

**Missouri Slope**  
**Lutheran Care Center**  
*Together Enriching Life*

# Kronos Scheduler User Guide



# Table of Contents

Section	Page
Kronos Schedule Basics	
<a href="#">Shift Codes</a>	4
<a href="#">Job Path &amp; Job Codes</a>	5
<a href="#">Job Path + Codes Examples</a>	6
Accessing the Schedule	
<a href="#">Self Service</a>	8
<a href="#">Mobile App</a>	9
Viewing the Schedule	
<a href="#">Self Service</a>	10
<a href="#">Mobile App</a>	11
Requests	
Requests for Shifts	
<a href="#">Request for Shift Types Explained</a>	12
Picking up Open Shifts	
<a href="#">Self Service</a>	13
<a href="#">Mobile App</a>	15
Shift Swap / Trades	
<a href="#">Self Service</a>	17
<a href="#">Mobile App</a>	19
Request To Cover	
<a href="#">Self Service</a>	22
<a href="#">Mobile App</a>	24
Time off Requests	
<a href="#">Time Off Request Types Explained</a>	27
Making a Time Off Request	
<a href="#">Self Service</a>	28
<a href="#">Mobile App</a>	31
<a href="#">Notifications</a>	34

# Kronos Schedule Basics

## Shift Codes

Shift codes or shift times are typically displayed in a very standard format. For example:

8:00AM – 4:30PM or 10:00PM-6:30AM

However in certain views a shortened version of the shift code has been developed by MSLCC to display the shift times in as few characters as possible. This allows even the most detailed views to still contain a mostly human understandable shift label. These codes are displayed in certain tables and long duration view schedules.

The custom codes made are made up of 4 parts.

1. The 2 digit hour of the shift start time in 24 hour format.
2. 1 letter representing the a=:00, b=:15, c=:30, d=:45 minute start time of the shift
3. The 2 digit hour of the shift end time in 24 hour format.
4. 1 letter representing the a=:00, b=:15, c=:30, d=:45 minute end time of the shift

Code examples:

<b>Standard Format</b>	<b>Shift Code</b>
8:00AM – 4:30PM	08a16c
10:00PM-6:30AM	22a06c
2:15PM-10:45PM	14b22d
4:30PM-9:30PM	16c21c
10:30PM-7:00AM	22c07a
5:30AM-2:00PM	05c14a
7:00AM-9:00AM	07a09a

## Job Path & Job Codes

Jobs will be displayed on the schedule to indicate what job you are assigned to. If you work the same position every day or have a set schedule you may never need to know what job code applies to you. However many of you transfer from unit to unit or job to job frequently and with expansion into a second site knowing where you are assigned to work for a shift is important. The job path plus the job code tell you where and what job you are assigned to for that shift.

String Breakdown:

**Organization / Facility / Department / \*Area / Job**

\*Area can be multiple levels

Kronos will display a job string in the form of:

**MSLCC/HVIEW SNF/NUR/NE/CNA**

Explained:

**Missouri Slope / Hillview Skilled Nursing Facility / Nursing / North East Unit / CNA**

As you can see with this break down you can tell what facility your shift is in, what department you are working, what area you are working in and the job you are assigned.

It is important to note that in certain cases, when you are scheduled to your home Job, Kronos may not display your Job path.

You will want to ensure your home unit is known to you for these cases. If you don't know what your home position is inquire with your supervisor, scheduler or MSLCC HR.

If you are assigned a shift that is not your home job, the shift will be tagged with "transfer" or "(x)". The job you are transferred to will be indicated on the shift when these are present.

The following page will cover a few more Job path examples.

## Job Path + Codes Combination Examples

- **MSLCC/HVIEW SNF/ACT/ACTASST**  
Missouri Slope / Hillview Skilled Nursing Facility / Activities / Activities Assistant
- **MSLCC/HVIEW SNF/HSKP/WV/CSTDN**  
Missouri Slope / Hillview Skilled Nursing Facility / Housekeeping / Westview / Custodian
- **MSLCC/HVIEW SNF/LAUND/LNDRA**  
Missouri Slope / Hillview Skilled Nursing Facility / Laundry / Laundry Aide
- **MSLCC/HVIEW SNF/MAINT/MTASST**  
Missouri Slope / Hillview Skilled Nursing Facility / Maintenance / General Maintenance
- **MSLCC/HVIEW SNF/NUTR SVC/WEST/COOK**  
Missouri Slope / Hillview Skilled Nursing Facility / Nutritional Services / West Kitchen / Cook
- **MSLCC/HVIEW SNF/NUTR SVC/EDR/DTAIDE**  
Missouri Slope / Hillview Skilled Nursing Facility / Nutritional Services / East Dining Room / Dietary Aide
- **MSLCC/HVIEW SNF/NUR/NC/LT/CNA**  
Missouri Slope / Hillview Skilled Nursing Facility / Nursing / NC / Low Tub / CNA
- **MSLCC/HVIEW SNF/NUR/SE/WP/CNA**  
Missouri Slope / Hillview Skilled Nursing Facility / Nursing / SE / Whirlpool / CNA
- **MSLCC/HVIEW ALF/ENRICH/ENASST**  
Missouri Slope / Hillview Assisted Living Facility / Enrichment / Enrichment Assistant
- **MSLCC/HVIEW ALF/NRSG/MAI**  
Missouri Slope / Hillview Assisted Living Facility / Nursing / Medication Assistant I
- **MSLCC/WASH ALF/NRSG/Nurse**  
Missouri Slope / Washington Assisted Living Facility / Nursing / Nurse
- **MSLCC/WASH SNF/ NUTR SVC/CAFE/DTAIDE**  
Missouri Slope / Washington Skilled Nursing Facility / Nutritional Services / Cafeteria / Dietary Aide

## Schedule Periods

Schedule periods will be 6 weeks long. Due to the nature of Self-Scheduling, departments that utilize Self-Scheduling features may or may not follow a standard 6 week scheduling period.

## Request Periods

Request periods (ability to submit PTO or self-scheduling requests) will be open and closed per department policies. These periods will open X amount of days before the open of schedule period and close X amount of days before the schedule is posted.

Check your department specific policies here:

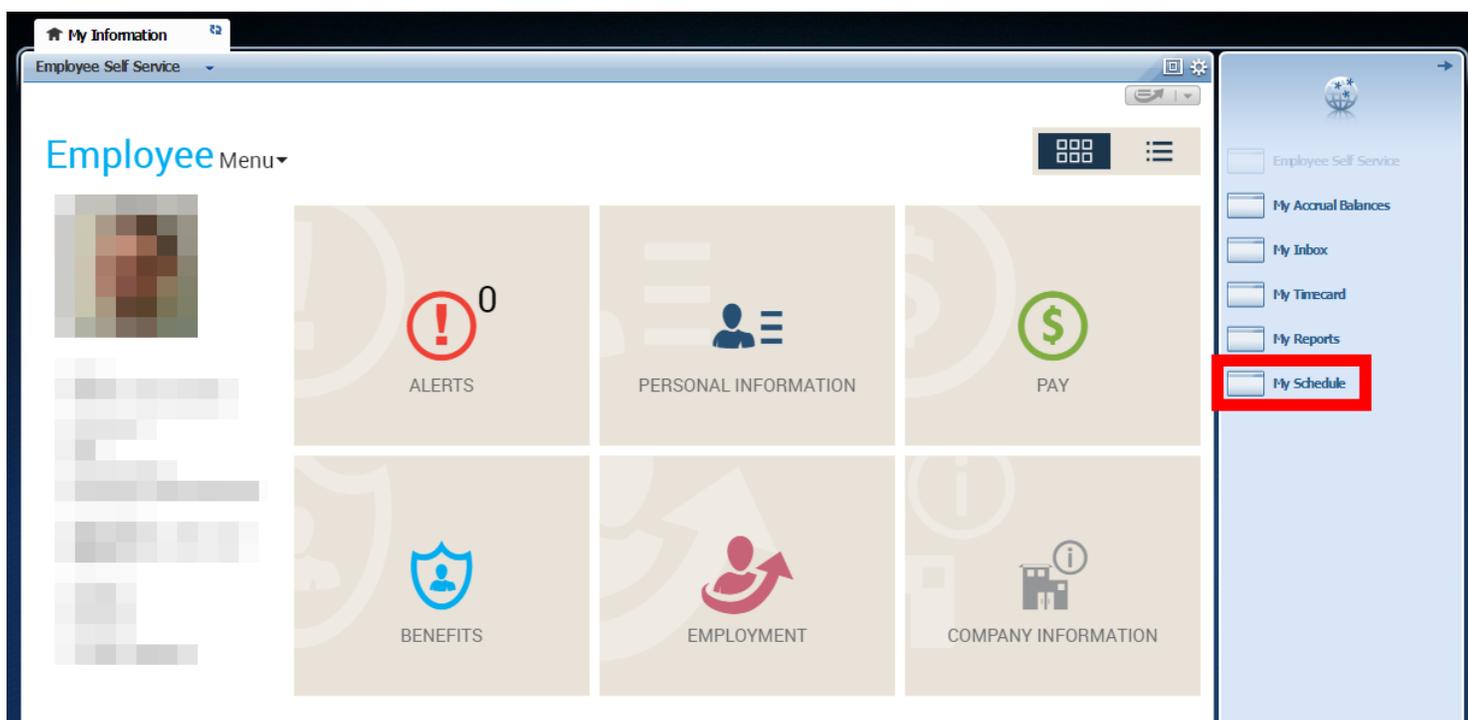
[http://portal.mslcc.com/?page\\_id=20737](http://portal.mslcc.com/?page_id=20737) (Search "Request")

# Accessing the Schedule

You can use the Employee Self Service webpage on a PC or Kronos Mobile app to access your schedule and requests.

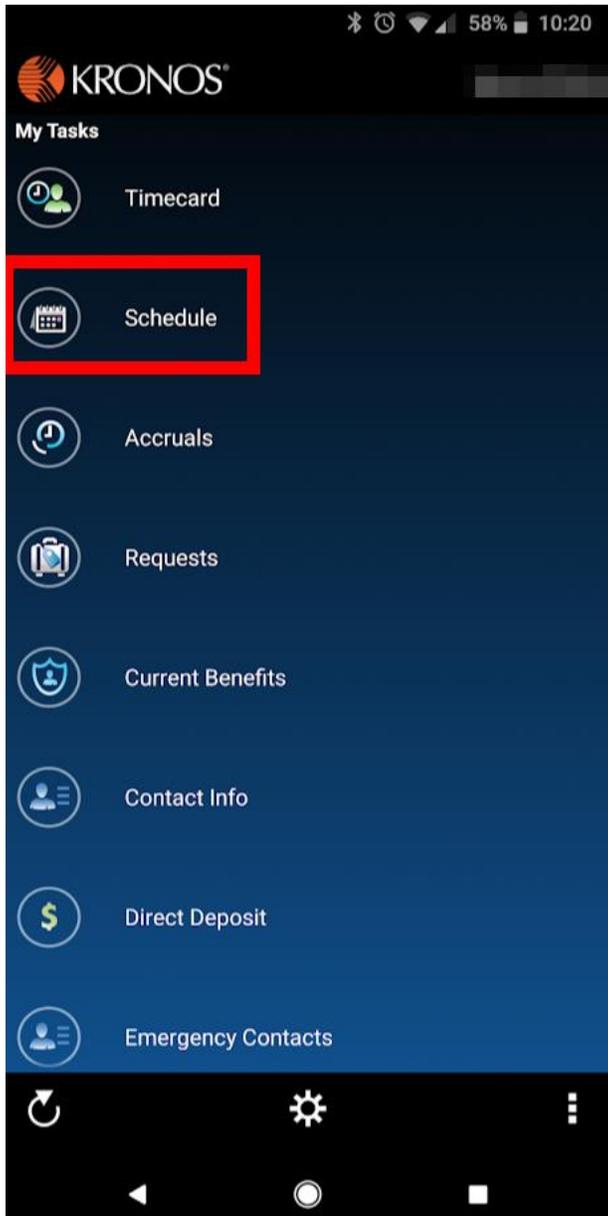
## How to Access the Schedule in Self Service

1. Login to the Employee Self Service page (<https://mslcc.kronos.net>)  
Full login instructions available at <https://ess.mslcc.com>
2. On the Self Service Page select "My Schedule" from the widget menu



## How to Access the Schedule in Kronos Mobile

1. Login to the Kronos Mobile App on your device  
Full App install / login instructions available at <https://ess.mslcc.com>
2. On the Self Service Page select “Schedule” from the widget menu



# Viewing the Schedule

## Schedule Calendar Legend for Self Service

Please review the following legend on all the options available to view and use the schedule.

