



1. To **APPROVE** a **GTOR**, you will see a number in your **"Alerts"** area at the top of your Kronos page.
2. Click the orange circle, then click **"Time Off"**.
3. Once you have clicked **"Time Off"**, it will open the **"Default Request Manager"**.

1. Once your Default Request Manager opens, you'll be able to see the details of the GTOR; edit the comments/notes; Approve; Refuse; mark Pending; and/or Retract a GTOR.
2. You can also, Request Time Off for any employee that directly reports to you.

Default Request Manager

Current Schedule Period: [Dropdown] [Calendar Icon]

Time-Off: [Dropdown] All Status [Refresh Icon]

Details Edit **Approve** Refuse Pending Retract Request Time Off

Employee	Subject	Pay Code	Start Date	End Date	Status	Comments	Submit Date	Submitted By
[Redacted]	GTOR	Vacation	2/15/2016	2/15/2016	Approved		1/06/201...	[Redacted]
[Redacted]	GTOR	Vacation	2/26/2016	2/26/2016	Approved	Change R...	1/15/201...	[Redacted]
[Redacted]	GTOR	Vacation	2/15/2016	2/15/2016	Approved	Change R...	1/27/201...	[Redacted]
[Redacted]	GTOR	Personal	2/15/2016	2/15/2016	Approved	Change R...	2/04/201...	[Redacted]
[Redacted]	GTOR	WELL - ...	2/24/2016	2/24/2016	Approved	Change R...	2/09/201...	[Redacted]
[Redacted]	GTOR	Vacation	2/16/2016	2/16/2016	Submitted	Change R...	2/16/201...	[Redacted]
[Redacted]	GTOR	Personal	2/25/2016	2/25/2016	Submitted	Change R...	2/17/201...	[Redacted]