

QUICK REFERENCE GUIDE: KRONOS TIME OFF REQUESTS

February 2020

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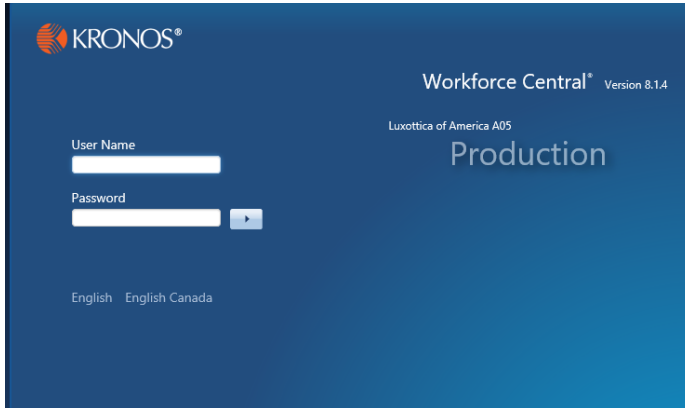
PC INSTRUCTIONS

Log into Kronos

1. Log into Kronos (<https://luxottica.kronos.net>)

Username: 6-Digit Luxottica ID

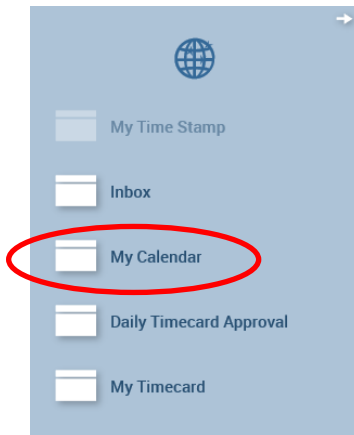
Password: Network Password*



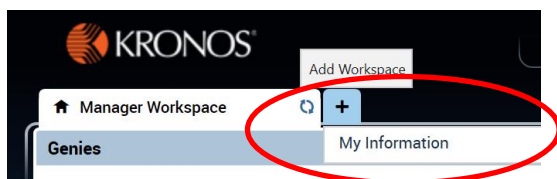
***Expat employees:** If you do not know the network password associated with your 6-digit Luxottica ID, please contact the IT Helpdesk to obtain a new password. Your password will expire every 3 months. Please contact the IT Helpdesk each time to renew upon expiration.

Submitting a Time Off Request

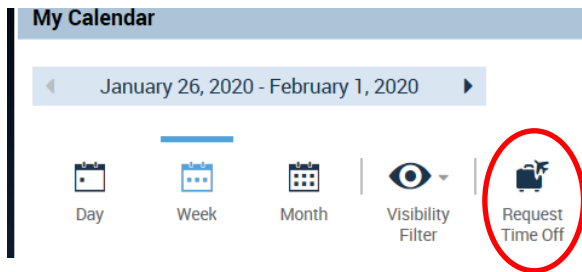
1. Select “My Calendar” at right of screen



MANAGERS OF PEOPLE: Click “+”, then “My Information” to locate “My Calendar” at right of screen.



2. Select “Request Time Off” near top left of screen.



3. Select each cell to enter time off details, then click “Submit”.

Request Time Off

Type: PTO CF

Start date	End date	Time Unit	Start time	Daily Amount
2/03/2020	2/05/2020	Hours	8:00AM	8.0

Accruals on: 1/30/2020

Accrual	Balance
Banked Holiday	8.0 Hour
Diversity Days	8.0 Hour
PTO	69.95 Hour

Note (optional)
Taking a family vacation.

Cancel Submit

A Type of Time Off: Select type of time off request from list (e.g., PTO, Vacation, Diversity Day, Banked Holiday).

B Start/End Dates: Select start/end dates for time off using the following guidelines:

- Do not include weekends in your PTO submission if you are not scheduled over the weekend. (Ex. If PTO runs Wednesday to Tuesday, enter a request for Wednesday – Friday, and then add a second date range for Monday – Tuesday using the “+” button).
- Do not include banked holidays in your PTO submission if your position/brand uses banked holidays. If you use banked holidays, you will need to enter your holiday as a separate request. (Ex. If U.S. Independence Day (July 4th) falls on a Wednesday, and you want to take off the entire week, enter a PTO request for Monday-Tuesday, and then add a second date range for Thursday – Friday using the “+” button. Then enter a new Banked Holiday request for Wednesday, July 4th).

C Multiple Days Per Time Off Request: Use the “+” button to enter multiple days in one time off request (Ex. Wednesday – Friday and Monday - Tuesday). Requests must be for same type of time off only (PTO). Note: If you need to cancel/modify any time off dates within the request, you must cancel all dates in that request and resubmit the new dates in a new request

D Start Time: Leave as 8:00am, unless you want to specify a specific start time of your request.

E Daily Amount: Enter the number of hours you wish to apply for each day of the date range in the time off request. Enter “8” hours if your request contains full day(s); Enter “4” hours for a half day request. If your request contains both full and half days, enter a new date range for each daily amount. (Ex. If you are taking a half day on Thursday, enter “4” under daily amount, and then add another day for Friday using the “+” button, and enter “8” for daily amount).

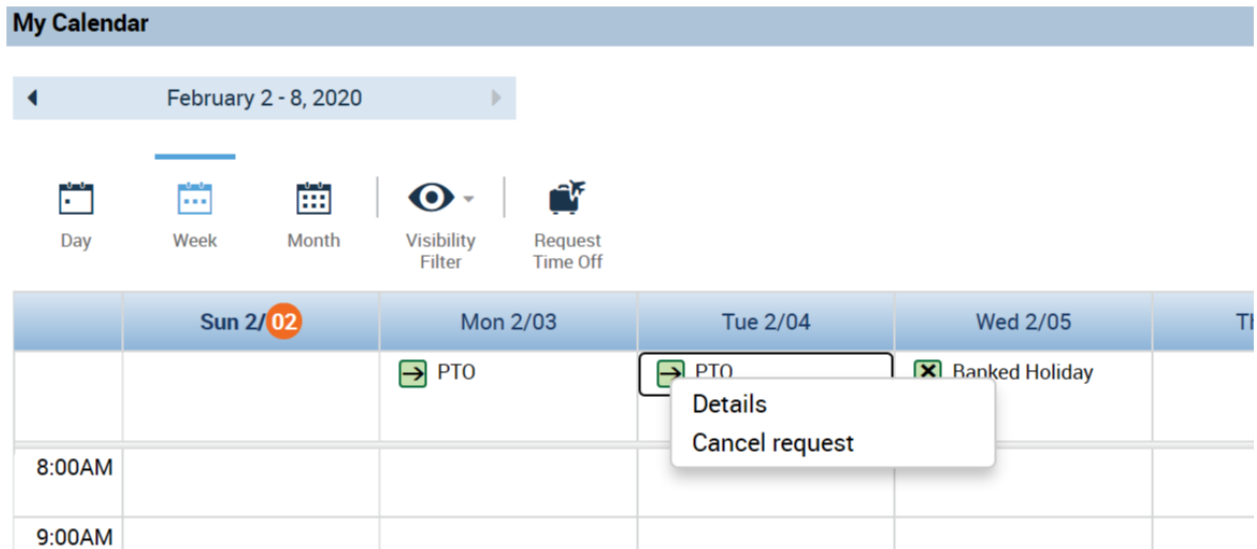
F Accruals On: Do not change date for your request. Salaried employees can change date to review future accrual amounts. However, hourly employee accruals will not change until additional hours are worked.

For a calendar view of your time off request, select “My Calendar.” Then select the applicable time period for your time off request.



Cancel or Modify a Time Off Request

1. Right click on the PTO request and select “Cancel Request.” Select “Cancel Request” again in the dialog box to confirm your cancellation. You will need to submit a new request if you wish to modify or resubmit your request.



View Time Off Balances

1. Follow instructions based on whether you are a manager of people or non-manager employee.

MANAGERS OF PEOPLE: Click “+”, “My Information”, then scroll down and click on the arrow icon at the bottom of the screen to expand the screen view

Manager Workspace | My Information | [Refresh] [Close] [Expand]

My Timecard

Loaded: 8:46 PM | Current Schedule Period [Dropdown]

View [Dropdown] | Print Timecard | Refresh | Calculate Totals | Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
[+]	Sun 2/...									
[+]	Mon 2...									
[+]	Tue 2/...									
[+]	Wed 2...									
[+]	Thu 2/...									
[+]	Fri 2/07									
[+]	Sat 2/...									

[Expand Arrow]

Click on “Accruals” tab to view your time off balances.

Totals | **Accruals** | Historical Corrections | Audits

Accrual Code	Accrual Units	Accrual Available B...
Banked Holiday	Hour	8.0
Diversity Days	Hour	8.0
PTO	Hour	69.95

NON-MANAGER EMPLOYEES: Select “My Timecard” at right side of screen, then scroll down to view time off balances.

- My Time Stamp
- Inbox
- My Calendar
- Daily Timecard Approval
- My Timecard**

My Information My Timecard

My Timecard

View

	Date	Schedule	In
+ X	Sun 1/26		
+ X	Mon 1/27		
+ X	Tue 1/28		
+ X	Wed 1/29		
+ X	Thu 1/30		
+ X	Fri 1/31		
+ X	Sat 2/01		

Totals Accruals Historical Corrections Audits

Accrual Code	Accrual Units	Accrual Available B...
Banked Holiday	Hour	8.0
Diversity Days	Hour	8.0
PTO	Hour	69.95

Managers: Approving a Time Off Request

1. Click on the “Manager Alerts” Icon at Top of Screen and then “Time Off Requests”, then “Time Off” from the Drop Down Lists (if a time off request has been submitted for your approval, you will see a number).



Time off requests pending your approval will display. If you wish to review full request details, such as the employee’s time off balances, double click the line item.

Manager Workspace Request Manager

Request Manager

Time-Off Multiple (5) 1/01/2020 - 6/28/2020, S... All Home

Details Edit Add Request Approve Refuse Pending Retract Refresh

Modified By (User)	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
450579	1/30/2020 9:30AM	Submitted	Rodriguez, Robert	2/03/2020	Rodriguez, Robert	2/05/2020	PTO	Time Off Request

Submitted: 1/30/2020 - 9:30:43AM

Modified by: 450579

Employee: Rodriguez, Robert Type: PTO CF

▼ Requested

Start date	End date	Time Unit	Start time	Daily Amount
2/03/2020	2/05/2020	Hours	8:00AM	8.0

Accruals on: 2/03/2020

Accrual	Balance
Banked Holiday	8.0 Hour
Diversity Days	8.0 Hour
PTO	69.95 Hour

Status History

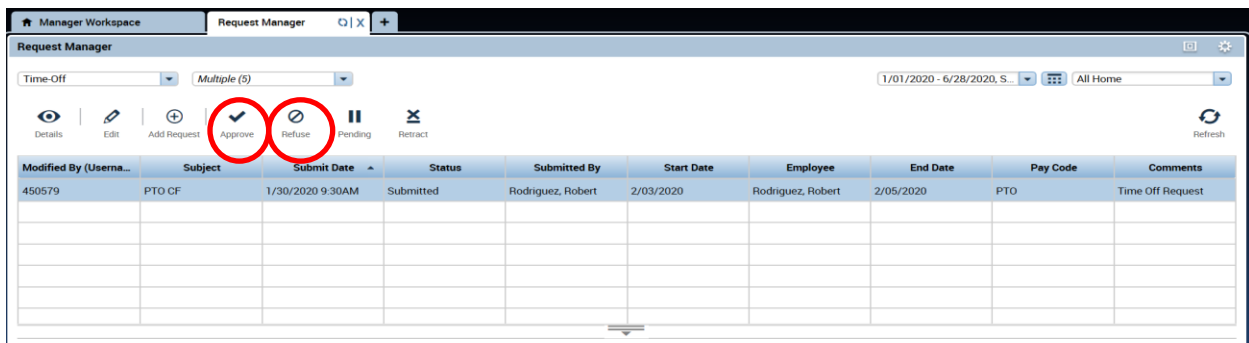
Submitted: 1/30/2020 - 9:30:43AM

450579

Time Off Request

Taking a family vacation.

