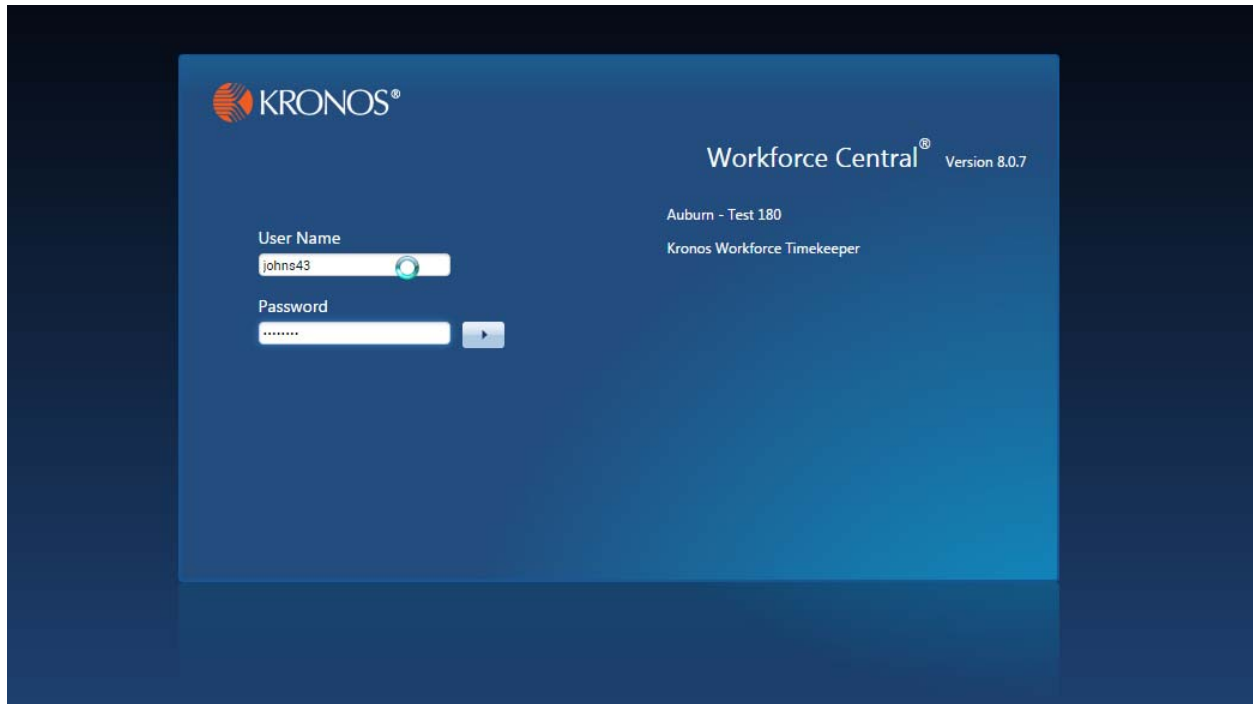
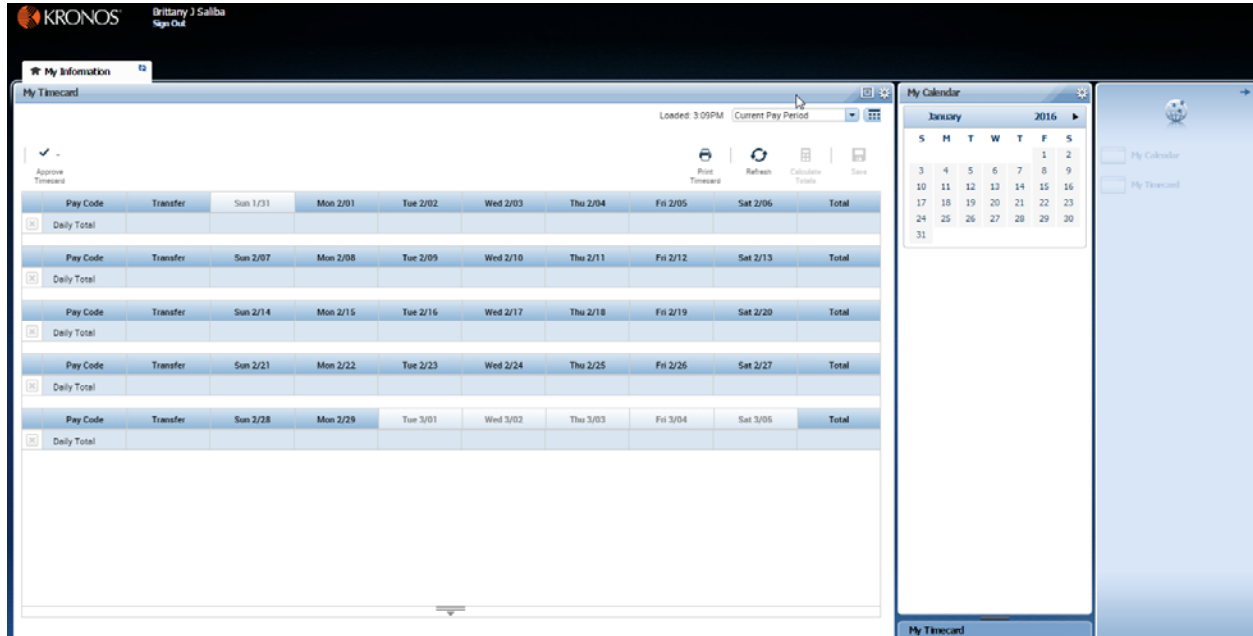


