

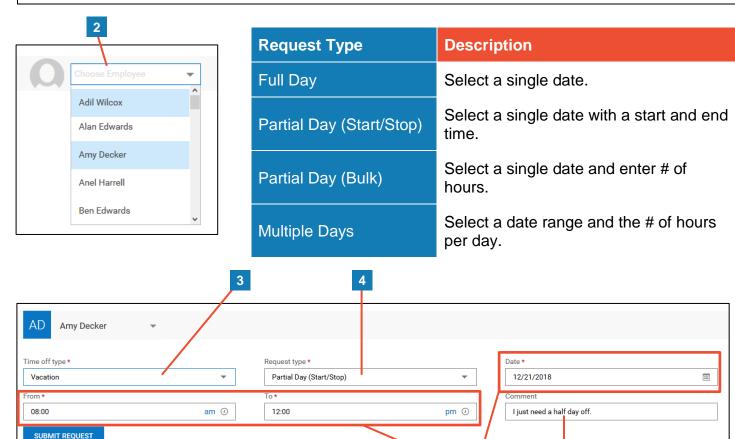
## **Requesting Time Off for Another Employee**

As a manager, there may be times that an employee needs you to initiate a time off request on his behalf. This job aid covers how to request time off for another employee.

## Requesting time off for another employee

- 1 Click Show Menu , click the Team tab, then navigate to Time > Time Off > Request.
- 2 In the **Choose Employee** field, select the name of the employee.
- 3 In the **Time off type** field, select the name of the time off you are requesting.
- 4 In the **Request type** field, select the type of request you wish to make. (Refer to the table in this job aid for a description of each request type.
- 5 Complete the date and time fields that appear for the selected request type.
- 6 In the Comment field, enter any additional notes about the request. (Optional.)
- 7 Click Submit Request.
- **8** Click **OK** to acknowledge the success of your submittal.

**Note:** As a manager, you will likely need to perform additional steps to approve the time off request after you have submitted it.



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