3/9/2011

\* Start Date:

\* End Date:

Message:

\* Hours:  Specify Hours  Same Hours as Scheduled Shifts

**Fill in only if Specify Hours is selected above**

Start Time:

Hours Per Day:

Day Type:  Scheduled and Non-scheduled Days  Scheduled Days

Your time available (in hours) is indicated at the top of the form. Any approved future requests have already been deducted from your balances.

Select **Request Type** by using the drop-down arrow.

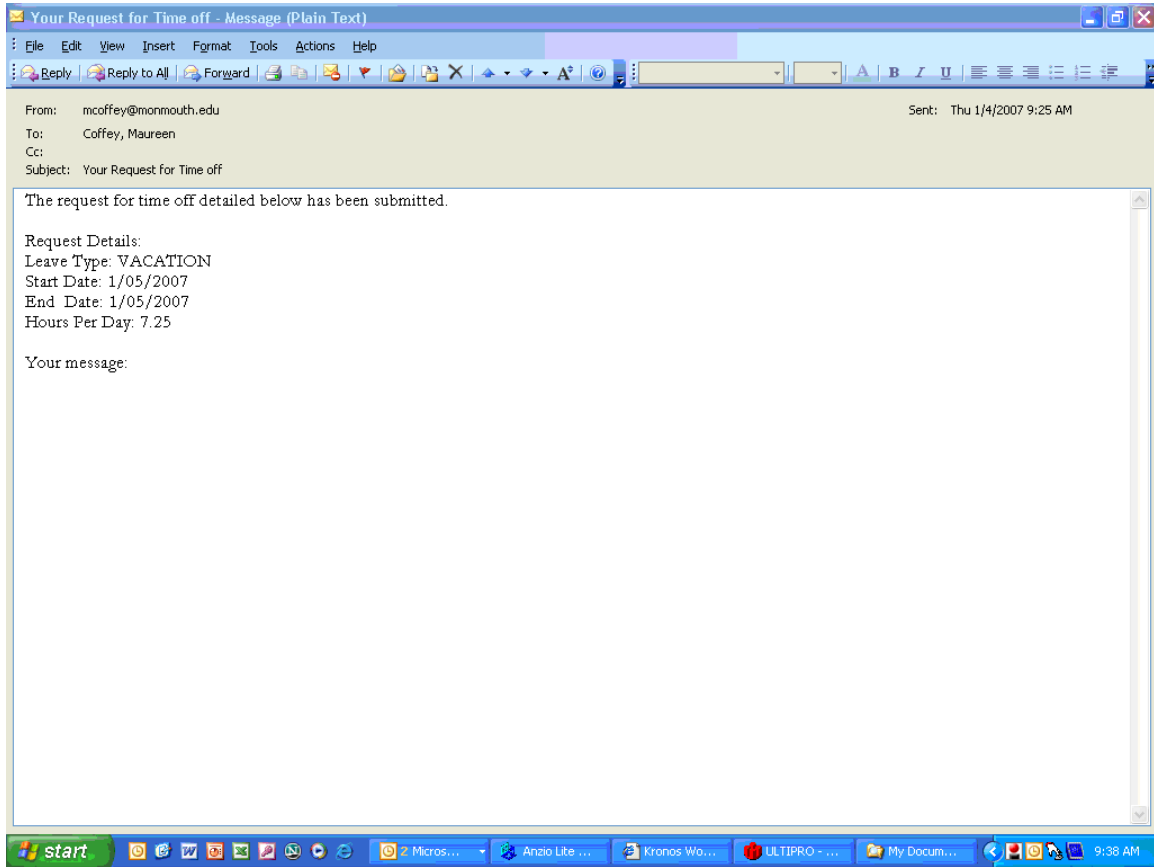
Enter the **Start Date** and **End Date** or use the calendar drop-down arrow to the right of each box. If you are taking 1 day or less, these dates will be the same.

Enter a message if necessary.

Enter your normal **Start Time**. This will enable the transaction to post to your timecard, once it is approved.