## How to Request Time-Off

Log onto the system via: [autime.auburn.edu](http://autime.auburn.edu)



**Exempt Employees:** Landing Page: *My Timecard* and *My Calendar* options



**KRONOS** Brittany J Saliba Sign Out

My Information

My Timecard

Loaded: 3:09PM Current Pay Period

Approve Timecard Print Timecard Refresh Calculate Totals Save

Pay Code	Transfer	Sun 1/31	Mon 2/01	Tue 2/02	Wed 2/03	Thu 2/04	Fri 2/05	Sat 2/06	Total
Daily Total									
Pay Code	Transfer	Sun 2/07	Mon 2/08	Tue 2/09	Wed 2/10	Thu 2/11	Fri 2/12	Sat 2/13	Total
Daily Total									
Pay Code	Transfer	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Total
Daily Total									
Pay Code	Transfer	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Sat 2/27	Total
Daily Total									
Pay Code	Transfer	Sun 2/28	Mon 2/29	Tue 3/01	Wed 3/02	Thu 3/03	Fri 3/04	Sat 3/05	Total
Daily Total									

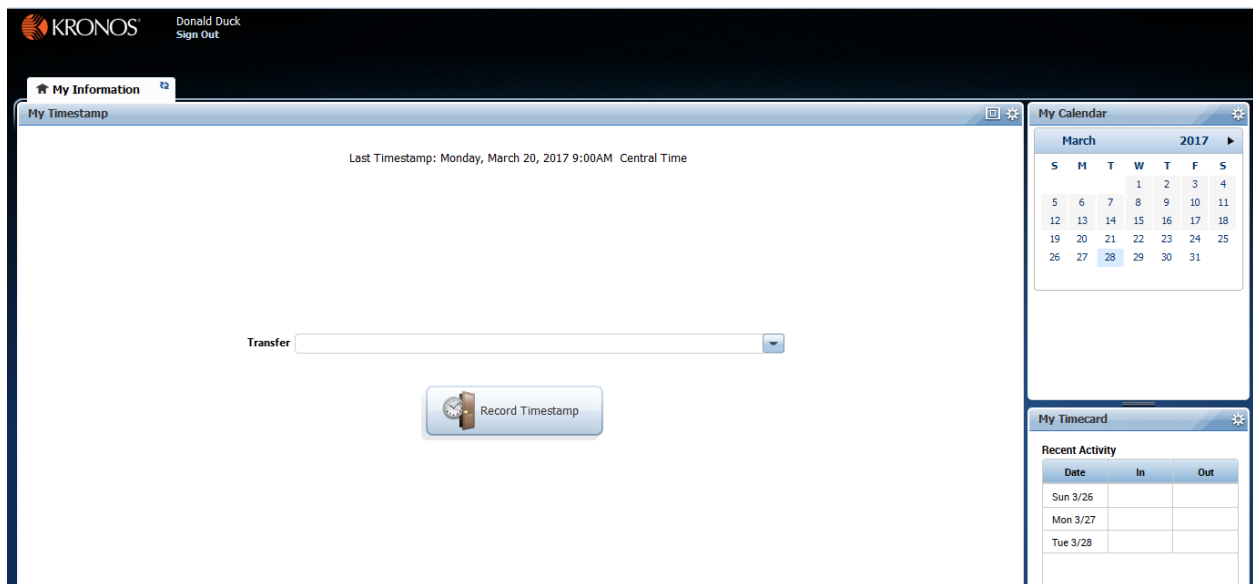
My Calendar

January 2016

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

My Timecard

**Non-Exempt Employees:** Landing Page: *My Timestamp*, *My Timecard* and *My Calendar* Options



**KRONOS** Donald Duck Sign Out

My Information

My Timestamp

Last Timestamp: Monday, March 20, 2017 9:00AM Central Time

Transfer

Record Timestamp

My Calendar

March 2017

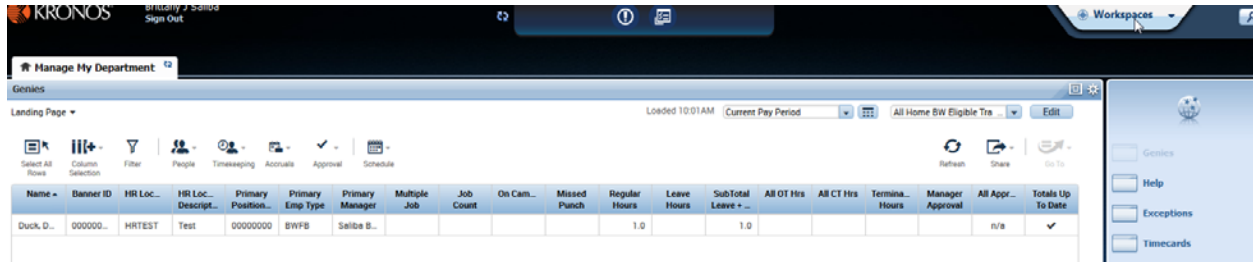
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

My Timecard

Recent Activity

Date	In	Out
Sun 3/26		
Mon 3/27		
Tue 3/28		

**Managers:** Landing Page: *Manage My Department etc. -> Workspaces -> My Information*



**KRONOS** Sign Out

Manage My Department

Genies

Landing Page

Loaded 10:01 AM Current Pay Period All Home BW Eligible Tra Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Refresh Share Go To

Name	Banner ID	HR Loc.	HR Loc. Descript.	Primary Position	Primary Emp Type	Primary Manager	Multiple Job	Job Count	On Cam.	Missed Punch	Regular Hours	Leave Hours	SubTotal Leave + ...	All OT Hrs	All CT Hrs	Termina. Hours	Manager Approval	All Appr.	Totals Up To Date
Duck, D...	000000...	HRTEST	Test	00000000	BWFB	Seliba B...					1.0		1.0					n/a	✓

