

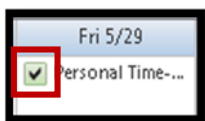
# Employee – PC – My Calendar Widget Overview

All Benefit Eligible employees will be using Kronos when requesting time off on SharkTime Navigator.

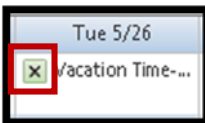
From My Calendar, users can: Request Time Off, view previously submitted time off requests, retract/ cancel previously submitted time off requests, and view time off balances.

The screenshot shows the SharkTime My Calendar widget. The interface includes a navigation bar with 'Manage My Department' and 'My Information' tabs. A 'Request Time Off' button is highlighted with callout 3. The calendar grid shows a 'Submitted Vacation [1.00 d]' request for Wednesday, May 27, with a 'Pending Approval' status. Callout 1 points to the calendar view options (monthly, weekly, day). Callout 2 points to the 'Retract or Cancel' options for a submitted request. Callout 4 points to the 'Accruals Widget Part' table at the bottom.

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary ...	Earned to Date	Take
Personal	1/01/2015 - 12/31/2...	Hour	22.5	22.5		0.0	
Sick	1/01/2015 - 12/31/2...	Hour	965.0	965.0		0.0	
Vacation	1/01/2015 - 12/31/2...	Hour	72.5	72.5			



**Approved Request**, can be cancelled by sending a cancel request that must be approved by the supervisor/coordinator



**Refused Request**, request was not approved.

Note: Users cannot retract/cancel part of a multiple day request. The request must be fully cancelled and resubmitted.

Also, any requests that need to be changed after the corresponding pay period has been closed (signed-off) would need to contact their supervisor/coordinator to submit a Historical Edit Form.