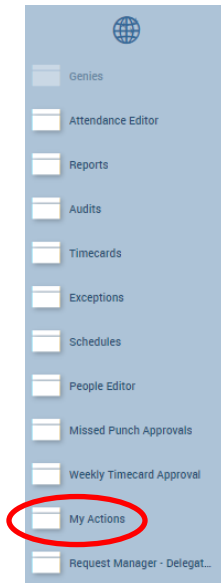
2. To proceed with approval/rejection of the time off request, click “Approve” or “Refuse” at the bottom of the screen.



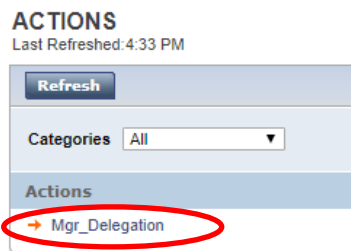
Managers: Proxy Approver Setup

If you know that you will be out of the office or unable to respond to your team members' time off requests, you can set up others as a "proxy" to approve/reject time off requests on your behalf.

1. Select "My Actions" at right side of screen.



2. Click "Mgr_Delegation".



3. Select individual you wish to designate as a proxy to approve/reject time off requests on your behalf, and indicate the applicable time period. Then click "Save and Close".

New Delegation

* Delegate:

* Start Date:

* End Date:

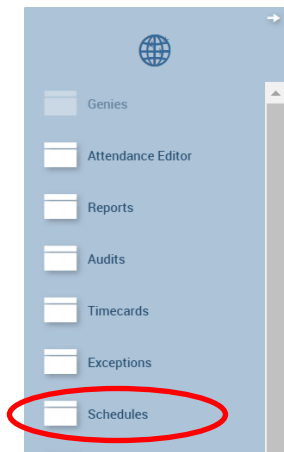
* Role:

NOTE: Proxy will receive an e-mail notification of the delegation request, and will need to log into Kronos to accept the request.

To accept a delegation request on Kronos PC, click the “Request Manager Alerts” icon at the top of the home page, “Delegation Request”, select the request line item, then “Accept”. The requester will receive an e-mail confirmation that you accepted the delegation request.

Managers: View PTO on Schedule

1. Click “Schedules” at right side of screen.



2. Change date selection by selecting new dates from the drop down menu.

Schedules

Load: 4:12:31PM Current Schedule Period All Home and Scheduled...

View Column Selection Visibility Filter Select all Gantt View Sorting Tools Engines Refresh View Comments Share Save

By Employee	1/26 - 2/01						
Name	Sun 1/26	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Sat 2/01
Brown, Mary							
Johnson, Bill					PTO [8.0]	PTO [8.0]	
Miller, Susan							
Rodriguez, Robert							
Smith, Adam					PTO [4.0]	PTO [8.0]	

MOBILE APP INSTRUCTIONS

Log in to Kronos Mobile App

If you have not done so already, please download the “Kronos Mobile” App. (**Note: Wholesale employees will not have access to the Kronos Mobile app. Please refer to the PC instructions to submit and manage time off requests.**)

1. Log into Kronos Mobile App.



Username: 6 Digit Luxottica ID

Password: Network Password*

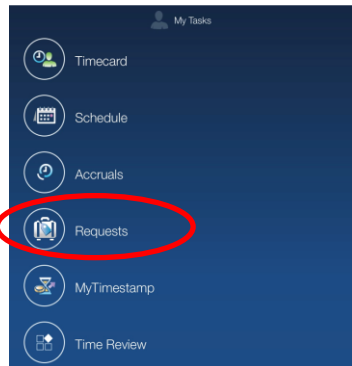
Server: <https://Luxottica.kronos.net/wfc>

