

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

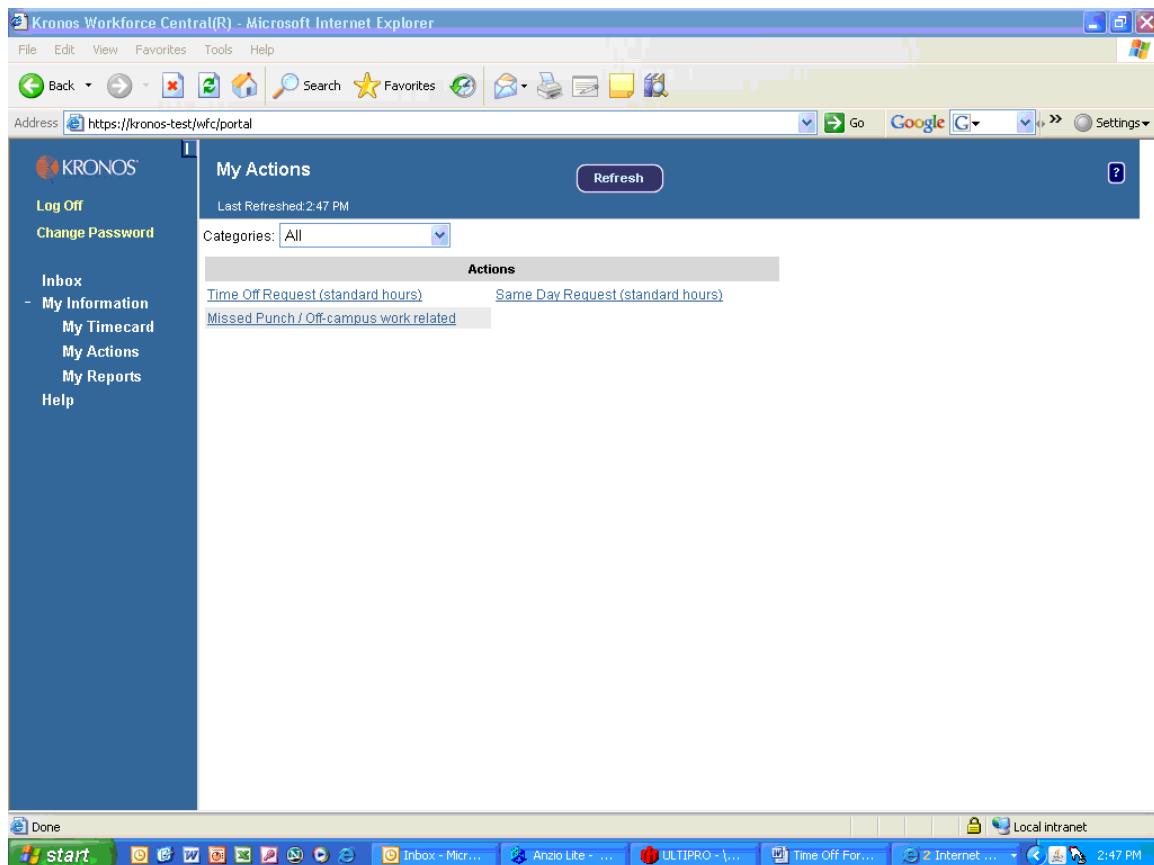
## Requesting Time Off IN ADVANCE

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

**\*\* 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 left side 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:

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.

