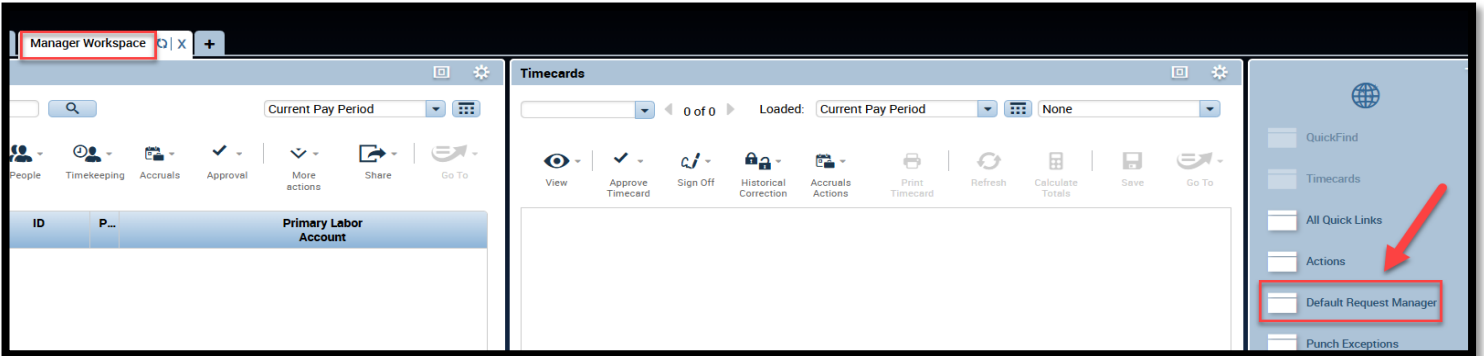


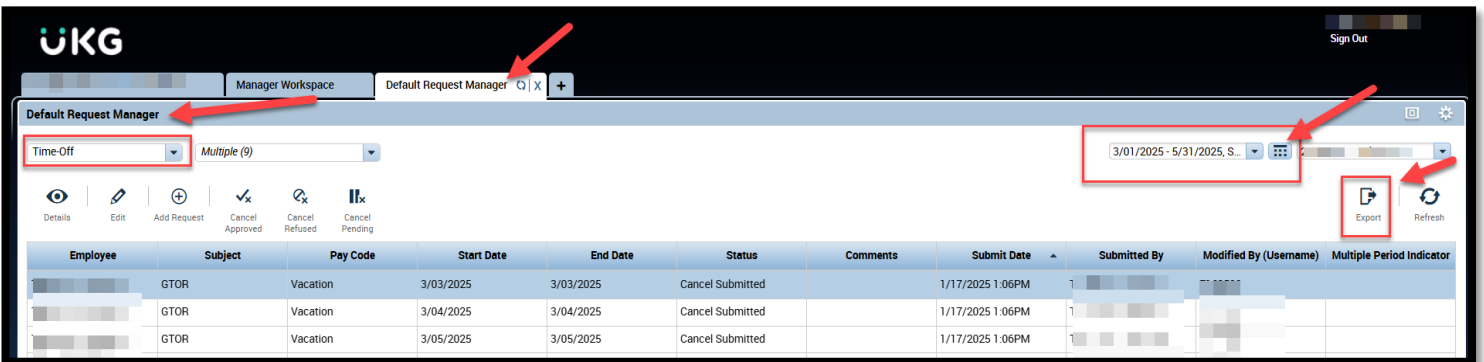
# UKG/Kronos – How to Download Time Off Requests for Managers

(instructions are based on Google Chrome web browser)

1. Manager Workspace – go to the Default Request Manager located on the right-hand side of the application
2. You can access it by clicking on the arrow pointing to the right



3. Change the Calendar Start Date to 3/1/2025 thru 12/31/2025
4. Verify your employees
5. Click Export located on the right-side of the Default Request Manager



6. Once the file has been extracted from UKG, you will need to check your Recent download history within the web browser and/or Downloads folder.
7. The file name "Requests.xlsx" will open in Microsoft Excel.