Genies Help Exceptions Timecards



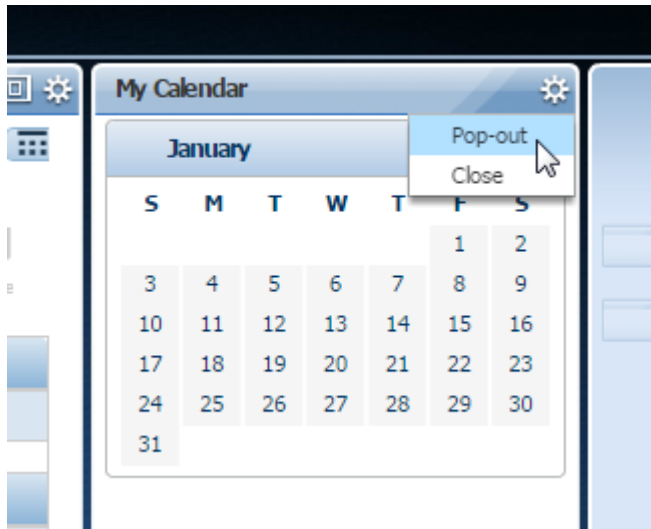
[ 2 of 2 Items ]

My Information

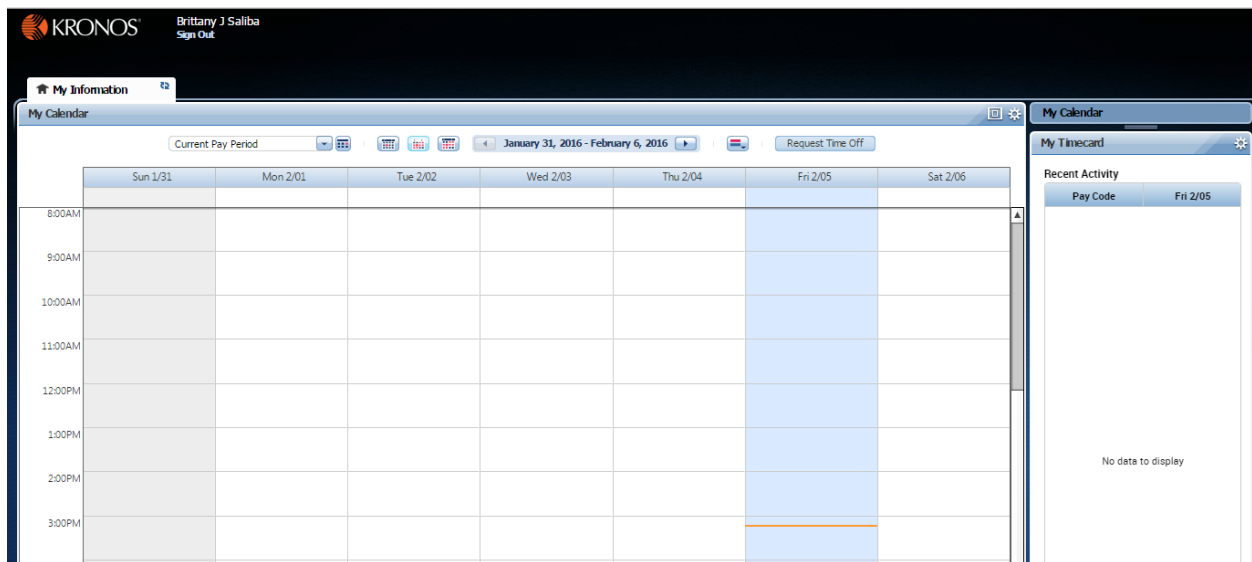
Workspaces



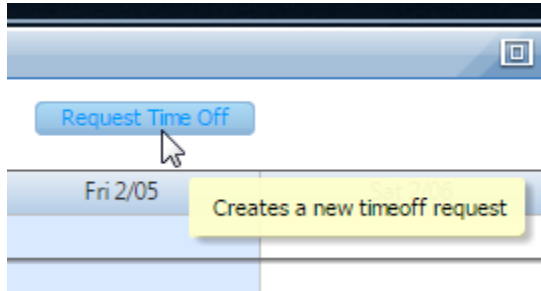
Open the *My Calendar* widget by clicking on the Gear icon and select Pop-Out.

