

KRONOS “CHEAT SHEET”

How to Request Leave -----

1. Log in to myApps (<https://www.wvsaogov>).
2. Click on the orange box labeled Kronos Time and Leave.
3. You may get a message saying “Activate Java”. If so, click on it; then in the pop-up box, select Show All, then Java: Allow Now, and then OK. Then you probably will get another pop-up asking whether you want to run this application. Select Run.
4. Click on Workspace at the top right of the page.
5. Select My Information.
6. Click on Time Off Request at the right side of the page.
7. Next, click on Request Time Off, which is near the top center of the page.
8. Select Type: Time Off Request.
9. Enter Start Date and End Date. You should request only one day at a time.
10. If you need to request other days you may click on +Add another time-off period.
11. Select Pay Code ANNLV (for Annual Leave) or SCKLV (for Sick Leave). Do not use any other Pay Codes even though you will see many listed.
12. Under Duration, select Hours. All leave must be submitted in HOURS rather than days.
13. Enter Start Time.
14. Enter Length of leave (i.e., how many hours you are requesting).
15. Click Submit. Your supervisor will receive an email message saying that you have submitted a leave request.
16. Click Sign Out to exit Kronos. The Sign Out link is at the very top of the page on the left side.

How to Approve Your Timecard -----

1. Log in to myApps (<https://www.wvsaogov>).
2. Click on the orange box labeled Kronos Time and Leave.
3. You may get a message saying “Activate Java”. If so, click on it; then in the pop-up box, select Show All, then Java: Allow Now, and then OK. Then you probably will get another pop-up asking whether you want to run this application. Select Run.
4. Click on Workspace at the top right of the page.
5. Select My Information.
6. Your Timecard should appear. If it doesn't, click on Timecard on the menu to the right of the screen.
7. Select the Current Pay Period in your Timecard.
8. Select the Approvals drop-down arrow. This is immediately below the Time Period box.
9. Select Approve.
10. Under My Timecard near the upper left side of the screen, you will see that the Timecard has been approved.
11. Click Sign Out to exit Kronos. The Sign Out link is at the very top of the page on the left side.