**Viewing the My Calendar widget**

The screenshot shows a calendar interface for the period June 28, 2015, to July 4, 2015. Callout A points to a time period drop-down menu. Callout B points to date selection arrows. Callout C points to view icons (day, week, month). Callout D points to the date range label. Callout E points to the 'Request Time Off' button. Callout F points to a 'Full Time Off' request box above the calendar grid. Callout G points to a colored bar in the grid indicating the current date and time. Callout H points to a visibility filter icon. Callout I points to the calendar grid itself.

**A Time period drop-down list:** Select from a preconfigured list to view a specific time period.

**B Select Dates:** Use if you want to select a specific date range outside of the preconfigured options.

**C Views:** Choose from the view options to view calendar information by day, week, or month.

**D Date label:** Displays range of dates that you are viewing. Click the arrows to toggle back and fourth between time periods.

**E Request Time Off:** Click to fill out and submit a time-off request.

**F Time Off Request:** Click to view time-off request details and to request status. Click **Retract** to retract the time-off request.

In the **by day** and **by week** views, requests for 24 hours or more appear above the calendar grid, and the requests for less than 24 hours appear at the relevant time within the calendar grid.

**G** In the **by day** and **by week** views, the colored line indicates today's date and the current time.

In the **by month** view, the current date is highlighted.

**H Visibility filter:** Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.

**I Calendar grid:** Displays scheduled shifts, including start time, end time, number of hours, and pay code.

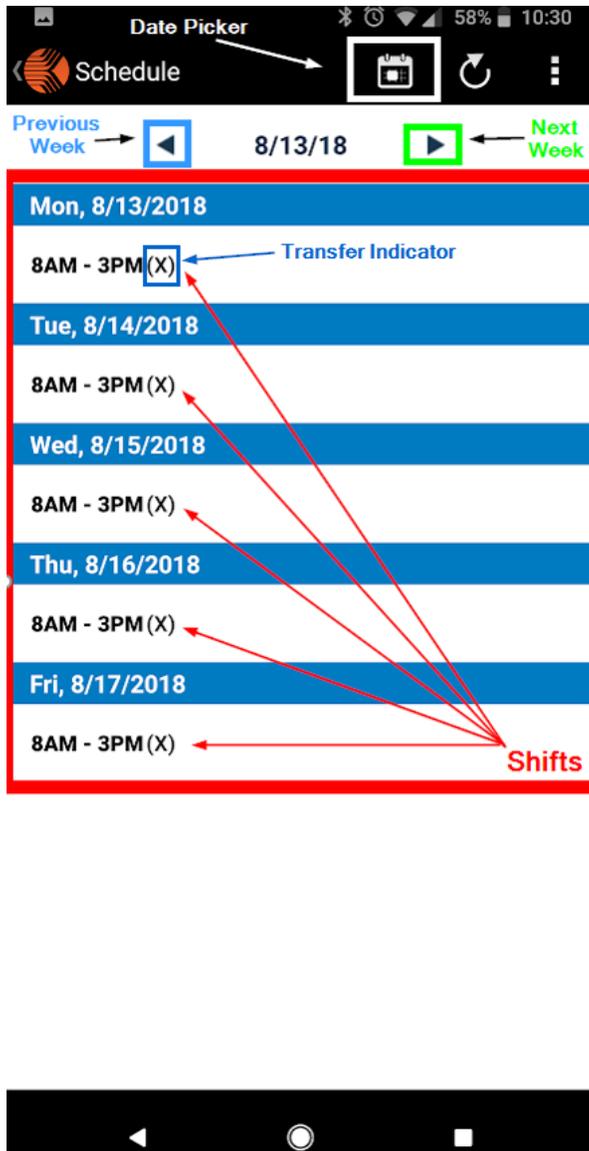
### Schedule Requests Icons:

-  Pending Request |  Approved Request |  Refused Request

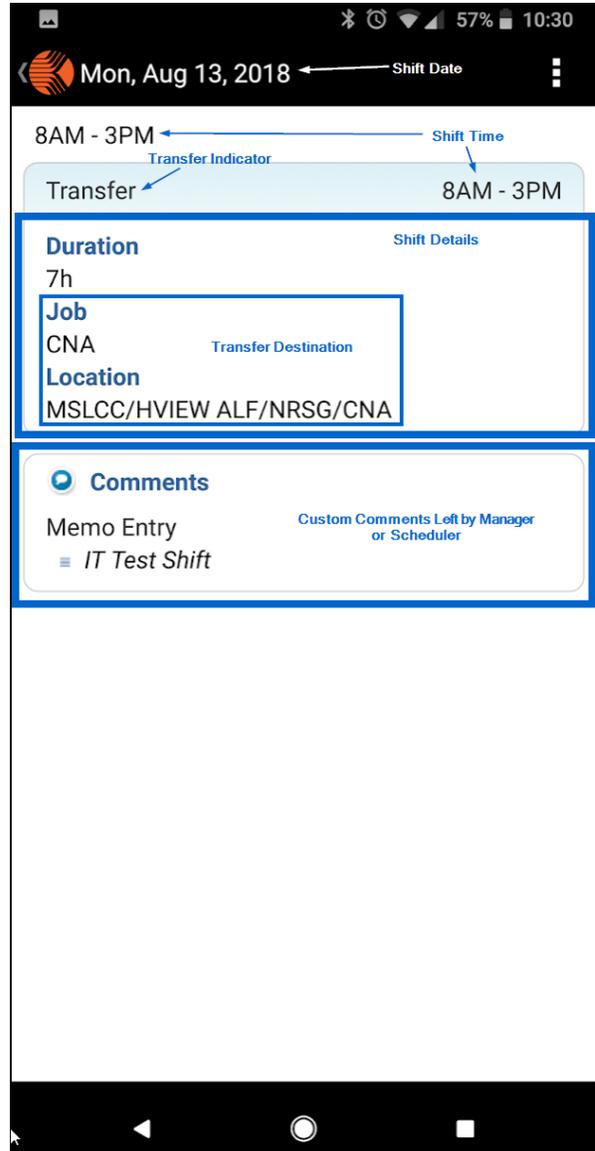
## Schedule Calendar Legend for Kronos Mobile

Please review the following legend on all the options available to view and use on the mobile schedule. The schedule itself on mobile is more basic, the other features are located in a different area of the mobile app. More on that in later sections.

### Schedule Overview:



### Per Shift View:



### Mobile Request Icons:

✔ Approved | 
 ➔ Offered / Submitted | 
 ✘ Refused

# Requests

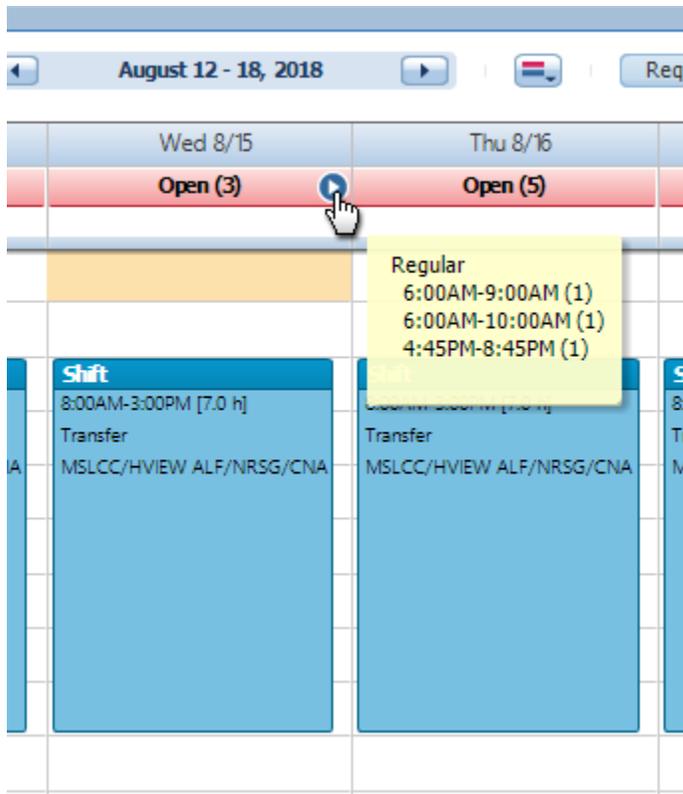
## Request for Shift Types Explained

Using the Kronos Scheduler you will be able to make the following schedule request types.

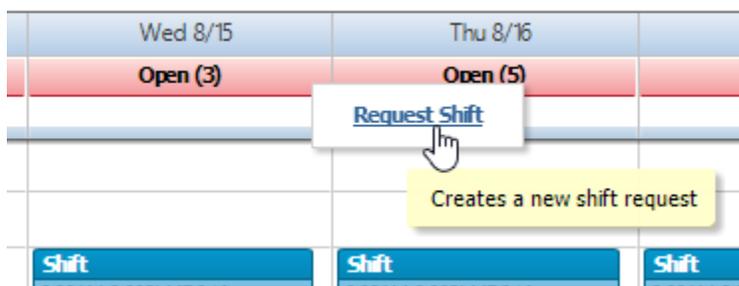
- **Open Shifts** – Shifts that are on the schedule but not yet filled by an employee. These are commonly considered holes in the schedule and need to be filled for proper coverage. Once successfully requested your schedule will automatically and immediately update with the shift. The open shift will also disappear from the list of open shifts.
- **Shift Swap/Trade** – Shifts which one employee exchanges with another employee. For example Employee A is scheduled to work Monday, but can't this week. Employee A can work Friday instead. A shift swap is sent to employee B to exchange their Friday shift with Employee A's Monday shift. Before any change is made Employee A must make the request and Employee B must approve the request. If Employee B does not act on or approve the request to swap, no change is made. Employee A will still be scheduled to work the Monday shift. However if Employee B approves the swap, each employee's schedule will automatically and immediately update with the swapped shifts.
- **Request to Cover** – Very similar to shift swaps, however a Cover is a one way swap. Employee A has a shift they need covered. Employee B is available to work the shift. Employee A can request Employee B cover the shift. If Employee B does not act on or approve the request to cover, no change is made. Employee A will still be scheduled to work the shift. However if Employee B approves the request to cover, the request will then be sent to Employee A's Manager for approval. If the manager rejects the request, no change is made. If the manager approves the request the shift will automatically and immediately move off of Employee A's schedule and onto Employee B's Schedule.
  - After the request is completed you will not automatically receive PTO for your empty shift. You will need to make a [Make a Time Off Request](#) for PTO as well if you wish to use PTO for the covered time.
- **Request Self Schedule** – For self-scheduling departments only. These requests allow you to pick up multiple open shifts in a single request. This is similar to the open shift request however an open shift request allows you to pick up one shift per request. If you are needing to enroll yourself in multiple open shifts, you want to use this function.

## How to Request Shifts (Open Shifts) in Self Service

- Open shifts can be picked up for jobs you are able to perform
  - The system WILL filter out JOBS you are not able to pickup
  - The system WILL NOT filter out special SHIFTS you are not able pickup (needs special training, minor rules)
1. From "My Schedule", if there are open shifts on a day to pick up, you can hover over the right side of the open shift bar on a particular day. You will see a listing of the shift times available



2. You can click this arrow to see more details and select a shift.



3. Select the open shift you wish to take.

**Request Shift**

**Available Shifts**

Shifts starting on  Type

<input type="radio"/>	[06a10a] 6:00AM [4.0 h]: MSLCC/HVIEW ALF/NRSG/CNA	[1]
<input checked="" type="radio"/>	[16d20d] 4:45PM [4.0 h]: MSLCC/HVIEW ALF/NRSG/CNA	[1]

Whole Shift  Partial Shift (minimum 4.0 hrs.)

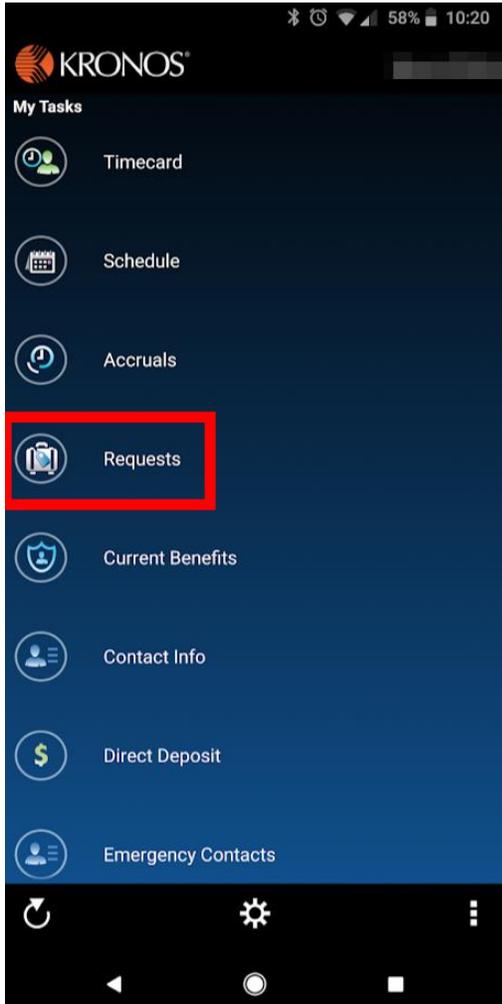
Notes (Optional)

4. Press submit to complete the transaction

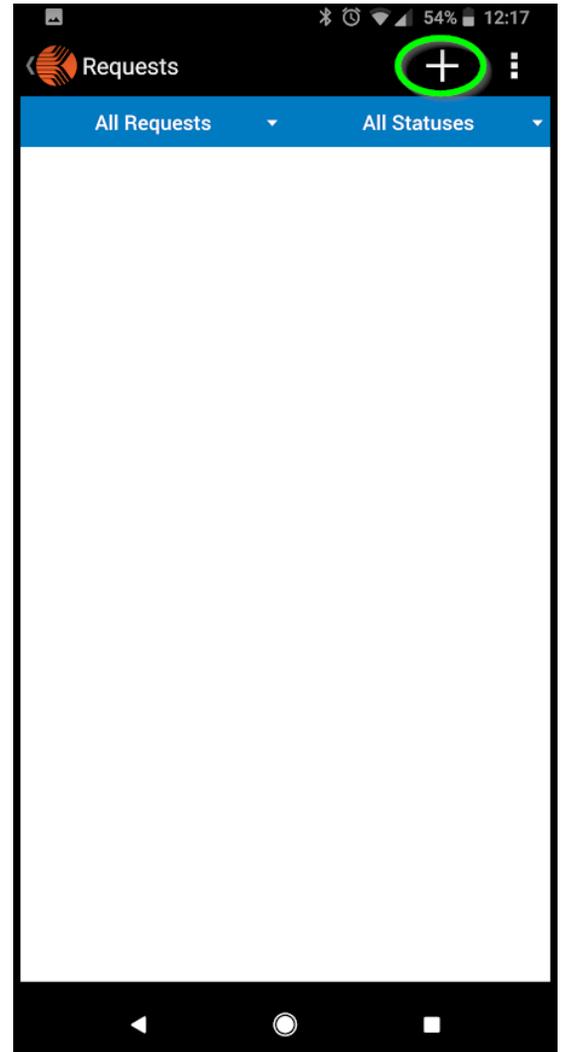
5. If there are no conflicts or violations, the shift will be automatically assigned to you

## How to Request Shifts (Open Shifts) in Kronos Mobile

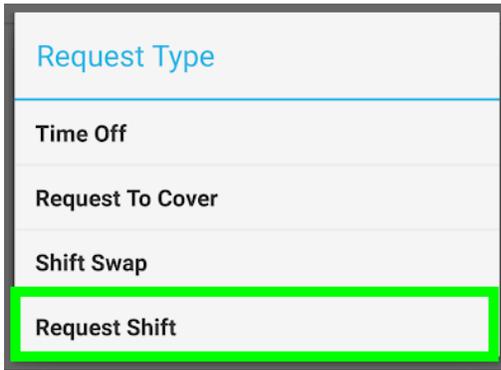
1. From the mobile home screen select "Requests"



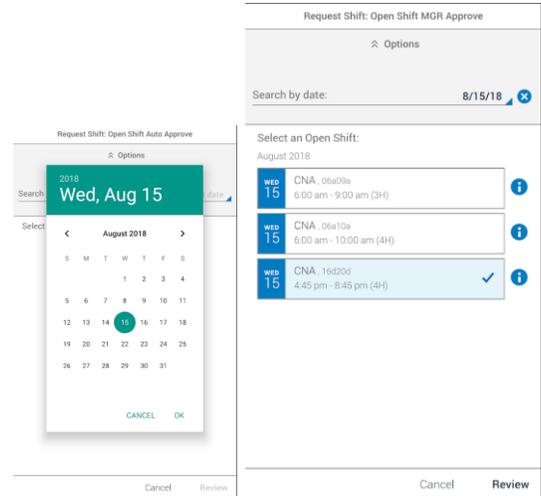
2. Select the + icon in the Request Manager



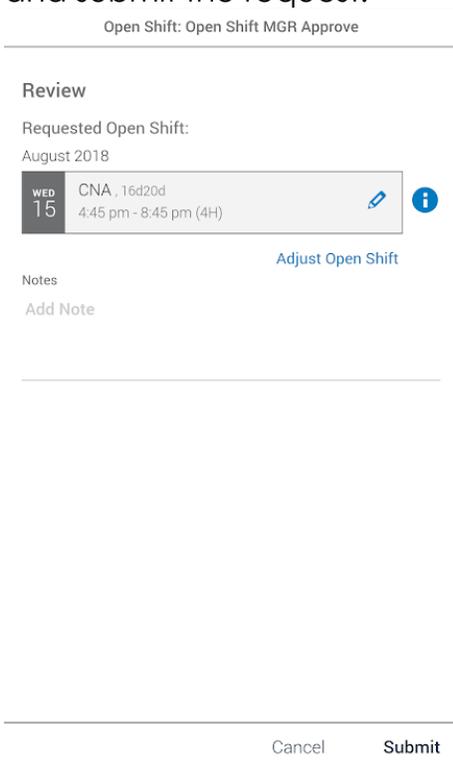
3. Select Request Shift from the Request Type window



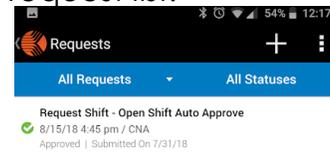
4. Expand the options menu. Next you will be asked to select a date. Use the date-picker to select a date to view. Select the shift to pick up. Press Review to continue



5. You will be asked to confirm the details and submit the request.



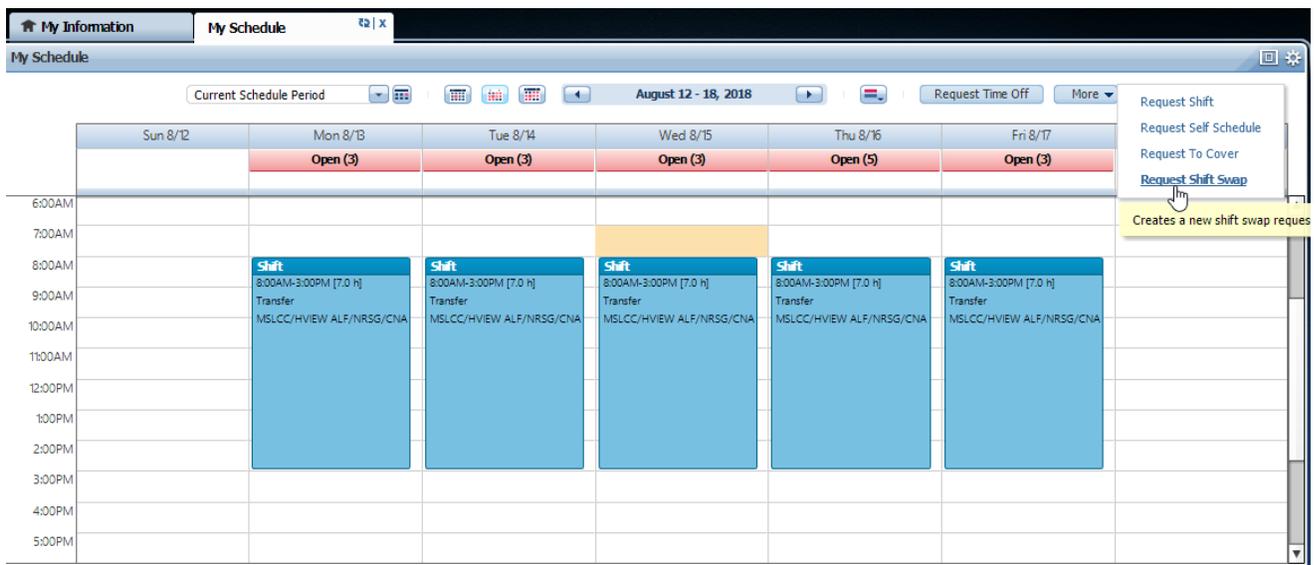
6. Once successfully requested your schedule will automatically and immediately update with the shift. You will also see the shift approved in the request list.



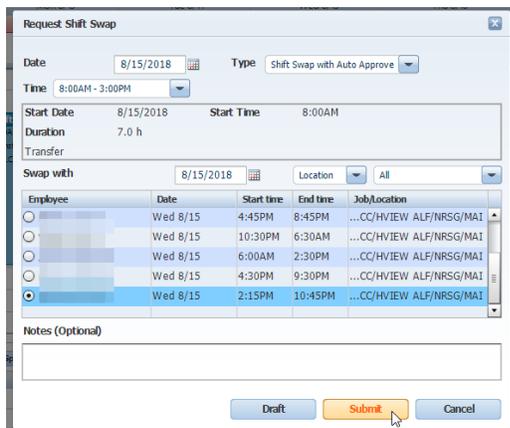
## How to Request Shifts (Shift Swap/Trade) in Self Service [Person A]

- Shift swaps can be performed between jobs you are able to perform
- The system WILL filter out JOBS you are not able to swap to
- The system WILL NOT filter out SHIFTS you are not able swap to (needs special training, minor rules)
- Self-Service or the Mobile App can be used to complete Person parts A or B

1. From “My Schedule”, Select the day you wish to swap
2. Select the “More Button”
3. Select Request Shift Swap



4. Ensure the Dates and times are correct
5. Select the person to propose the swap to
6. Select Submit when finished

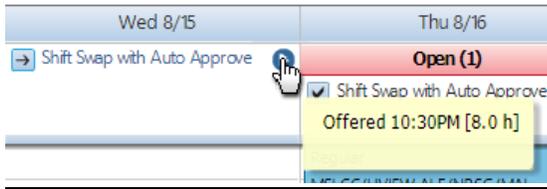


7. The Person B will be notified of the Shift Swap/Trade via the [Kronos Mobile App, Email and Kronos Inbox](#) Person B needs to accept the purposed Shift Swap/Trade before any schedule is modified

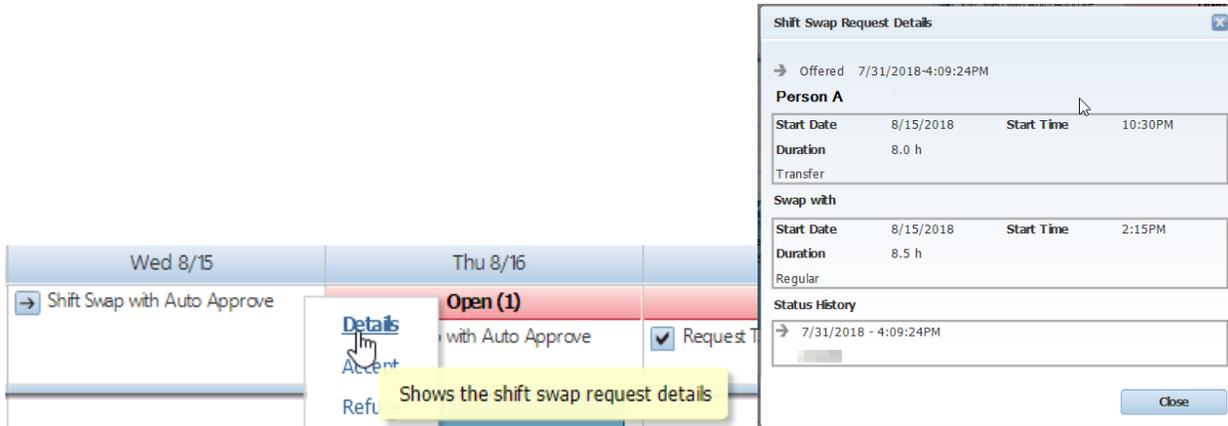
# How to Request Shifts (Shift Swap/Trade) in Self Service [Person B]

Person B needs to accept the purposed Shift Swap/Trade before any schedule is modified

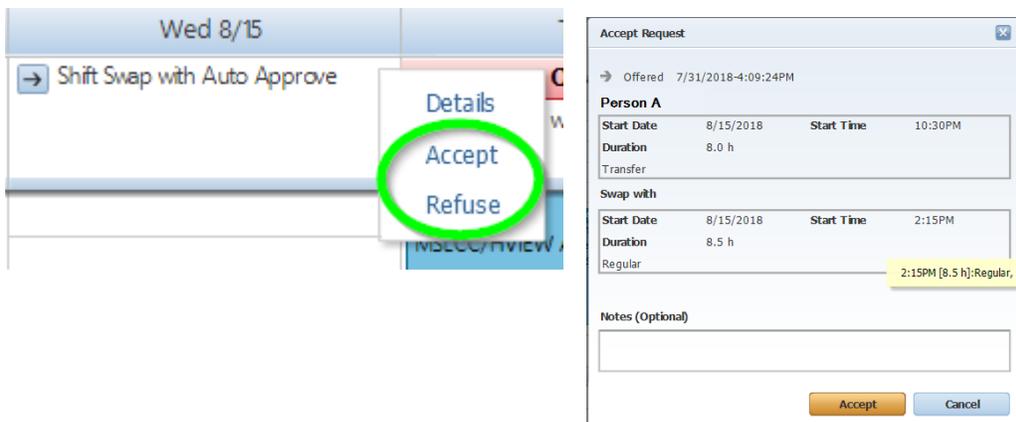
1. The swap appears on Person B's Schedule, select the Shift Swap offer



2. Person B can select Details to view the Swap/Trade Request details



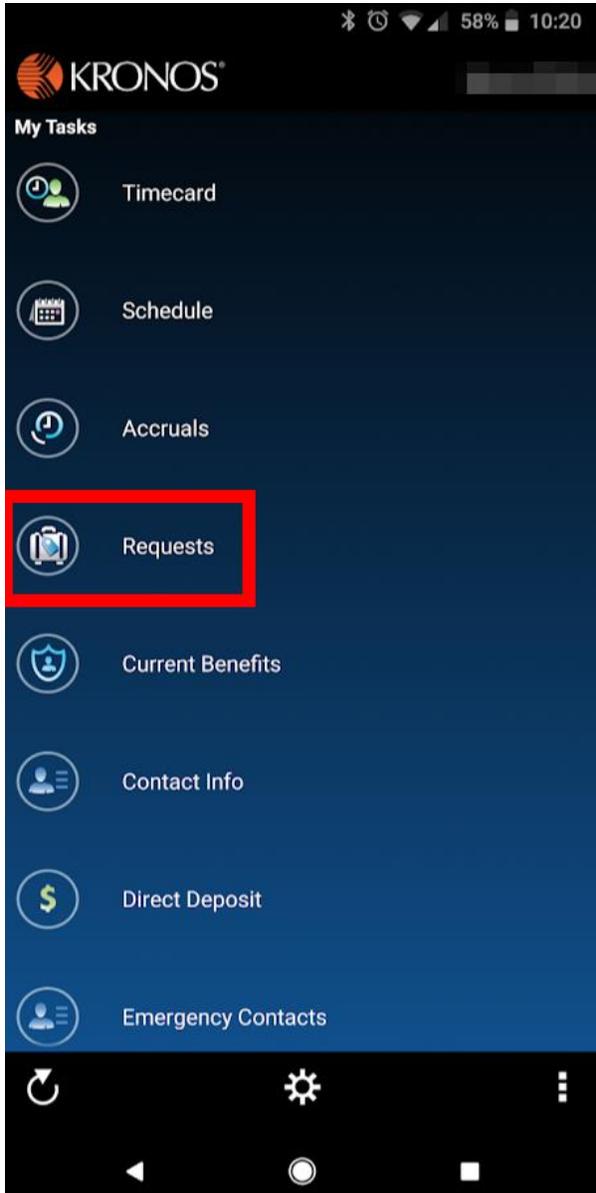
3. Select Accept or Refuse the request to complete the swap/trade request. Confirm the accept or refuse on the Accept Request popup.



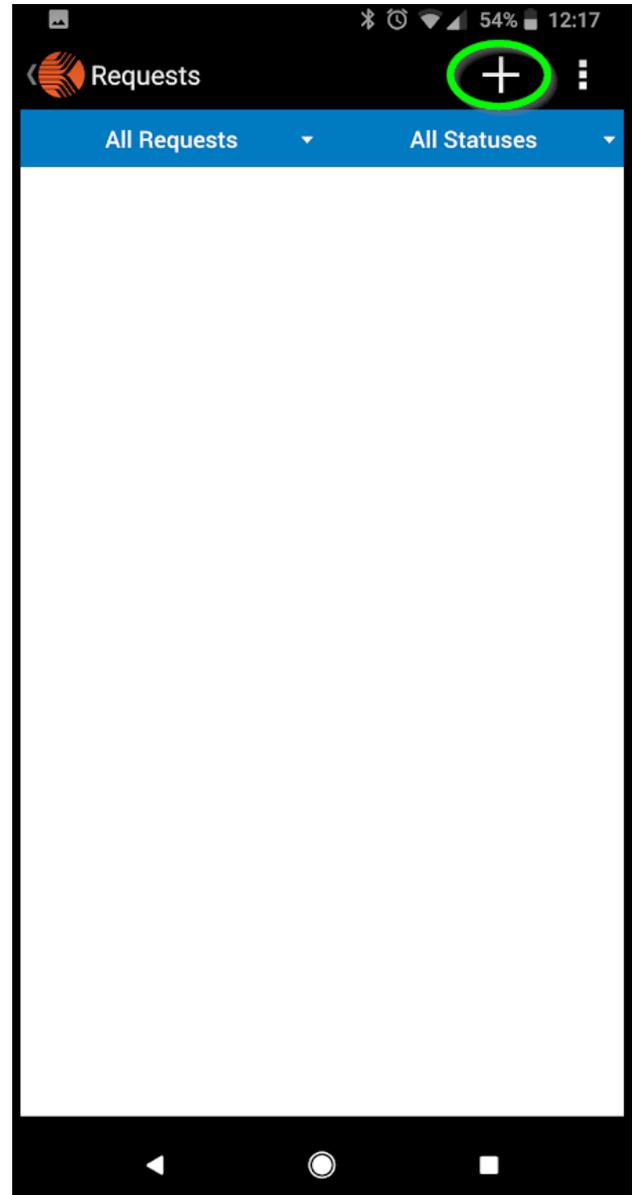
- If Accepted the Schedule automatically updates for both parties.
- If Refused, nothing changes.
- In both cases Person A & B will be notified via the [Kronos Mobile App, Email and Kronos Inbox](#)

## How to Request Shifts (Shift Swap/Trade) in Kronos Mobile [Person A]

1. From the mobile home screen select "Requests"



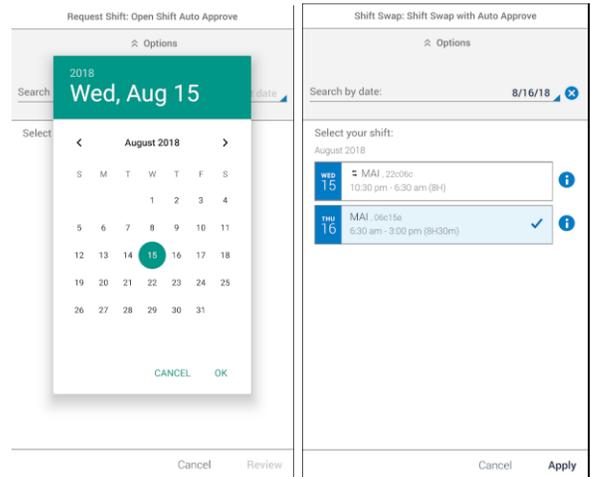
2. Select the + icon in the Request Manager



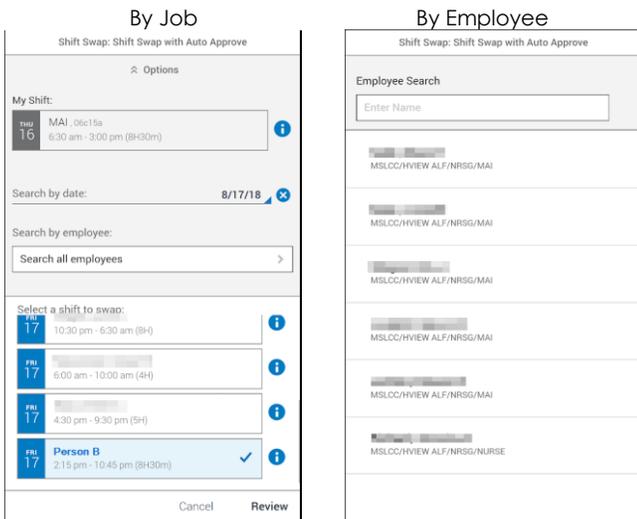
3. Select Shift Swap from the Request Type window



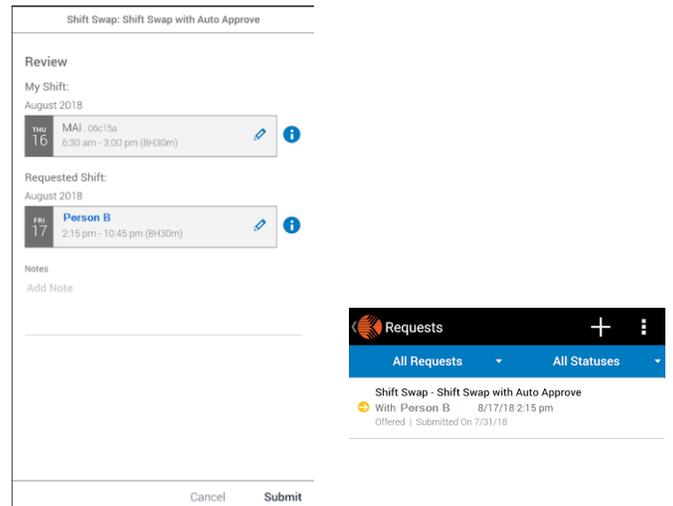
4. Expand the options menu. Next you will be asked to select a date. Use the date-picker to select a date to view. Then select the shift you wish to trade. Tap Apply to continue.



5. Next select the shift of Person B with whom you want to swap. Select the date to view all shifts on that day or you can also search by employee. Tap Review to continue



6. You will be asked to confirm the details and submit the request. Afterwards you can see the status of your request on the main request page

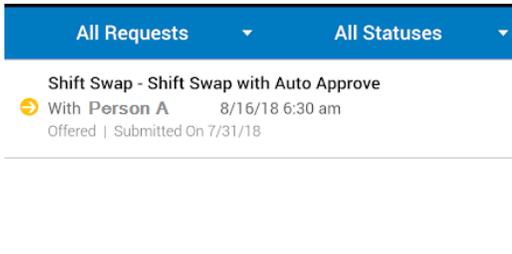


Person B needs to accept the purposed Swap/Trade before any schedule is modified

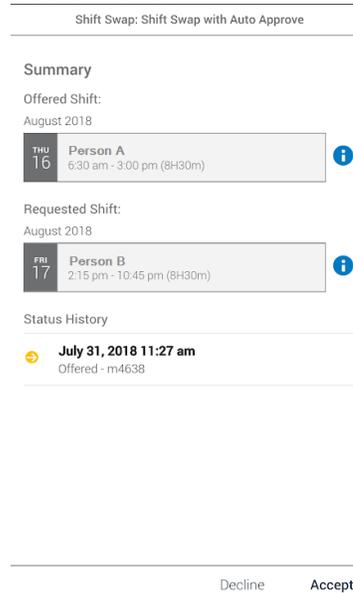
# How to Request Shifts (Shift Swap/Trade) in Kronos Mobile [Person B]

Person B needs to accept the purposed Shift Swap/Trade before any schedule is modified

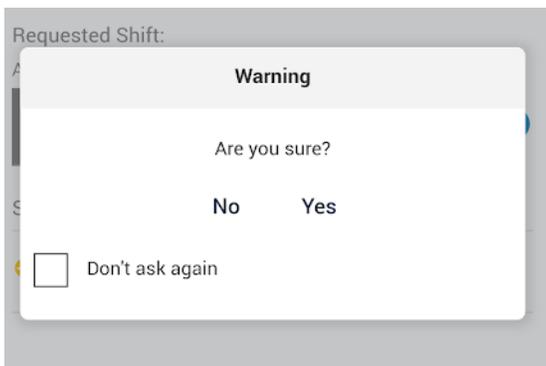
1. Person B's Request page will show the offered trade



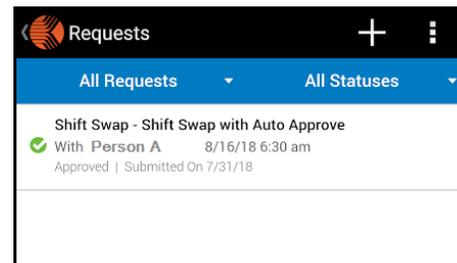
2. Person B will be shown the proposed trade details. They can accept or decline the trade here.



3. Once you make a selection you will be asked to confirm your choice.



4. Person B's Request page will show the offered trade as Accepted or Refused

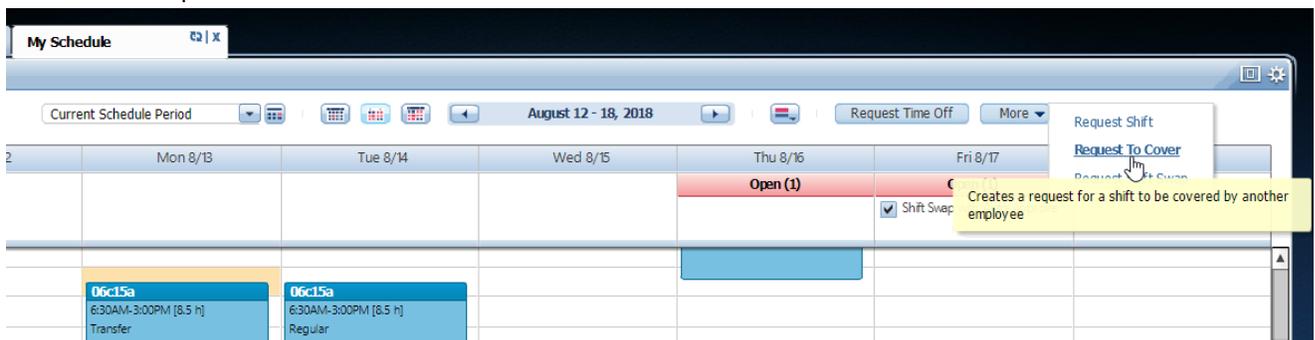


- If Accepted the Schedule automatically updates for both parties.
- If refused, nothing changes.

## How to Request Shifts (Request to Cover) in Self Service [Person A]

- Requests to Cover can be performed between jobs Person B is able to perform
- The system WILL filter out JOBS which are not able to cover for you
- The system WILL NOT filter out the SHIFTS Person B is not able to cover (needs special training, minor rules)
- Self-Service or the Mobile App can be used to complete Person parts A or B
- After the request is completed you will not automatically receive PTO for your empty shift. You will need to make a [Make a Time Off Request](#) for PTO as well if you wish to use PTO for the covered time.

1. From “My Schedule”, Select the day you need covered
2. Select the “More Button”
3. Select “Request to Cover”



4. Ensure the Dates and times are correct
5. Select the person(s) to propose the cover to. You can select multiple people if you wish.
6. Select Submit when finished

The 'Request To Cover' dialog box is shown. It has a title bar with 'Request To Cover' and a close button. The 'Date' is set to 8/17/2018, and the 'Type' is 'Request To Cover MGR App'. The 'Time' is 2:15PM - 10:45PM. Below this, the 'Start Date' is 8/17/2018 and the 'Start Time' is 2:15PM. The 'Duration' is 8.5 h, and the shift is 'Regular'. The 'Shift to cover by' section contains a table with the following data:

Employee	Time	Availability
<input type="checkbox"/>		Unknown
<input type="checkbox"/>		Unknown
<input checked="" type="checkbox"/> Person B	12:00AM - 12:00AM	Unknown
<input type="checkbox"/>		Unknown
<input type="checkbox"/>		Unknown

Below the table is a 'Notes (Optional)' field. At the bottom, there are three buttons: 'Draft', 'Submit', and 'Cancel'.

7. Person B will be notified of the Request to Cover via the [Kronos Mobile App, Email and Kronos Inbox](#). Person B must accept the purposed Request to Cover before any schedule is modified

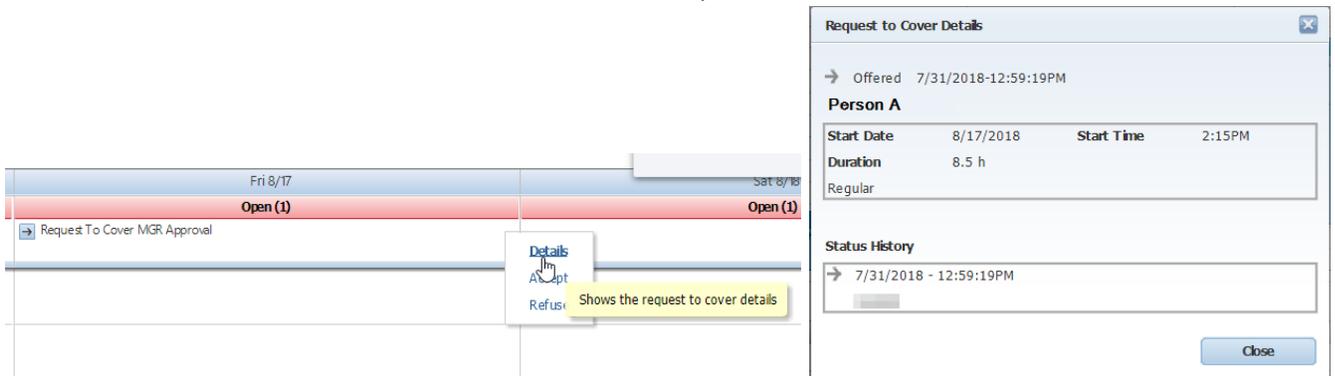
# How to Request Shifts (Request to Cover) in Self Service [Person B]

Person B must accept the purposed Request to Cover before any schedule is modified

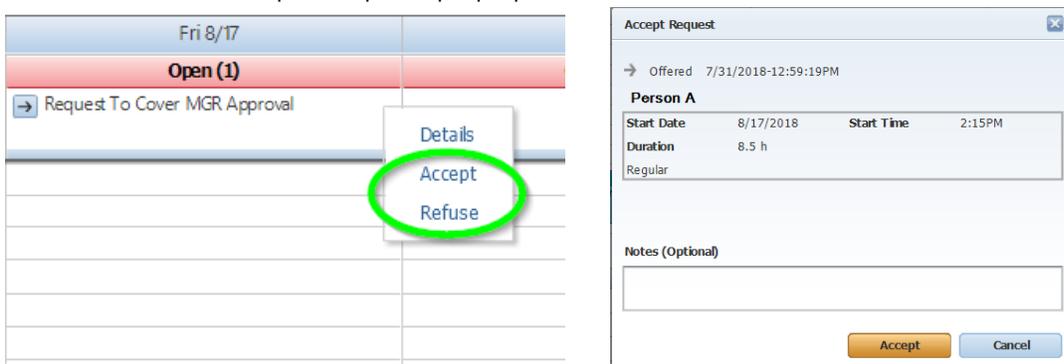
1. The cover offer will appear on Person B's Schedule, Select the Cover offer



2. Person B can select Details to view the Cover Request details



3. Select Accept or Refuse the request to complete the request to cover. Confirm the accept or refuse on the Accept Request popup.



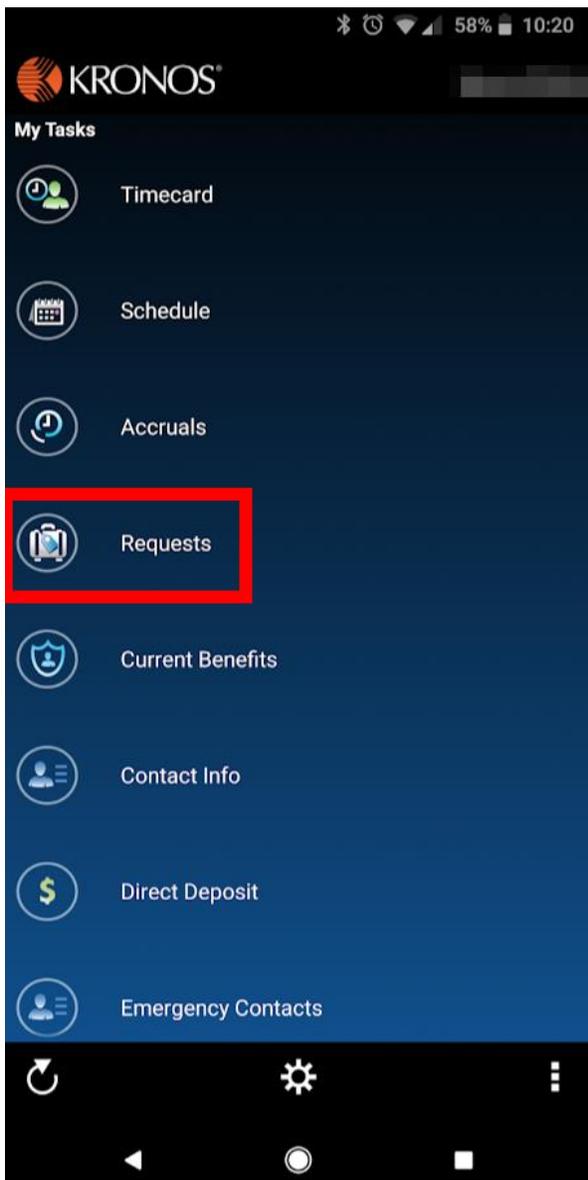
4. Requests to Cover require manager approval. The request is now awaiting approval from Person A's supervisor / scheduler.

- If Accepted by the manager the Schedule automatically updates for both parties.
- If refused, nothing changes.
- In both cases Person A & B will be notified via the [Kronos Mobile App, Email and Kronos Inbox](#)
- After the request is completed you will not automatically receive PTO for your empty shift. You will need to make a [Make a Time Off Request](#) for PTO as well if you wish to use PTO for the covered time.

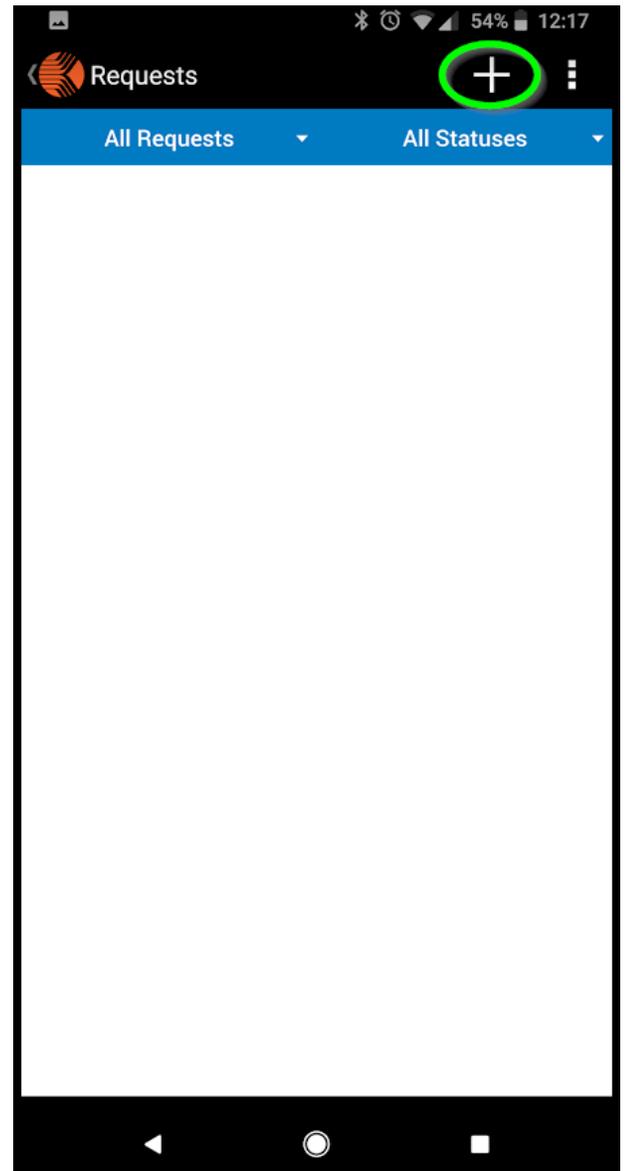
## How to Request Shifts (Request to Cover) in Kronos Mobile [Person A]

- Requests to Cover can be performed between jobs Person B is able to perform
- The system WILL filter out JOBS which are not able to cover for you
- The system WILL NOT filter out the SHIFTS Person B is not able to cover (needs special training, minor rules)
- Self-Service or the Mobile App can be used to complete Person parts A or B
- After the request is completed you will not automatically receive PTO for your empty shift. You will need to make a [Make a Time Off Request](#) for PTO as well if you wish to use PTO for the covered time.

1. From the mobile home screen select “Requests”



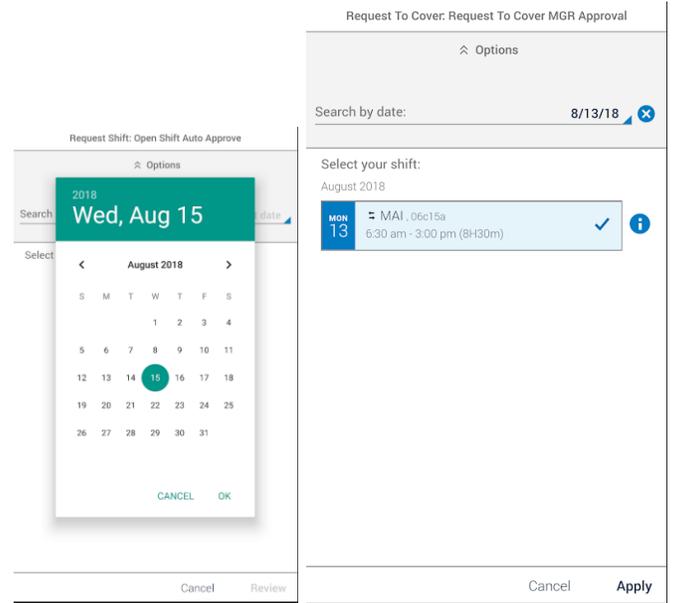
2. Select the + icon in the Request Manager



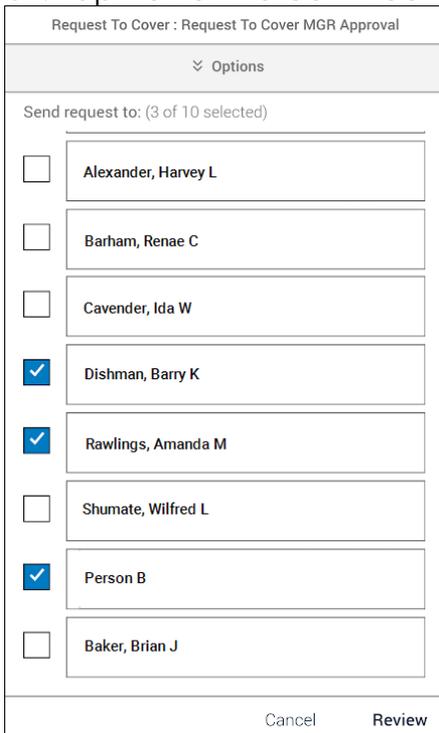
- Select Request to Cover from the Request Type window



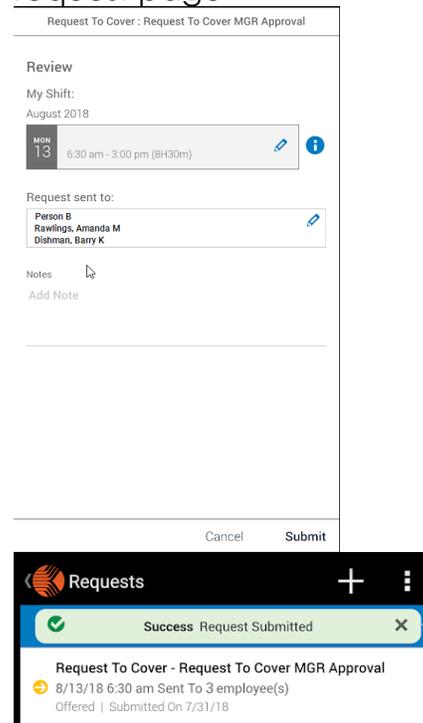
- Expand the options menu. Next you will be asked to select a date. Use the date-picker to select a date to view. Then select the shift you need covered. Select Apply to continue.



- Select the person(s) to propose the cover to. You can select multiple people if you wish. Tap Review to continue



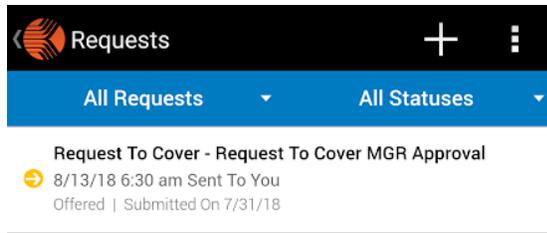
- You will be asked to confirm the details and submit the request. Afterwards you can see the status of your request on the main request page



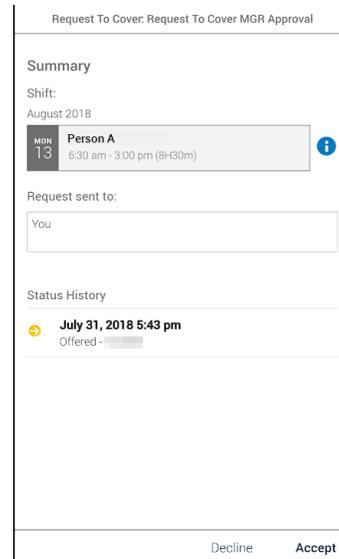
# How to Request Shifts (Request to Cover) in Kronos Mobile [Person B]

Person B needs to accept the purposed Request to Cover before any schedule is modified

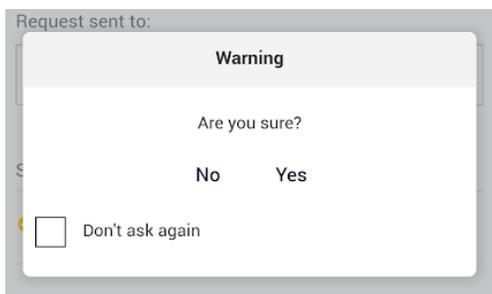
1. Person B's Request page will show the pending offer to cover



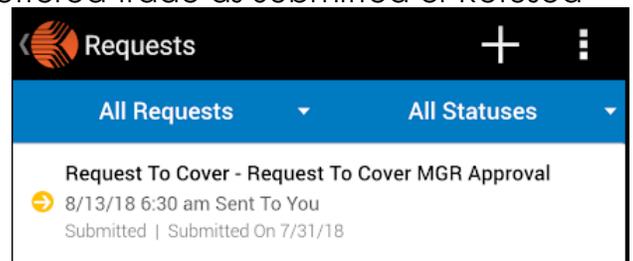
2. Person B will be shown the proposed cover details. They can accept or decline the cover here.



