

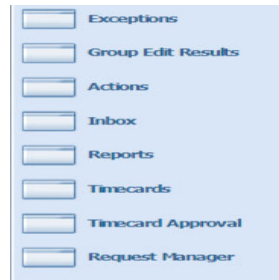
# Supervisor Approval of Time Off Requests in Kronos

This job aid will walk you through the steps to approve or decline time off requests in Kronos.

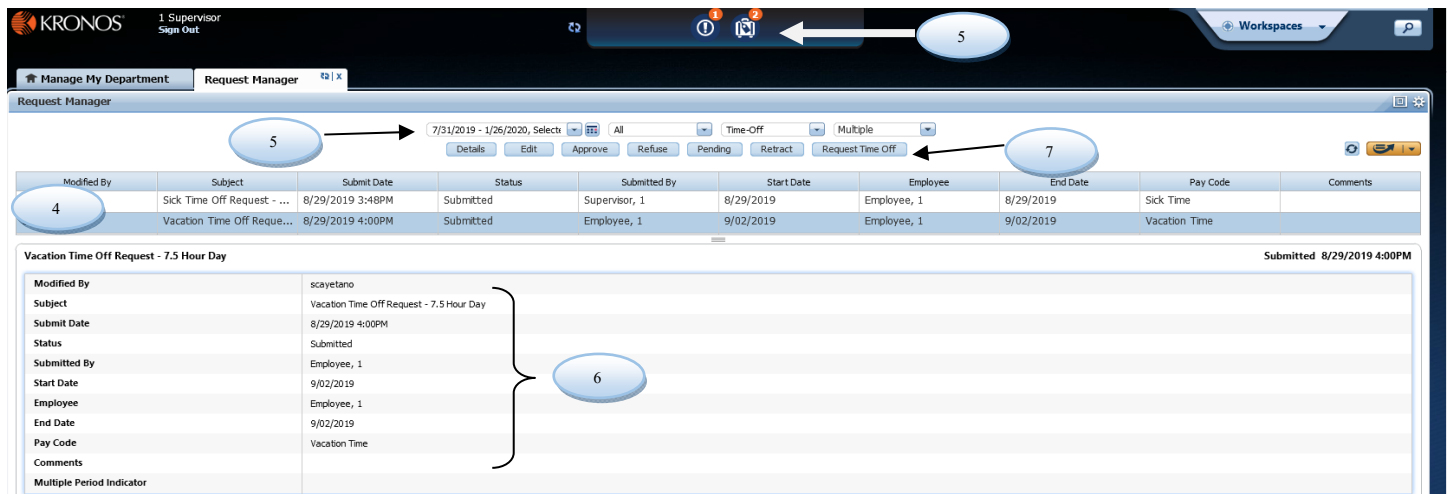
When an employee submits a request for time off in Kronos, an email will be generated to the supervisor requesting to approve or deny the request.

## 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 **Request Manager**.



4. On the Request Manager tab, any pending time off requests will be listed for the specified period.
5. You can change the Time Period, or click on the Request Manager Alert (suitcase icon) at the top of the screen to retrieve current requests.
6. Select the employee(s) to view a summary of the request at the bottom of your Kronos screen.
7. Select the appropriate button at the top of the Kronos screen if you wish to Approve or Refuse the request.



8. A pop up screen will appear allowing you to approve or refuse the time off request.

An email will be generated to the employee indicating if the time off request was approved or refused.

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