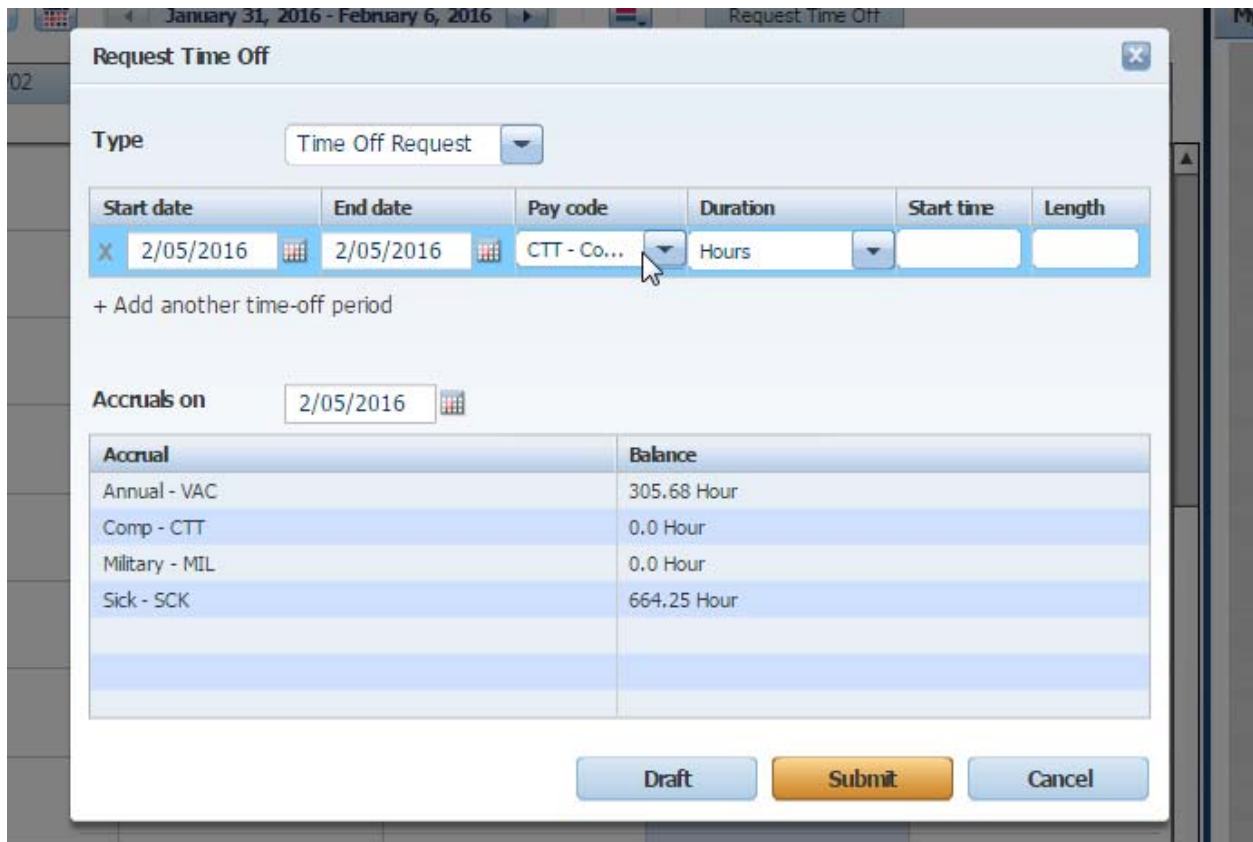


*My Calendar* widget has been activated in primary view



Click on *Request Time Off*





Request Time Off

Type: Time Off Request

Start date	End date	Pay code	Duration	Start time	Length
X 2/05/2016	2/05/2016	CTT - Co...	Hours		

+ Add another time-off period

Accruals on: 2/05/2016

Accrual	Balance
Annual - VAC	305.68 Hour
Comp - CTT	0.0 Hour
Military - MIL	0.0 Hour
Sick - SCK	664.25 Hour

Draft Submit Cancel

Start Date: Start Date of Leave

End Date: End Date of Leave

Pay Code: Vacation (VAC), Sick (SCK), Comp Time Taken (CTT), Military (MIL), Funeral (FNL), and Jury Duty (JRY) – select the type of leave being requested.

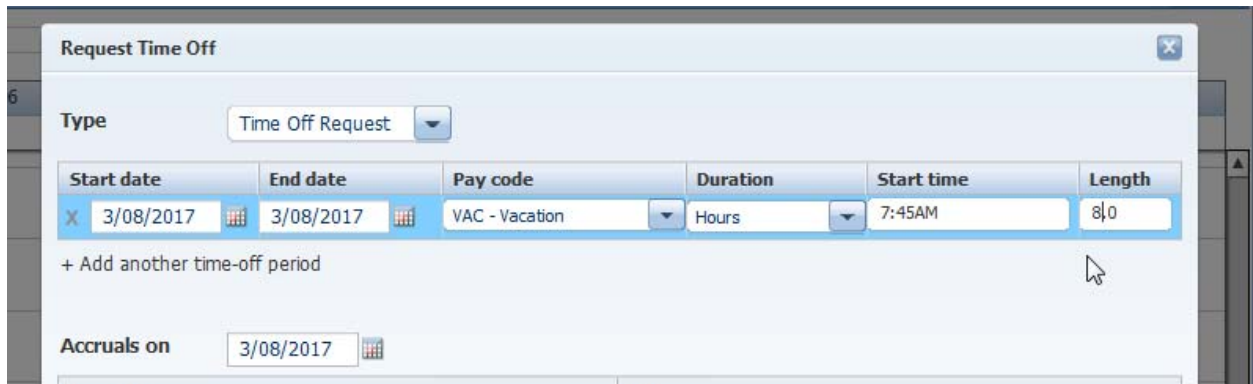
Duration: Pre-selected for Hours

Start Time: Start Time of Leave (required)

Length: Number of hours requested **per day**

Scenario 1:

Requesting Vacation for 1 full day



**Request Time Off**

Type: Time Off Request

Start date	End date	Pay code	Duration	Start time	Length
X 3/08/2017	3/08/2017	VAC - Vacation	Hours	7:45AM	8.0

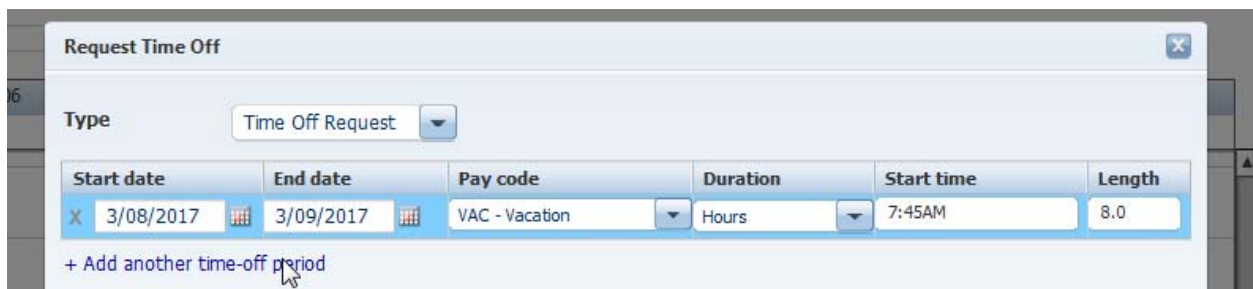
+ Add another time-off period

Accruals on: 3/08/2017

Scenario 2:

Requesting Vacation for 2 or more sequential days

Tip: If you try to enter a cumulative total hours (16 hours), then the system assumes you wish to take 16 hours PER DAY



**Request Time Off**

Type: Time Off Request

Start date	End date	Pay code	Duration	Start time	Length
X 3/08/2017	3/09/2017	VAC - Vacation	Hours	7:45AM	8.0

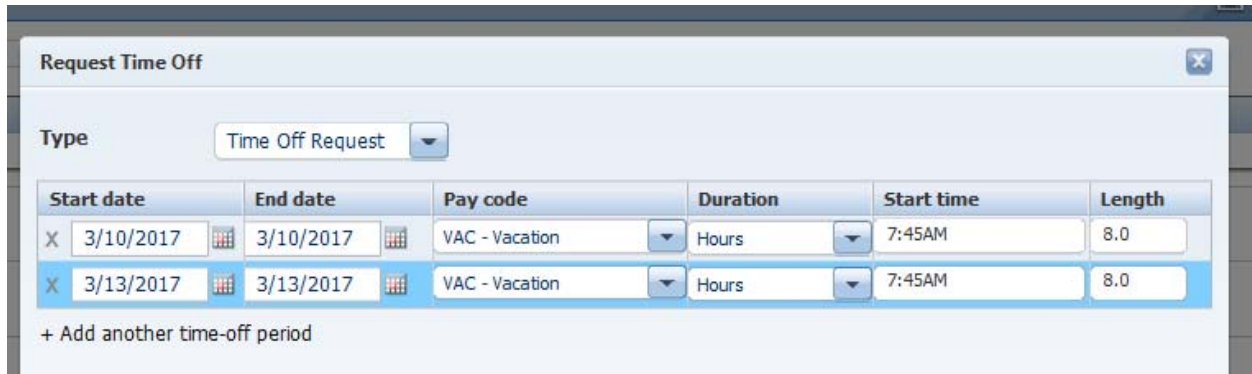
+ Add another time-off period

### Scenario 3:

Requesting Vacation for 2 non-sequential days (i.e. Friday and Monday)

Tip: use the

[+ Add another time-off period](#)



**Request Time Off**

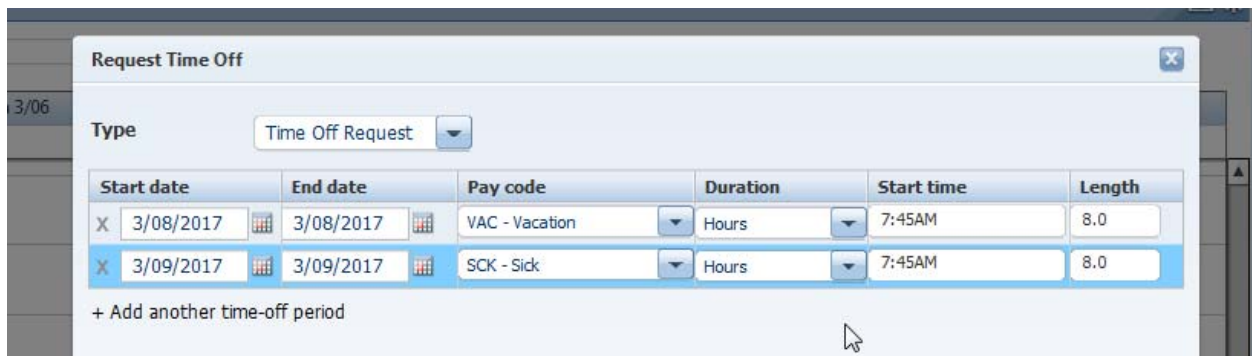
Type: Time Off Request

Start date	End date	Pay code	Duration	Start time	Length
X 3/10/2017	3/10/2017	VAC - Vacation	Hours	7:45AM	8.0
X 3/13/2017	3/13/2017	VAC - Vacation	Hours	7:45AM	8.0

+ Add another time-off period

### Scenario 4:

Requesting different leave types for 2 or more sequential days



**Request Time Off**

Type: Time Off Request

Start date	End date	Pay code	Duration	Start time	Length
X 3/08/2017	3/08/2017	VAC - Vacation	Hours	7:45AM	8.0
X 3/09/2017	3/09/2017	SCK - Sick	Hours	7:45AM	8.0

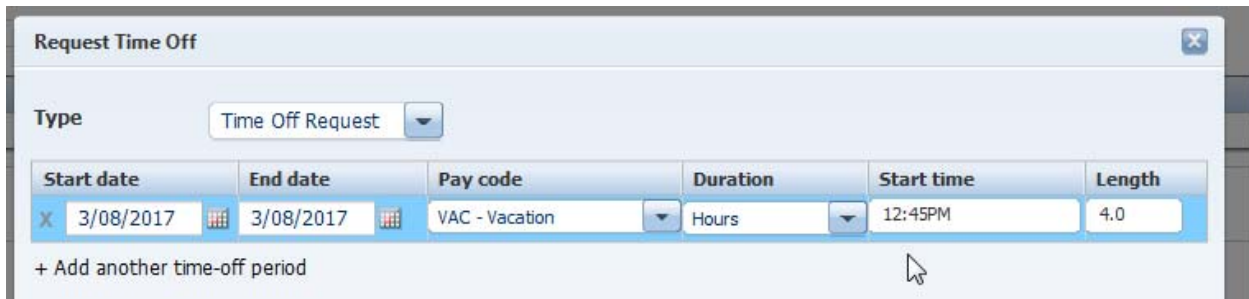
+ Add another time-off period



Scenario 5:

Requesting partial leave on a single day

Tip: Make sure that your start time on any partial leave request does not conflict with any of your punches. (i.e. if your punch times are 8am and 1pm; then this leave would not populate onto the timecard since it CONFLICTS with the punch time)



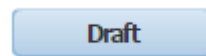
The image shows a "Request Time Off" form. At the top, there is a "Type" dropdown menu set to "Time Off Request". Below this is a table with the following columns: "Start date", "End date", "Pay code", "Duration", "Start time", and "Length". The first row of the table contains the following values: "3/08/2017" (with a calendar icon), "3/08/2017" (with a calendar icon), "VAC - Vacation" (with a dropdown arrow), "Hours" (with a dropdown arrow), "12:45PM", and "4.0". Below the table, there is a link that says "+ Add another time-off period".

Start date	End date	Pay code	Duration	Start time	Length
X 3/08/2017	3/08/2017	VAC - Vacation	Hours	12:45PM	4.0


+ Add another time-off period

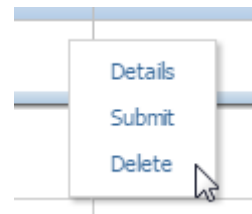
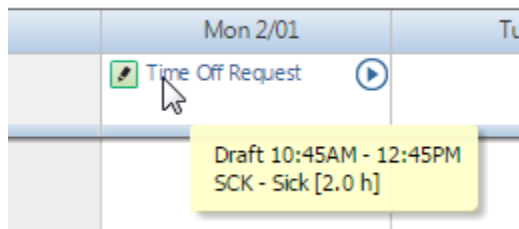


Submit – sends the Request via an email and system alert to the immediate Manager.

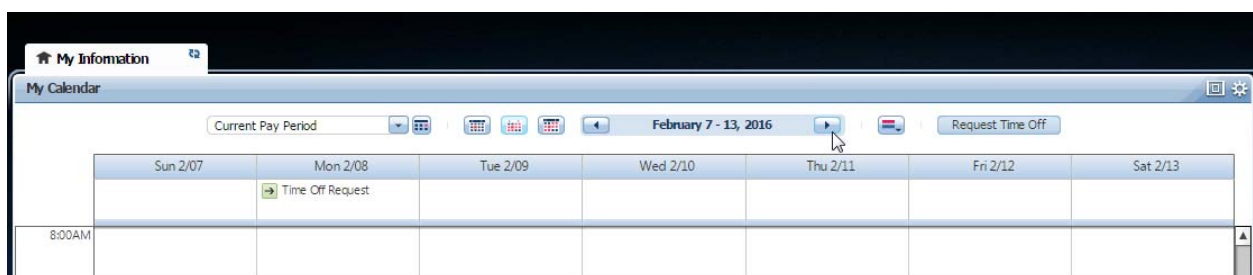


Draft – saves your request for a future submission, but does not send to the immediate Manager

Click  for more options: Details, Submit, Delete



After submitting the request, navigate to the requested date to view the request. The immediate Manager must approve the request before the leave is entered onto the timesheet.



Hovering over the request provides more information.