3. Once you make a selection you will be asked to confirm your choice.



4. Person B's Request page will show the offered trade as Submitted or Refused



5. Requests to Cover require manager approval. The request is now awaiting approval from Person A's supervisor / scheduler.

- If Accepted by the manager the Schedule automatically updates for both parties.
- If refused, nothing changes.
- In both cases Person A & B will be notified via the [Kronos Mobile App, Email and Kronos Inbox](#).
- After the request is completed you will not automatically receive PTO for your empty shift. You will need to make a [Make a Time Off Request](#) for PTO as well if you wish to use PTO for the covered time.

# Time off Requests

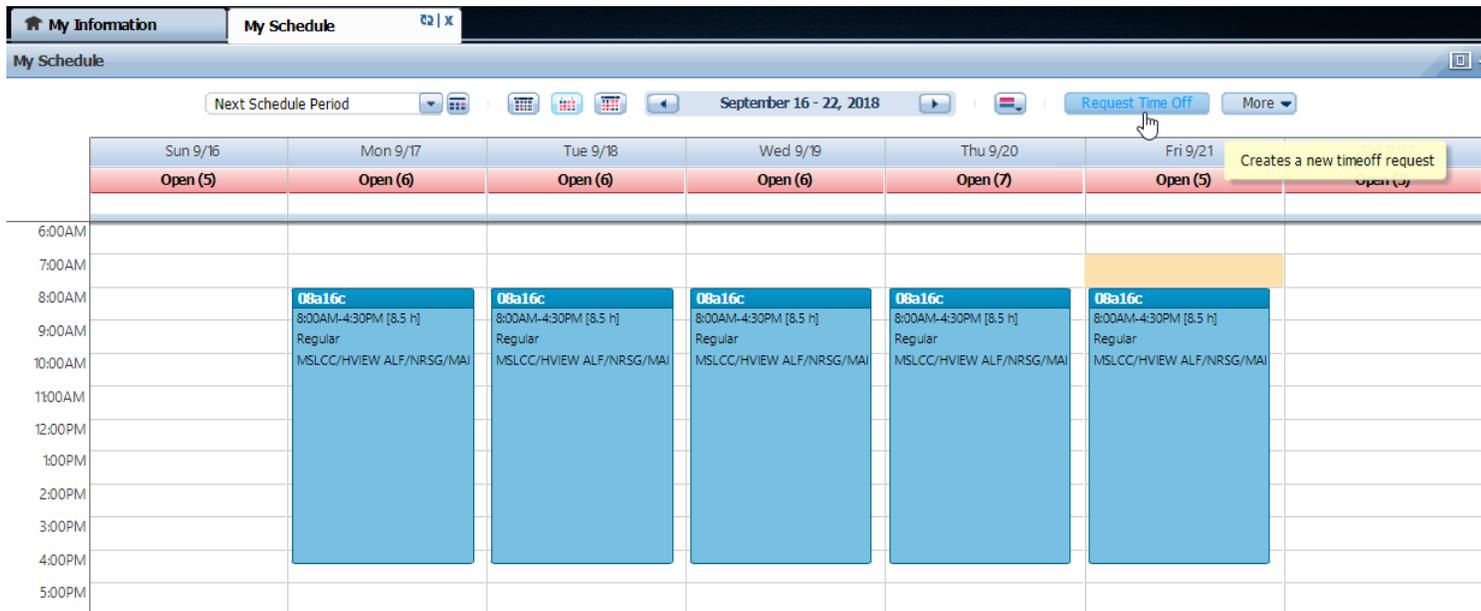
## Time Off Request Types Explained

Using the Kronos Scheduler you will be able to make the following Time Off Requests.

- **PTO** – Uses PTO you have available at the time of the request. The accrual will be deducted from your balance once the PTO request is approved. You must have the accrual balance available at the time of the request or the request will not be allowed.
  - Remember when using the PTO request your PTO balance will be deducted once the PTO is requested and approved, not when the PTO is actually used. If you are requesting PTO weeks, months, or possibly even years in advance there will be a significant gap in time between when the PTO is deducted from your accrual balance and when it is used.
  - It is suggested that you use this request if you have the balance available to you when you make the request. That ensures you will have the PTO available when the time comes to use it.
- **PTO Pending** – Requests PTO for the future, you must have accrual balance to cover when the date of the request comes. Otherwise you could go unpaid during your leave. No worries, your requested leave will not automatically be cancelled with an insignificant or 0 balance. But you may not have adequate benefit time to pay you during that time off.
  - Any PTO pending will be converted to available PTO hours once the date of the request is in the current schedule or pay period.
  - It is suggested that you use this request if you have a low or 0 balance and need to take PTO in the future. Another case would be if you need to avoid completely depleting your PTO balance with a significant amount of PTO requests in the future.
- **Request off Schedule** – Requests a day to not be scheduled. For example Person A is not able to work this Friday but can work all other days of the week to reach their guaranteed hours. Person A would “Request Off Schedule” for Friday. The Manager or Scheduler would then be alerted to not schedule Person A for that Friday but they could be scheduled all other days of the week.
  - This request type does not use any accrual balances.
  - This request can be used in self scheduling departments, but due to the nature of self-scheduling, there is no need to.

# Making a Time Off Request in Self Service

1. From "My Schedule", Select a day in which you want to make a request
2. Select the "Request Time Off"



3. The Request Time Off window will appear, the date fields will be preloaded with the date you selected on the schedule

The 'Request Time Off' window is displayed. It has a title bar with a close button. The 'Type' dropdown is set to 'PTO'. Below this is a table with columns: Start date, End date, Pay code, Time Unit, Start time, and Duration. The first row shows: X 9/21/2018, 9/21/2018, PTO, Full day, and empty fields for Start time and Duration. Below the table is a '+ Add another time-off period' link. Underneath is an 'Accruals on' field set to 9/21/2018. A table shows the following data:

Accrual	Balance
EST	11.87 Hour
Guar Hrs	0.0 Hour
PTO	108.0 Hour

At the bottom, there is a 'Notes (Optional)' text area and three buttons: 'Draft', 'Submit', and 'Cancel'.

4. Select the Type of request you want from the dropdown.  
(The following steps apply to all request types. See [Time Off Requests Explained](#) section of this user guide for details on each request type)

The screenshot shows a 'Request Time Off' window. The 'Type' dropdown is open, showing options: 'PTO', 'PTO Pending Request', and 'Request OFF Schedule'. The 'PTO' option is highlighted. Below the dropdown, the 'Start date' is set to 9/21/2018. The 'Time Unit' is set to 'Full day'. There are also fields for 'Start time' and 'Duration'.

5. Confirm the Start and End date are correct for the request you want to make. If you are requesting all or part of a single day the start and end date should be the same. Otherwise you can select a range of consecutive dates.

I. Single Day example:

Start date	End date	Pay code
X 9/21/2018	9/21/2018	PTO

II. Multiple Day example:

Start date	End date	Pay code
X 9/21/2018	9/25/2018	PTO

6. The Pay Code field will update as the Type dropdown is changed. It is advised that you do not change the pay code field when making a request.

7. There are some different steps for Full and Partial Day requests

- I. **Simple** - If you require a full day for your request leave the Time Unit drop down as "Full Day"
- II. **Advanced** - If you are requesting a partial day:
  - i. Set Time Unit to "Hours"
  - ii. Enter a desired Start Time like "8am" or "1215pm"
  - iii. Enter the amount of hours you need for your request.

Pay code	Time Unit	Start time	Duration
PTO	Hours	12:15PM	5.0

8. **Optional** - If you need to make additional requests you can click "Add another time-off period" and repeat these steps 5-7 on the new row.

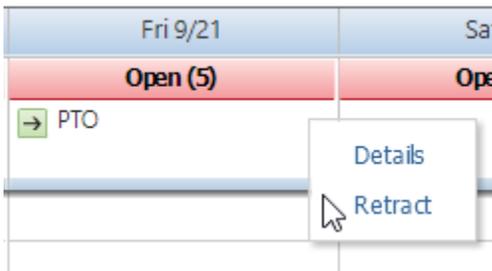
The screenshot shows the 'Request Time Off' form with two rows. The first row has 'Type' set to 'PTO', 'Start date' 9/21/2018, 'End date' 9/21/2018, 'Pay code' 'PTO', 'Time Unit' 'Hours', 'Start time' '12:15PM', and 'Duration' '5.0'. The second row has 'Type' set to 'PTO', 'Start date' 9/21/2018, 'End date' 9/21/2018, 'Pay code' 'PTO', 'Time Unit' 'Full day', and 'Duration' is empty. Below the rows is a button labeled '+ Add another time-off period'.

9. **Important** - The system will state that notes are optional, which is true for Kronos itself. However MSLCC requires notes on all Time off Requests. If you do not include notes your request will be declined and you will need to resubmit it with notes briefly explaining to what the time off request is for. This is equivalent to the "Reason" field on the existing Time off request form we use now.

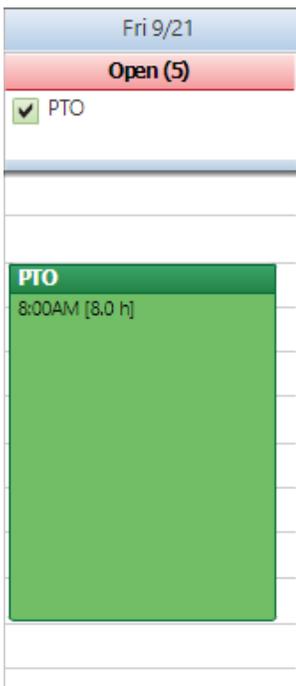
10. Press Submit to complete your request.

