

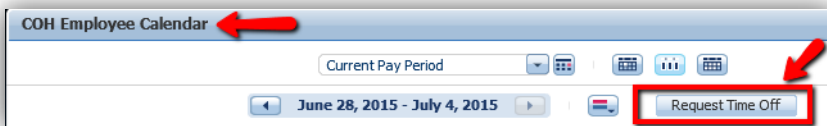


Electronic Timekeeping Job Aid

REQUESTING TIME-OFF

Employees can submit a time off request by using **Request Time Off** located in the **COH Employee Calendar**. This feature provides a consistent, easily accessible way for employees to request time off. The application's internal messaging system sends this request to your supervisor's Kronos inbox.

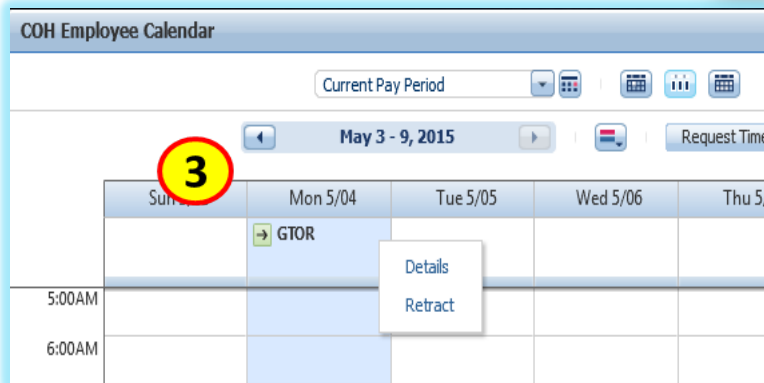
Note: The **Accrual Balances** displayed are dependent on which date is selected in the timecard when the **Accruals** are accessed.



To use the Request Time Off function:

1. Click Request Time Off
2. Complete the Time Off Request Form
 - a. **Type:** GTOR (default)
 - b. **Start date and End date**
 - c. **Pay code:** (select applicable Pay Code)
 - d. **Duration:** (choose *Full day, Half day, or Hours*)
 1. On **Hours**, you will need to calculate the **LENGTH** of time you will be gone.
 - ii. **Start time:** (use only with Hours)
 - iii. **Length:** (use only with Hours)
- e. Click **Submit**

Accrual	Balance
Compensatory Time E	0.0 Hour
Compensatory Time E	0.0 (0.0p) Hour
Compensatory Time N	0.0 Hour
Compensatory Time N	0.0 (0.0p) Hour
CSL	0.0 Hour
Donated Leave	0.0 Hour
Floating Holiday	0.0 Hour



1. Your **GTOR** should appear on the date that you selected requesting the time off.
2. Your supervisor will receive the email to approve your GTOR.
3. Once it has been approved, then the Employee will receive notification via email and you can view the status in the **Details** of the GTOR.

Retracting GTOR (Global Time-Off Request):

1. Go to **COH Employee Calendar**
2. Next, move your mouse across your **GTOR** *until you see a blue circle* that will allow you to click **DETAILS** or **RETRACT**.
3. Click **RETRACT**, add **NOTES**, then **SUBMIT**. **It will remain on your calendar as an inactive GTOR.*
4. *If your GTOR has been approved by your Supervisor or if the pay period has closed; you WILL NOT be able to retract.*