

# Using Kronos to Request Time Off



**GW** Benefits

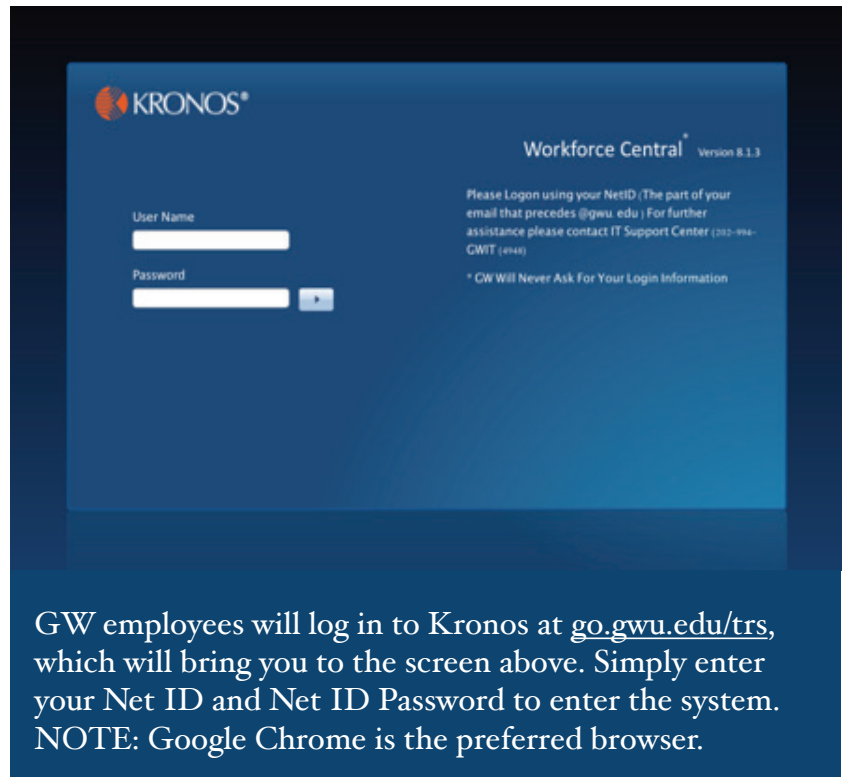
On July 1, 2019, GW implemented a new system for employees\* to request time off and for managers to approve these requests using Kronos.

## What is Kronos?

Kronos is a time reporting system (TRS) already used by non-exempt GW employees to track their working hours. Now its use has been expanded to request and track time off for all GW employees\* Kronos tracks time off in hours and minutes rather than days or weeks.

*\*UPD covered by a CBA and medical residents will continue to use their current time off tracking systems.*

GW is introducing Kronos to create one resource for paid time off information - a centralized time off tracking system.



GW employees will log in to Kronos at [go.gwu.edu/trs](http://go.gwu.edu/trs), which will bring you to the screen above. Simply enter your Net ID and Net ID Password to enter the system. NOTE: Google Chrome is the preferred browser.

## What is Your Kronos Role?

Employee - Non Exempt	Employee - Exempt	Manager	Timekeeper and Manager	Timekeeper
Required to clock in and out	Request and manage Time Off for self only	Request and manage Time Off for self	Request and manage Time Off for self	Attended separate Time Reporting System (TRS) training
Request and manage Time Off for self only		Manage Time Off requests for direct reports	Manage Time Off requests for direct reports	Submitted timekeeper access paperwork
			Edit, review and approve employee time cards each pay period	

## Using Kronos: Tip #1

### Enter hours and minutes, not days

- 1 day = 8 hours
- 45 minutes = .75 hours
- 30 minutes = .5 hours
- 15 minutes = .25 hours

## Using Kronos: Tip #2

### Buttons make your work easier

- Located in the upper left of every workspace
- Vary by role and action
- Quick ways to find or display information

## Using Kronos: Tip #3

### How to run reports

#### Employees

- Select Report from "My Report"
- Enter "As of" Date
- Click View report
- Either the Time Detail or My Accrual Balances and Projections is displayed

#### Manager/Timekeeper

- Select People from Primary Workspace
- Click Go-to button
- Select Reports
- Choose specific Report
- Verify people and date range
- Click View Report

## Kronos Glossary

**Alert** - Located across the top of your workspace. Alerts can consist of timecard exceptions such as missed punches or requests for time off as well as the number of each type of alert. Requests can be from employees or other managers.

**Genie** - Customized Workspace to provide specific data about employees. Genies were customized by the GW Project team, to present views containing necessary detail to perform specific timekeeping tasks. Examples of Genies include Hour Summary, Reconcile Timecard and Sign Off issues.

**Manage my Department workspace tab** - The Manage my Department workspace tab is a default dashboard for RTO Managers and is used for managing the timekeeping process for your department.

**My Information Workspace** - The My Information workspace tab is the default dashboard for Employees and is used to view your timecard, your accrual information and to Request Time Off.

**Primary Widget** - Also known as your Workspace or Navigator view. The widget occupying the largest workspace panel.

**Related Items Page** - This is a list of additional widgets that are available but not immediately active in your workspace. You can select items from the Related items page simply by clicking on and dragging the widget to the Primary or Secondary Workspace. The related items panel can be opened or closed by using the arrow in the upper right hand corner of the pane.

**Secondary Widget(s)** - The widget or widgets located in the column between your Primary Workspace and Related Items pane.

**Note:** The maximum number of **Secondary widgets** that can be displayed is two. The smaller Secondary widgets display only partial information. To display full information they can be opened either by dragging the widget's blue title bar to the Primary Workspace location and releasing or by clicking the **Gear** icon in the upper right corner and choosing **Pop Out**. Conversely Secondary widgets can be closed by dragging the widget by its blue title bar and releasing it in the Related Items panel or by clicking the **Gear** icon and selecting **Close**.

**Widget** - Widgets are windows or views into the Kronos system to specific locations or genies with in the application. This could be a timecard, schedule or even a genie.

**Workspace** - General layout set up to accommodate specific timekeeping tasks. Navigation can contain more than one workspace and each workspace contains one or more widgets.

## We Are Here to Help

For questions regarding your paid time off programs, please contact Benefits at:

(571) 553-8382  
timeoff@gwu.edu

[benefits@gwu.edu/timeoff](mailto:benefits@gwu.edu/timeoff)

