

This job aid will walk you through the steps to request time off in Kronos.

## To Login:

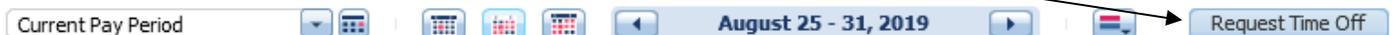
1. Access the Kronos website at:  
<https://kronos.sandiego.edu>
2. Enter your User Name and Password (same as your MySandiego login).
3. In the menu on the right hand side, select **My Calendar**.



Note: If you are an hourly supervisor, you will need to go to “My Information” in the upper right hand corner to get to “My Calendar.”



On the My Calendar tab, click on the **Request Time Off** button.



## To Request Time Off:

1. Under **Type**, click the dropdown to select **Vacation** or **Sick** time.
2. Select the start and end dates you are requesting off.
3. Under **Pay Code**, select the code for the time off you are requesting.
4. Under **Time Unit**, select Full Day, Half Day, or Hours.
  - a. If Hours are selected, two boxes will appear. The **Start time** and **Duration** – enter the start time (ex: 2:00 pm) and the numbers of time off hours requested.
5. Select **Submit**.

Accrual	Balance
Sick	17.82 Hour
Vacation	26.08 Hour

\*Note – If you enter time off hours greater than your accrual balance, the system will generate an error message and the number of hours and/or days will need to be changed. The system will only allow quarter hour increments for time off.

The system will generate two emails: 1) a confirmation that you have submitted a time off request and 2) an email to your supervisor indicating you have submitted a time off request.

Once the request has been approved or declined by your supervisor, you will receive an email indicating the time off request has changed status. The email will indicate under the **Status** if the request has been approved or declined.

If you need assistance, please contact the Payroll Department at ext. 4818.