Submitting Time Off in Kronos

Kronos is the time reporting system (TRS) used by most GW employees* to request and track time off, including annual time, sick time, bereavement time, jury and witness duty time, unpaid time and Weather Flex.

*GW Police Department employees covered by a Collective Bargaining Agreement and medical residents – please contact your department for instructions on using your departmental time off tracking systems.

Kronos Tips

- **Time Off Tracking**
  - Kronos tracks time off in hours and minutes rather than days or weeks. For partial hours use: 45 minutes = 0.75 hours | 30 minutes = 0.5 hours | 15 minutes = 0.25 hours
  - Within a time off request, the “Daily Amount” field is defaulted to 8 hours. For requests that are shorter or longer than 8 hours, this number will need to be adjusted.
  - Kronos uses a 24 hour (military time) format. (e.g., 1:00pm = 1300)
  - University holidays and weekends (unless scheduled to work weekends) should not be included in time off requests. Use the plus sign icon within the time off request to create two lines for time off requests that cross weekends or holidays.
  - Managers can view their entire department by selecting the Accrual Reporting Period genie, highlighting the applicable rows for each employee, selecting the orange “go to” button on the right hand side and then selecting Schedule Planner. The calendar icon can be used to customize the time frame.

- **Annual Time**
  - Annual Time may be used in advance of accrual. An employee’s full annual time balance for the fiscal year is available to use on July 1 (the start of each fiscal year).
  - Up to five (5) accrued but unused days of annual time (as of June 30) will automatically roll over into the next fiscal year. (Does not require department approval)
  - Carryover balances must be used by August 31 of the new fiscal year, or the time will be forfeited. Kronos will deduct from the carryover balance first before the regular annual time balance.

- **Sick Time**
  - Sick time does not need to be used during the fiscal year in which it is accrued. However, sick time may not be used prior to its accrual.

- **Unpaid Time**
  - If an employee needs to take unpaid time, unpaid time must also be entered into Kronos to ensure accruals are pro-rated accurately. For monthly employees taking unpaid time, enter the time into Kronos and notify Payroll of the unpaid time to ensure the employee is not overpaid.

Please review the following step by step instructions on how to submit a time off request in Kronos.
How to Submit a Time Off Request

1) Access Kronos at go.gwu.edu/trs.
2) Your initial view depends on your user type in Kronos (e.g., employee, manager or timekeeper). If the “My Calendar” widget is not open on your home screen, click on “My Calendar” from the blue side bar panel.

3) Click on Request Time Off.

4) Select the type of paid time off you want to submit from the drop down box.
5) **Before entering the request information, we recommend that you check you current balance as well as the balance you have available through the end of the fiscal year (June 30) to avoid being in overdraft status on June 30.**
   
a. **In the Request Time Off box, you can change the date in the “Accruals On” calendar view to see what your accrual balances are on a specific date. For instance, if you wanted to see how much available annual time you have remaining for the fiscal year, you would change this date to June 30. The Accruals On calendar view date defaults to today’s date.**

![Image of Kronos interface for request time off]

6) **After confirming your available balance(s) enter the A) start date B) end date C) start time and D) daily amount. **Click Submit.**

![Image of request time off form]

**Tip:** Non-exempt employees: If you work a partial day and use paid time off for your remaining hours, please be sure to clock-in and clock-out for the time you worked. Then submit your paid time off hours to ensure that you are paid for a full day based on your regularly scheduled hours.

**Tip:** The daily amount field defaults to 8 hours

7) **Managers will receive a notification from Kronos that you submitted a time off request. After the manager takes an action on the request you will be notified via email by Kronos. Employees can use the key below for an updated status.**
How to Understand Annual Time Warnings

When submitting a time off request, you will receive a pop-up message if the hours requested exceeds the balance you’ve accrued to date. Kronos will still allow you to still submit the request. We want to help you understand the difference in messages to avoid being in an overpayment status with the university.

Please note: GW employees may use annual time in advance of accrual; however sick time cannot be used in advance of accrual.

Pop-Up Message When Hours Submitted Will Be Accrued by June 30

In the warning below, the employee submitted a request to use 8 hours of annual time on April 9th and 10th. While the employee had not yet accrued 16 hours by 4/10, they will accrue the hours be June 30. Therefore the message warns the employee that by April 30 they will have a negative annual time balance of 1 hour.

When the manager approves the request in Kronos, they will also see the same warning. The request can be approved because the employee will have accrued the hours by June 30. Therefore, no further action is needed.
**Pop-Up Message When Hours Submitted Will Not Be Accrued by June 30**

In the example below, the employee submitted an annual time request for June 1 – 5 (40 hours total). However, the employee will not have accrued enough time by June 30 (the end of the fiscal year). The warning message shows a balance of -5 by June 30 which the employee will then owe as a payment to the university. **Please note:** Kronos allows time off requests to be submitted despite the request creating a negative balance by June 30.

![Image of Kronos interface](image)

The employee should cancel the request and resubmit an annual time request for only the hours they will have accrued by June 30.

The employee’s manager will also see the same pop-up message when reviewing the request. The manager has the option to cancel the request on behalf of the employee if it is not yet canceled to help the employee avoid being in repayment status.