TIME REPORTING
HELPFUL TIPS

How Employees Cancel a Time Off Request

1) Log into Kronos
2) Select the green square on the approved day you would like to cancel
3) **Right click** on green square and select **Cancel request**

4) Select **Cancel Request** in the corner of the pop up box

5) Once the employee cancels a request, an email will go to the employee and to the manager requesting action
6) Once the request is approved, the time will be removed from the time card