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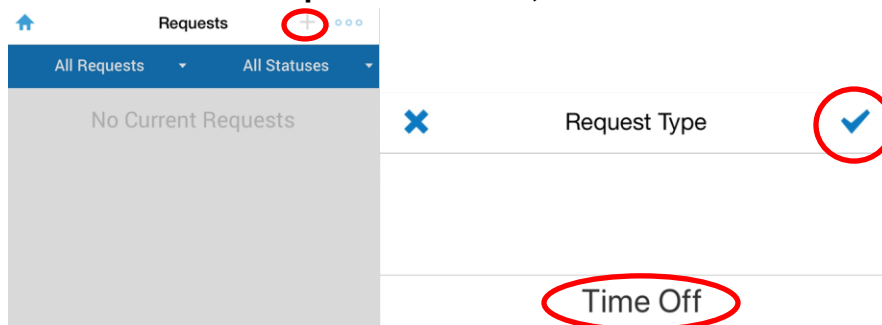
NOTE: The Kronos Mobile App is all about convenience. It is accessible on smartphones and tablets from any internet connection, on both personal and corporate devices. Please note that if you voluntarily choose to access the Kronos Mobile App via a personal device, you will be responsible for all applicable fees and data charges (i.e., web access, cellular data, and text messages), as well as finding your own technical support. If that doesn't work for you, please continue to access Kronos using a corporate device or PC, which will be 100% free and supported by IT.

Submitting a Time Off Request

1. Scroll to “My Tasks” and select “Requests”



2. Select the “+” at the top of the screen, then “Time Off” and then “✓”



3. Select time off type from the drop down list, then “Apply”.

The screenshot shows a mobile application interface for a 'New Request'. At the top, there is a back arrow on the left, the title 'New Request', and a refresh icon on the right. Below this is a header 'Time Off: PTO'. The main section is titled 'Type of Time off:' and contains a dropdown menu with 'PTO' selected and circled in red. At the bottom, there are two buttons: 'Cancel' and 'Apply', with 'Apply' circled in red. A grey bar with a home indicator is at the very bottom.

4. Enter time off request details, then select “Review”.

The screenshot shows the 'New Request' form with detailed input fields. At the top, there is a back arrow, the title 'New Request', and a refresh icon next to the word 'Duration'. Below this is a header 'Time Off: PTO' and a dropdown menu for 'Hours'. The form has four main input sections: 'Start Date' (12/10/19), 'Start Time' (8:00 am), 'End Date' (12/12/19), and 'Select length' (8). Each input field has a dropdown arrow. To the left of the 'Start Date' field is a blue box with the letter 'A', and to the right of the 'Start Time' field is a blue box with the letter 'B'. To the right of the 'Select length' field is a blue box with the letter 'C'. At the bottom, there are two buttons: 'Cancel' and 'Review', with 'Review' circled in red.

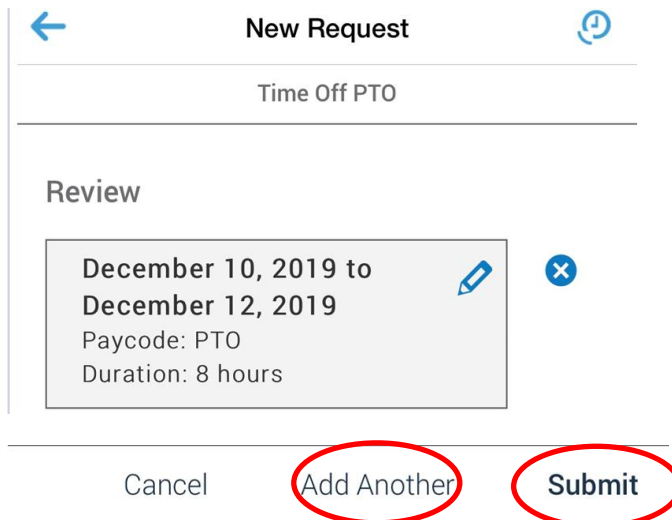
A Start/End Dates: Select start/end dates for time off using the following guidelines:

- Do not include weekends in your PTO submission if you are not scheduled over the weekend. (Ex. If PTO runs Wednesday to Tuesday, enter a request for Wednesday – Friday, and then add a second request for Monday – Tuesday).
- Do not include banked holidays in your PTO submission if your position/brand uses banked holidays. If you use banked holidays, you will need to enter your holiday as a separate request. (Ex. If U.S. Independence Day (July 4th) falls on a Wednesday, and you want to take off the entire week, enter a PTO request for Monday-Tuesday and a second request for Thursday – Friday. Then enter a new Banked Holiday request for Wednesday, July 4th).