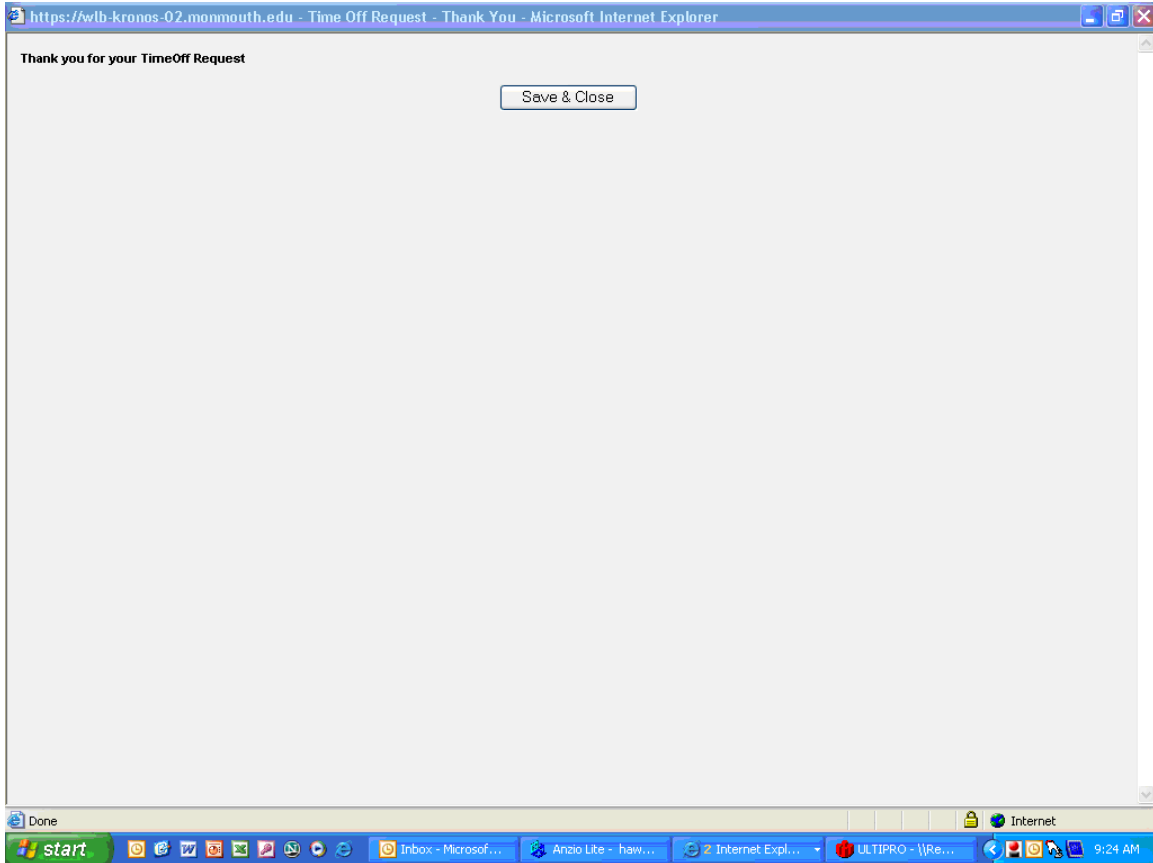
Enter the **Start Date** and **End Date** or use the calendar drop-down arrow to the right of each box. If you are taking 1 day or less, these dates will be the same.

Enter a message if necessary.

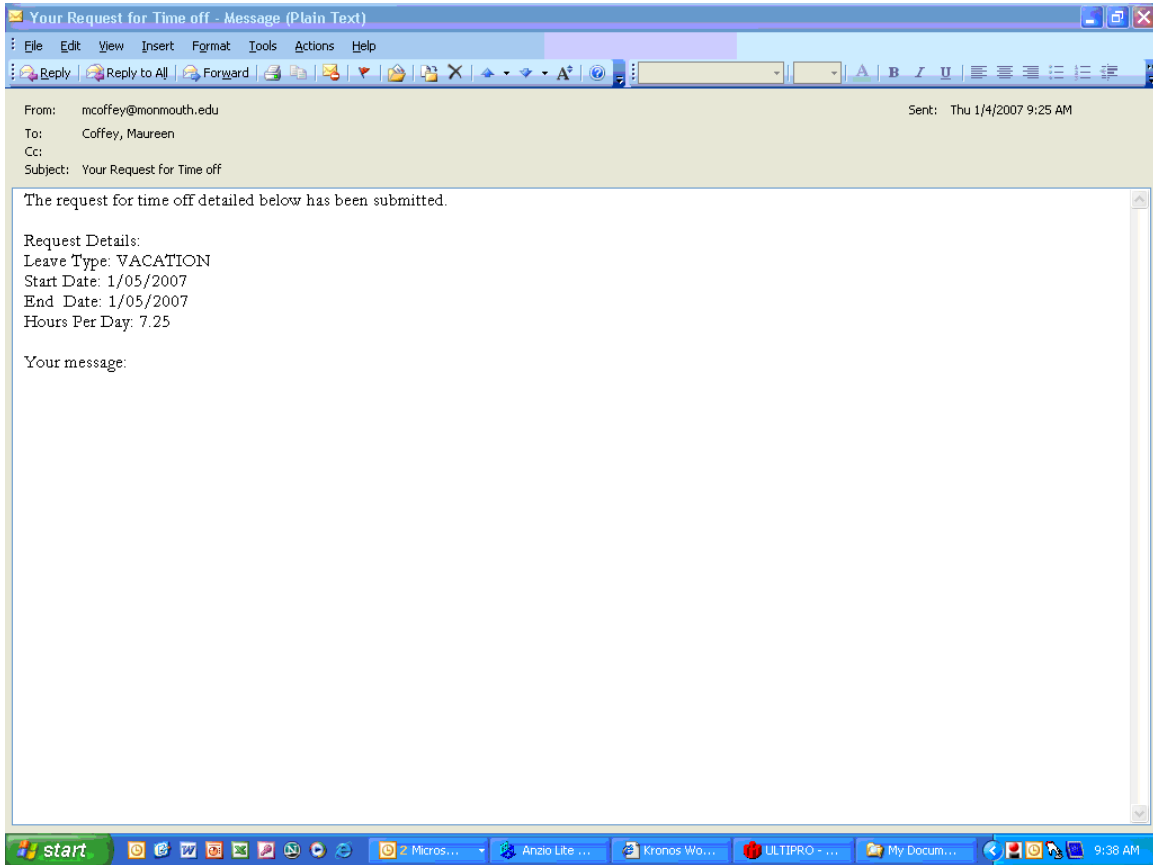
Enter your normal **Start Time**. This will enable the transaction to post to your timecard, once it is approved.

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.

Click Next, and you will see a confirmation:

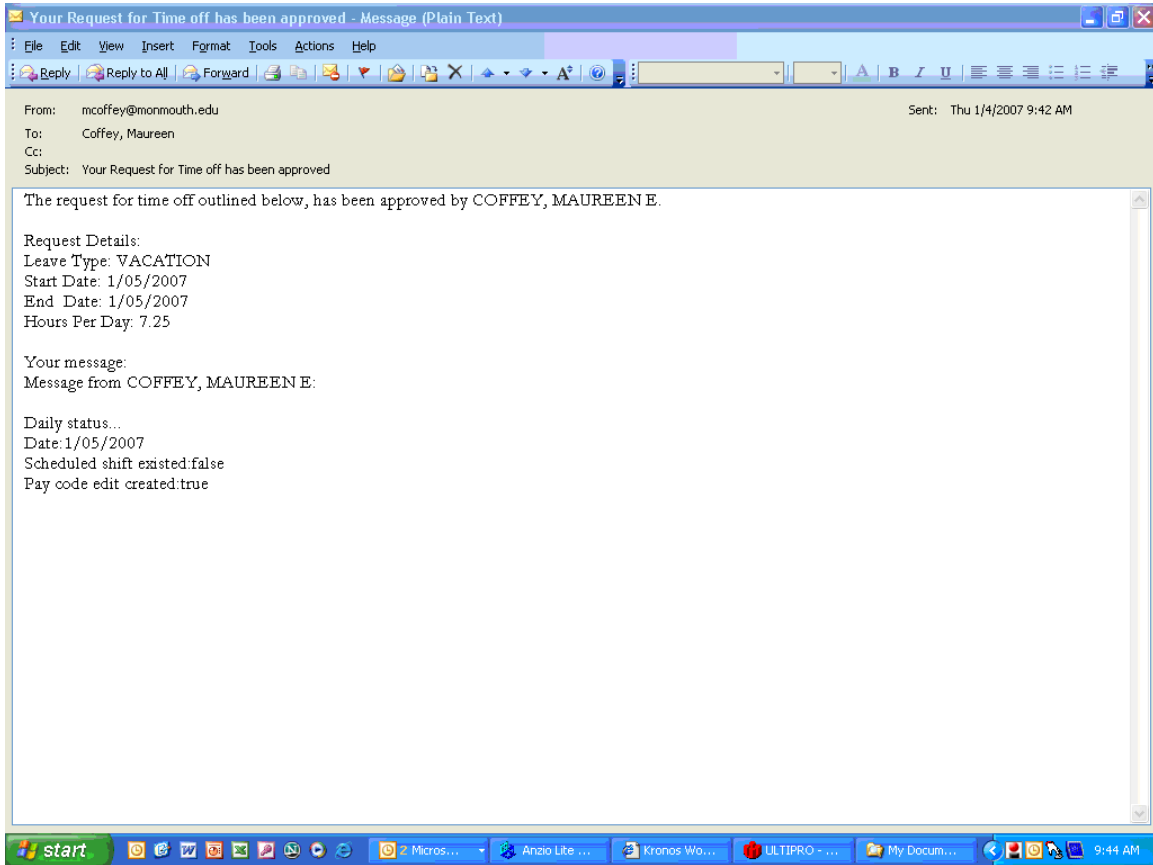


You will also receive an e-mail in your Outlook mailbox, confirming the receipt of your request.



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**  
 My Timecard  
 Name & ID: **Employee, Test** **9996**  
 Loaded: 3:58PM  
 Time Period: **Next Pay Period**

Save | Actions | Approvals | Reports

Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cum...
Thu 1/11									
Fri 1/12									
Sat 1/13									
Sun 1/14									
Mon 1/15									
Tue 1/16									
Wed 1/17	VACATION	7.25						7.25	7.25
Thu 1/18									7.25
Fri 1/19									7.25
Sat 1/20									7.25
Sun 1/21									7.25
Mon 1/22									7.25

**Totals & Schedule** | Accruals | Audits

Account	Pay Code	Amount
...SVCS/00/605403/10000/S1/ASST2AVP	VACATION	7.25
...SVCS/00/605403/10000/S1/ASST2AVP	Grand Total	7.25

Accrual Code	Bal. on Selec...	Units
Brvmt	0.0	Hour
Pers	14.83	Hour

Date	Start Time	End Time	Pay Code
Thu 1/11			
Fri 1/12			
Sat 1/13			
Sun 1/14			

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