- All Time off request require manager / scheduler approval before they appear on your schedule
- You will be notified via the [Kronos Mobile App, Email and Kronos Inbox](#) if the request is accepted or refused

You can view or retract your pending requests on the schedule:

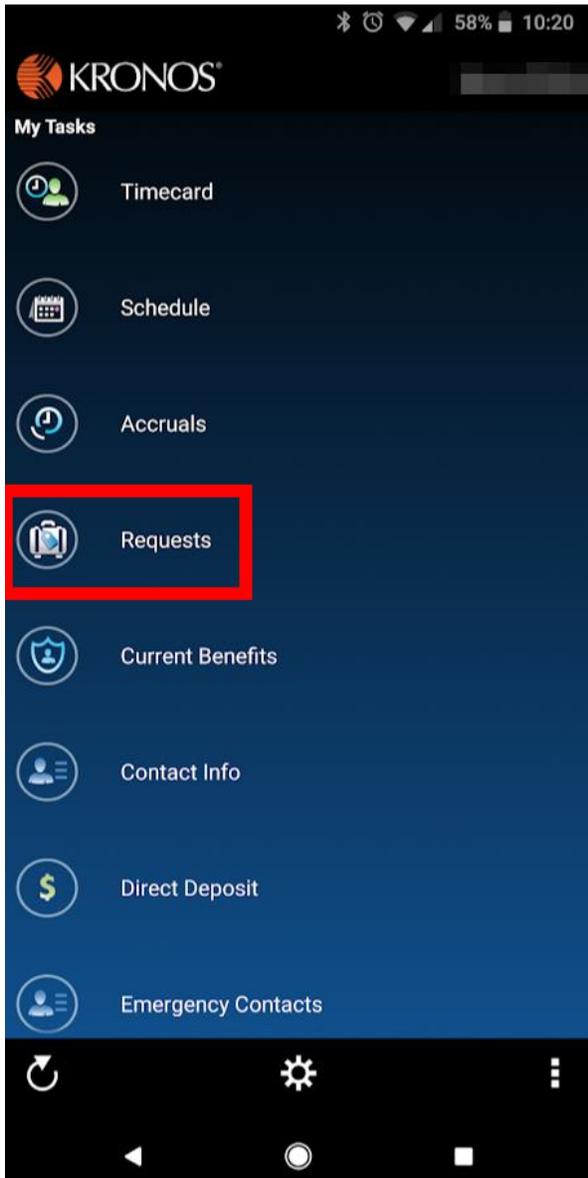


Once Approved your shift will be automatically converted to the request type you submitted:

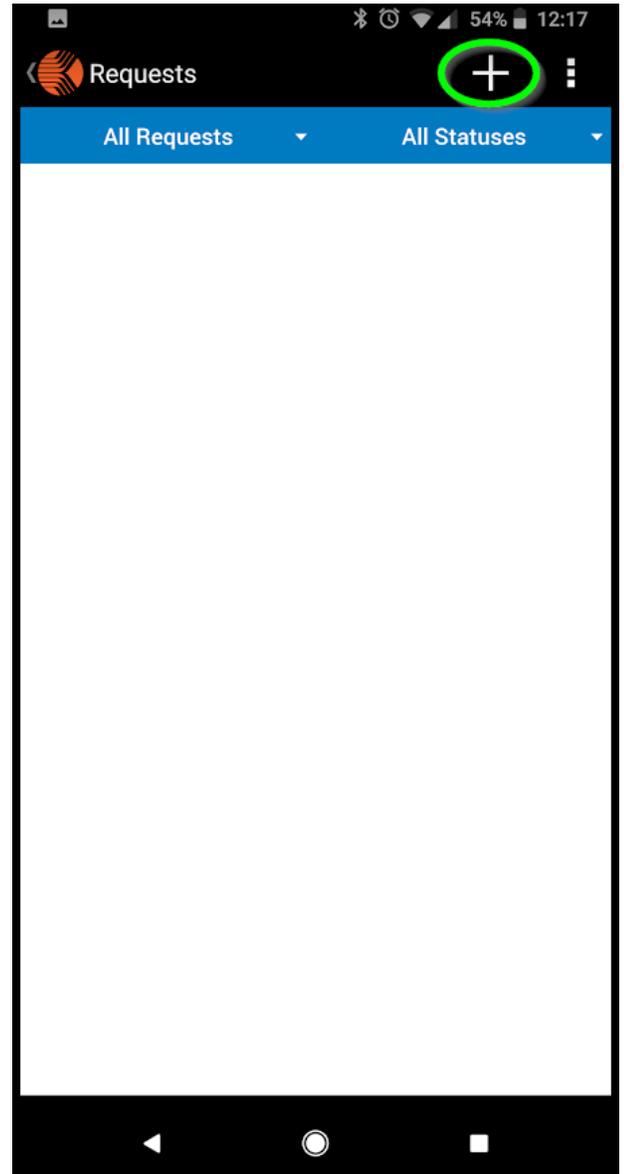


## Making a Time Off Request in Kronos Mobile

1. From the mobile home screen select "Requests"



2. Select the + icon in the Request Manager



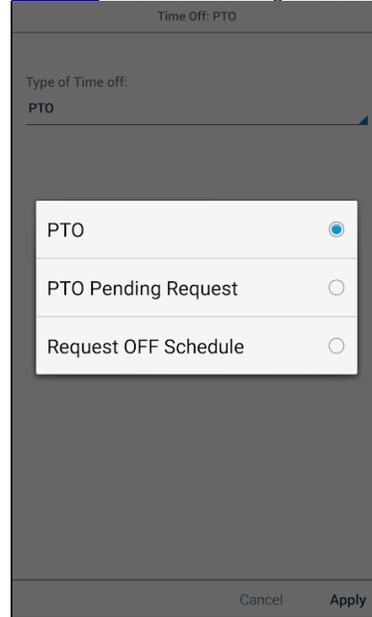
3. Select "Time Off" from the Request Type window



4. Select the Type of Time Off wish to request.

Tap Apply to continue

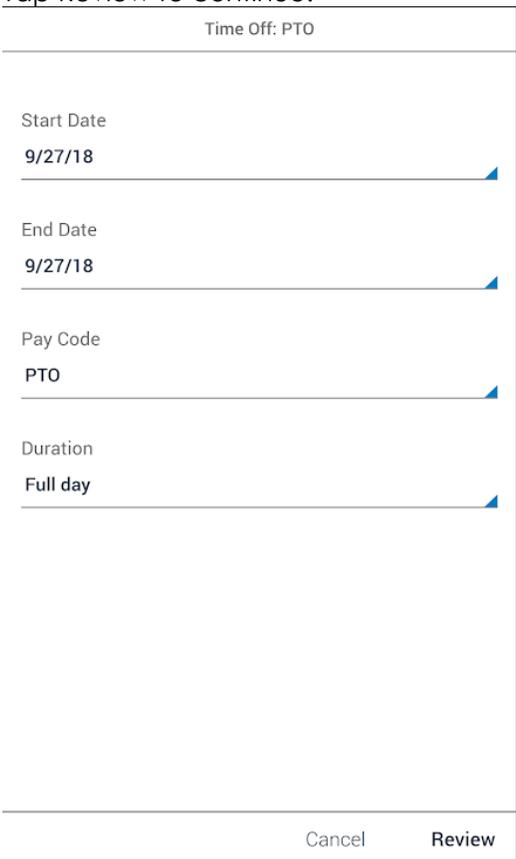
(The following steps apply to all request types. See [Time Off Requests Explained](#) section of this user guide for details on each request type)



5. Enter the dates for your request.

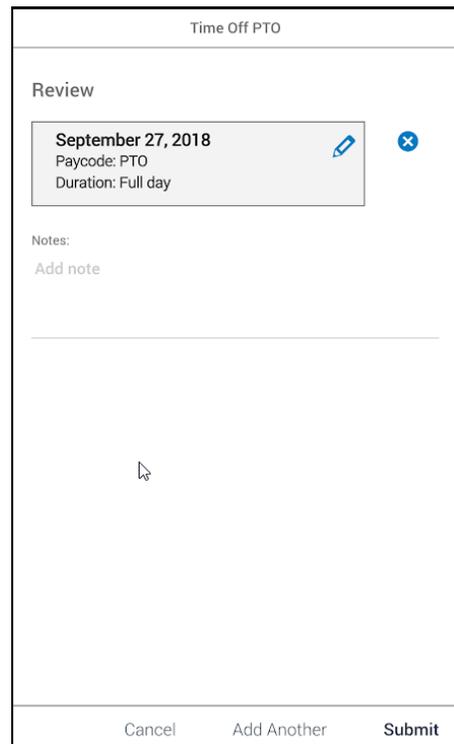
Leave Pay Code as is.

Tap Review to continue.



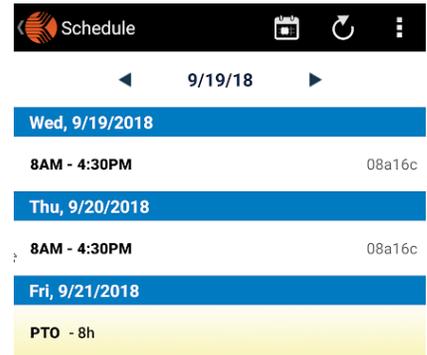
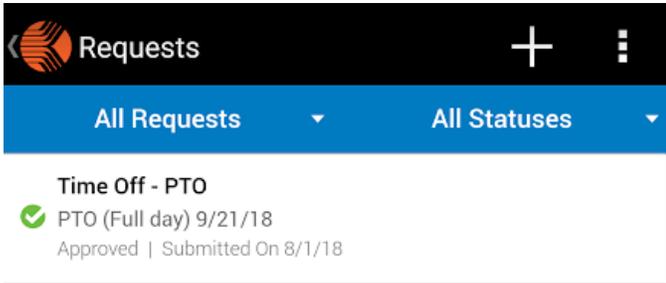
6. MSLCC requires notes on all Time off Requests. If you

do not include notes your request will be refused and you will need to resubmit it with notes briefly explaining to what the time off request is for. This is equivalent to the "Reason" field on the existing Time off request form we use now. Press Submit when complete



- All Time off request require manager / scheduler approval before they appear on your schedule.

- You can check the status of your requests at any time on the main Requests screen.
- You will be notified via the [Kronos Mobile App, Email and Kronos Inbox](#) if the request is accepted or refused
- Once approved or Refused you will see the shift in your mobile Requests page and Mobile Schedule



# Notifications

You can check the status of your requests, get updates, messages, or confirmations in a variety of ways for shifts and time off requests. Check these locations regularly as you may receive requests from other staff.

**Mobile Alerts**  
Kronos Mobile App -> Alerts will display at the top of the main page -> keep clicking thru to view details

**Mobile Request History**  
Kronos Mobile App -> Requests

**Email**  
Updates will be sent to your primary email on file

**Kronos My Inbox - Self Service -> My Inbox -> Messages**

**INBOX**  
Last Refreshed: 11:41 AM

TASKS | **MESSAGES**

New | Open | Reply | Delete | Refresh

As of Date: [calendar icon]

From	Subject	Received
[redacted]	The Time Off Request for [redacted] has changed status	8/01/2018 12:27AM (GMT -06:00) Central Time
[redacted]	Approved Self Schedule Open Shifts request 9/10/2018 - 9/21/2018	7/31/2018 9:37PM (GMT -06:00) Central Time
[redacted]	Approved Self Schedule Open Shifts request 9/10/2018 - 9/14/2018	7/31/2018 9:29PM (GMT -06:00) Central Time
[redacted]	Approved Self Schedule Open Shifts request 9/10/2018 - 9/14/2018	7/31/2018 9:10PM (GMT -06:00) Central Time
[redacted]	Schedule is open for sign-up	7/31/2018 8:42PM (GMT -06:00) Central Time
[redacted]	Request Submitted; Request Type: Request To Cover MGR Approval; Submitted by: [redacted]	7/31/2018 8:27PM (GMT -06:00) Central Time
[redacted]	Request Approved; Request Type: Request To Cover MGR Approval; Approved by: [redacted]	7/31/2018 3:49PM (GMT -06:00) Central Time
[redacted]	Request Submitted; Request Type: Request To Cover MGR Approval; Submitted by: [redacted]	7/31/2018 3:15PM (GMT -06:00) Central Time
[redacted]	Request Approved; Request Type: Shift Swap with Auto Approve; Approved by: [redacted]	7/31/2018 10:28AM (GMT -06:00) Central Time