B Start Time: Leave as 8:00am, unless you want to specify a specific start time of your request.

C Select Length: Enter the number of hours you wish to apply for each day of the date range in the time off request. Enter “8” hours if your request contains full day(s); Enter “4” hours for a half day request. If your request contains both full and half days, enter a new request for each daily amount. (Ex. If you are taking a half day on Thursday, enter “4” length, and then add another request for Friday and enter “8” for length).

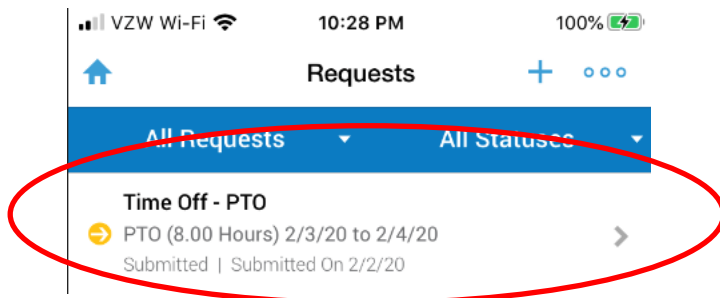
5. Review Time Off Request Details and Select “Submit” to submit the request for Management Approval. You may add multiple time off requests to a single submission by selecting “Add Another” to continue adding date ranges.



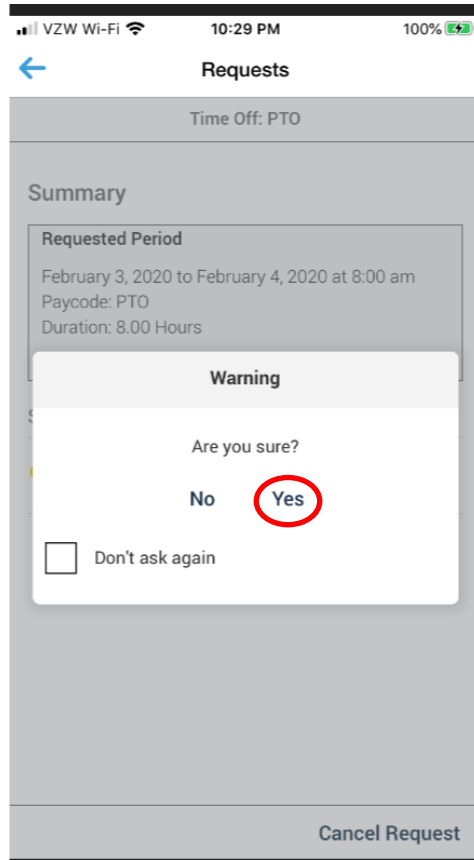
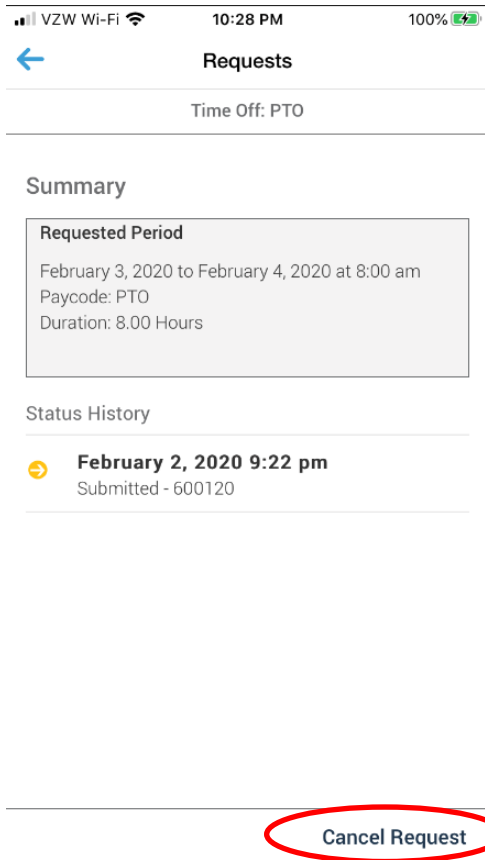
To view the status of your time off request (Submitted/Approved/Rejected) via the Kronos Mobile App, click “Requests” on the home page under the “My Tasks” menu.