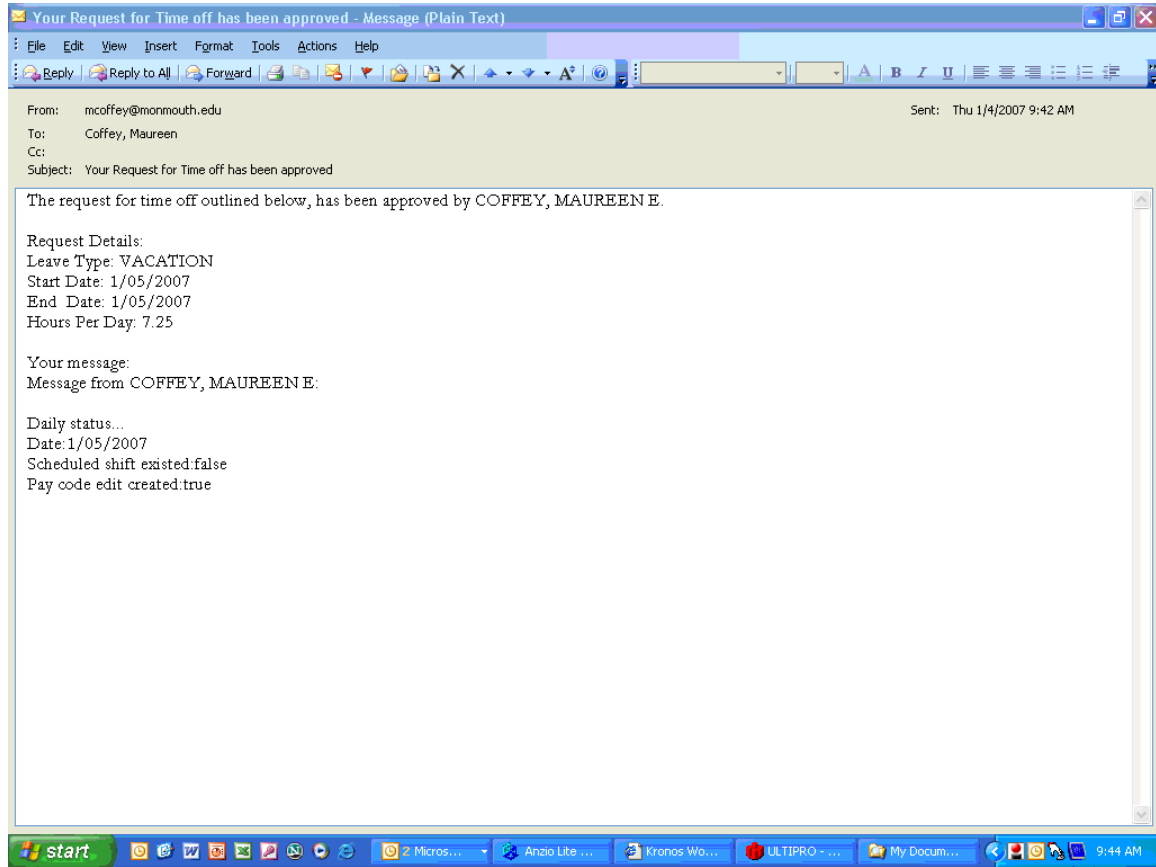
Select **Hours per Day**. The standard selection for most administrative or staff personnel is 7.25 hours or 3.5 hours. Facilities Management, Police and some other employees should use 8 hours or 4 hours. Employees with unusual hours will receive special instructions.

You will also receive an e-mail in your Outlook mailbox, confirming the receipt of your request.



Your manager will receive a copy as well.

Once the Timekeeper has processed your request, you will receive an acknowledgement:



And the transaction will appear in your timecard:

**Kronos WORKFORCE CENTRAL(R) - Windows Internet Explorer**  
 https://Kronos.monmouth.edu/wfc/applications/suite/nav/navigation.do

**KRONOS** Log Off | Setup | Help

GENERAL | MY GENESIS | TIMEKEEPING | SCHEDULING | MY INFORMATION | MY CALENDARS | RECORD RETENTION

**MY TIMECARD**  
 Loaded: 9:08AM  
 Name & ID: COFFEY, MAUREE 8818  
 Time Period: 5/6/2010 - 5/18/2010, Range of Dates

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Wed 5/05											
Thu 5/06	SICK-P	3.5								3.5	3.5
Fri 5/07											3.5
Sat 5/08											3.5
Sun 5/09											3.5
Mon 5/10											3.5
Tue 5/11											3.5
Wed 5/12											3.5
Thu 5/13											3.5
Fri 5/14											3.5
Sat 5/15											3.5
Sun 5/16											3.5
Mon 5/17											3.5
Tue 5/18	VACATION	3.5							3.5	7.0	7.0
Wed 5/19											7.0
Thu 5/20											7.0

**TOTALS & SCHEDULE** ACCRUALS REPORTING PERIOD ACCRUALS AUDITS SIGN-OFFS, REQUESTS & APPROVALS

Account	Pay Code	Amount	Wages
...AN RESOURCES:0080207/10000A:30RHD	Grand Total	7.0	
...AN RESOURCES:0080207/10000A:30RHD	SICK-P	3.5	
...AN RESOURCES:0080207/10000A:30RHD	VACATION	3.5	

Done

start | InBox - Microsoft... | 4 Reminders | Training | Time Off Form Di... | Kronos WORKFC... | Internet | 100% | 9:09 AM

If the Timekeeper rejects your request, you will receive this message, with further information added as necessary in the message area:

