UKG
(formally Kronos)

APPROVING TIME OFF REQUEST

Job aid – explains how to **Approve Time Off Request** for all Direct Reports using the Default Request Manager.

1. Click **Request Manager Alert Category** 2. Next, click **Time-Off 1** 3. Click **Save**, then **Refresh**.	
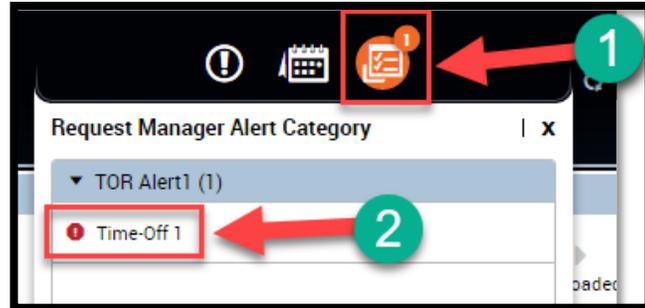
1. **Time-Off** and **All Statuses**
   a. **All Statuses** – you can select all or a few to be displayed.
 2. **Date Range** can be changed to approve Time Off Request with future dates. Always select **All Home** to view your Direct Reports.
 3. **Default Request Manager Toolbar icons**
   a. Details
   b. Edit
   c. Add Request
   d. Approve
   e. Refuse
   f. Pending
   g. Retract
 4. **GTOR details**
 (Global Time Off Request)
   a. Employee
   b. Subject
   c. Pay Code
   d. Start/End Date
   e. Status
   f. Comments
   g. Submit Date
   h. Submitted By
   i. Modified By	