Cancel or Modify a Time Off Request

1. Click “Requests” on the home page under the “My Tasks” Menu. Select the request that you want to cancel.

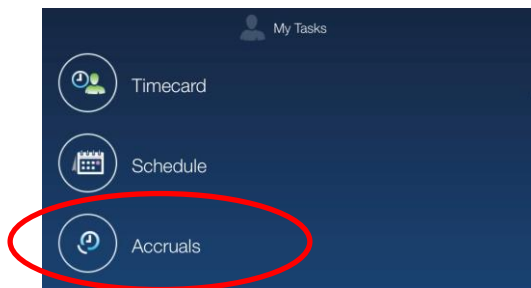


2. Select “Cancel Request” at the bottom right of the screen to cancel the request. Then select “yes” on the Warning screen to confirm your cancellation. You will need to submit a new request if you wish to modify or resubmit your request.



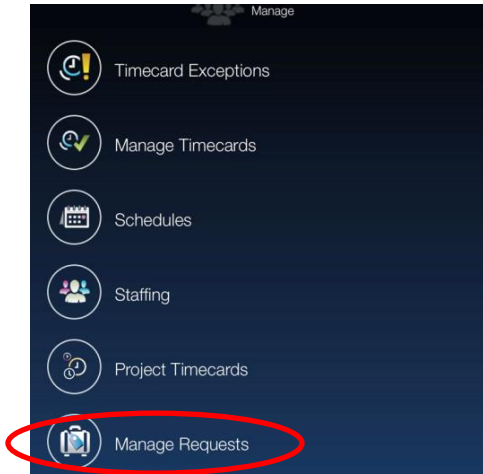
View Time Off Balances

1. Select "Accruals". Balance information will then display.

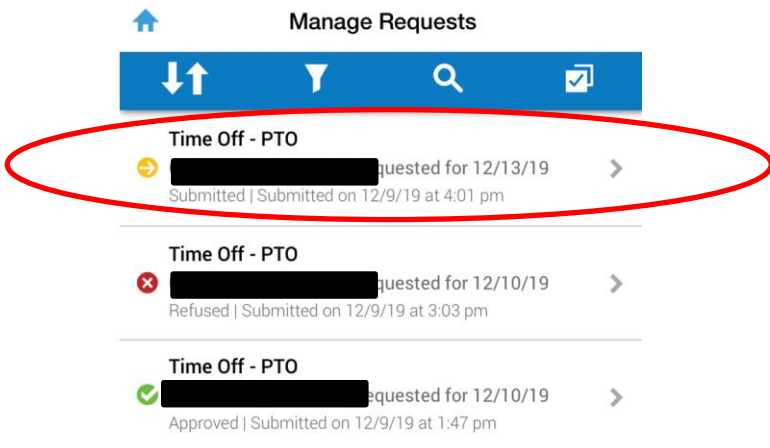


Managers: Approving a Time Off Request

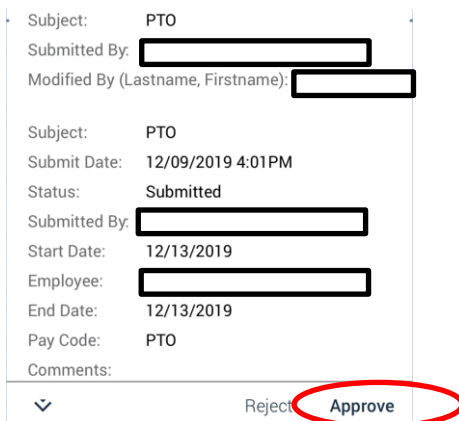
1. Under “Manage”, select “Manage Requests”.



