Kronos: How to use Navigator and Request Time Off

Navigator Layout





With questions about any projects or services, please contact the 24/7 Kootenai Health Information Technology Help Desk. By Phone: 855-554-4440 (toll free) or 208-625-5555 By Email: helpdesk@kh.org

Request Time Off

•	While in M	y Calendar	view click	Request	Time	Off
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🕈 My Home	52					
My Calendar						
			Current Pay Period	Current Pay Period		
		•	December 7 - 13, 2014	Request Tim	ne Off Request Open Shift	
	Sun 12/07	Mon 12/08	Tue 12/09	Wed 12/10	Thu 12/11	

In the Request for Time off Screen select your Date Range and Duration

- Pay Code is set as a default
- The bottom half of the Request for Time off Screen lists your EIB and PTO balance
- Duration
 - o Defaults to Full Day
 - To select time off by hours
 Change the **Duration** to **Hours** and select your timeframe
 - Select Half Day Change the Duration to Half Day
- Request additional dates and times
 - Click the plus sign next to Add Another Time Off Period
- **Delete** a request using the **X** icon
- Click Submit
- To verify the request has been submitted, go back to your My Calendar view and select the date of the request by changing the Pay Period
 - There will be a green arrow with GTOR listed on that date. GTOR stands for Global Time Off Request



Request Time Off

GTOR -

X 12/12/2014 📑 12/12/2014 📑 RepORT

Add another time off period

Fod date

12/12/2014

Pay code

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Submit Cancel

F.II day

Balance

193, 18 Hour

165.9 Hour

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Туре

Stari date

Accruals on

Accrual

EIB KMC

PTO KMC

- If your request is pending, the date will reflect a green "x" box
- If your request was approved, the date will reflect a green check box
- View the details of the request off by clicking the arrow to the right of GTOR and choosing Details
- Retract the request off by clicking the green arrow to the right of GTOR and choosing Retract





X

Start time Length