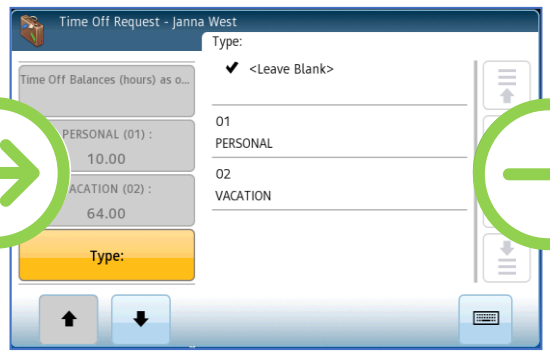
Kronos Timeclock 'How to Guide'

How to Request Time Off (Vacation)

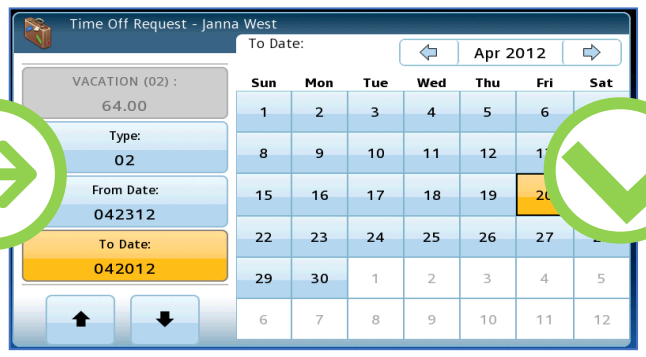
1. Select 'Request Time off'



2. Select the type of request



3. Select Time/Date & Press Submit

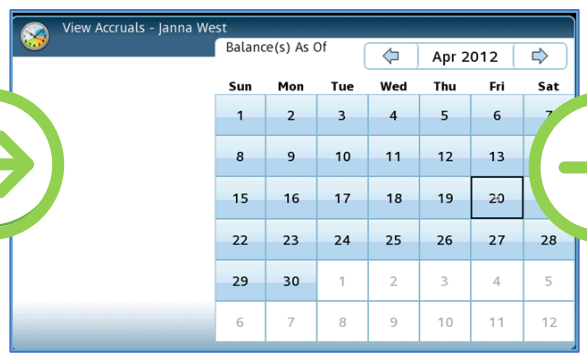


How view Vacation Balances

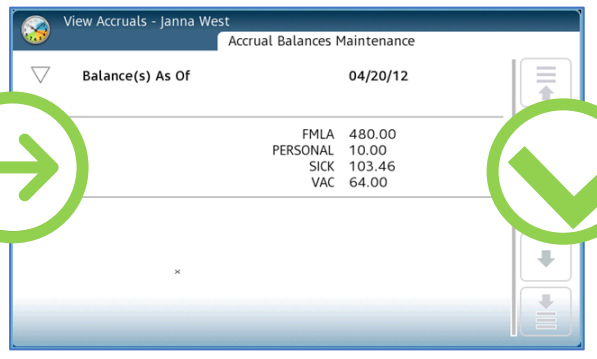
1. Select 'View Accruals'



2. Select Date of when you want to



3. Your balances will show on the

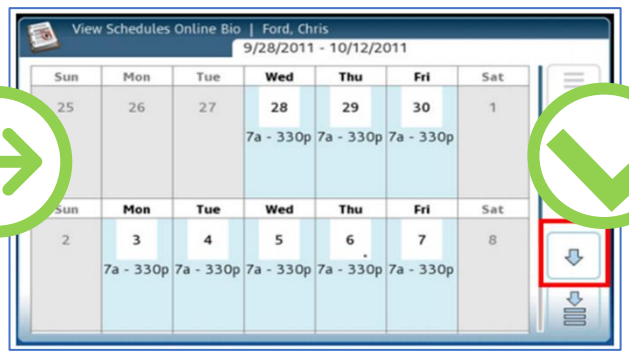


How to View your Hours and Timecard

1. Select 'View Schedule'



2. Select on the Date you want to



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