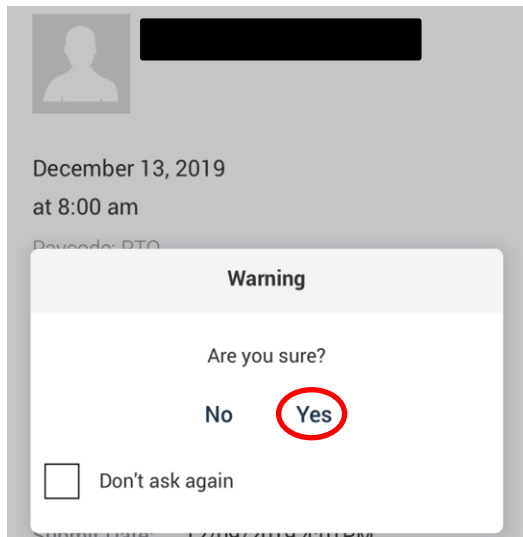
2. Click on the new time off request.



3. Select “Approve”.

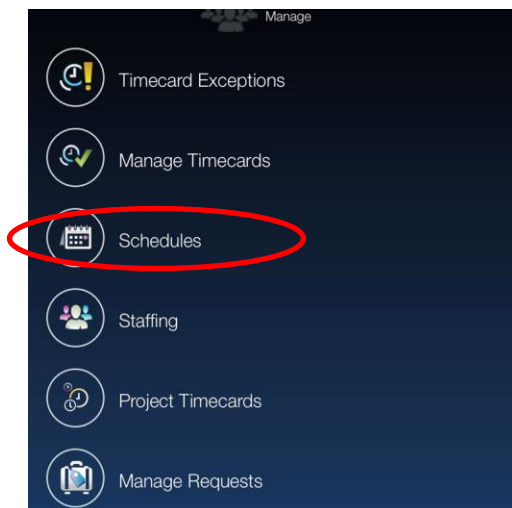


4. Select “Yes” to finalize.

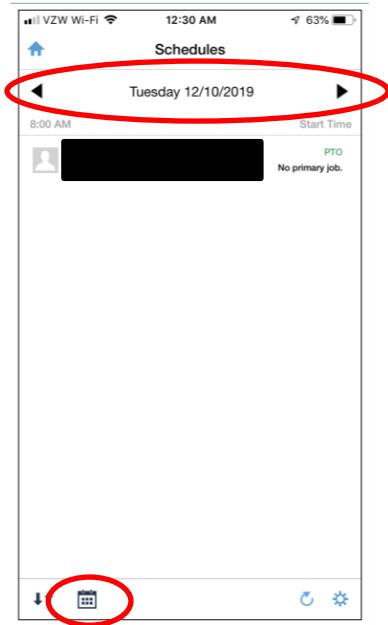


Managers: View PTO on Schedule

1. Select “Schedules.” The schedule for that day will appear.

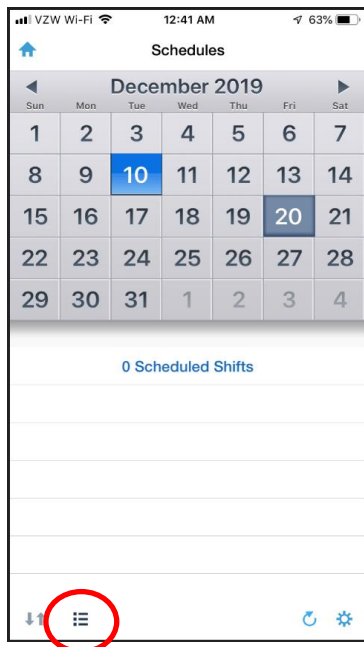


2. Select the Arrows at the top of the screen to move a day forward or backwards.



To move to a calendar view, select the Calendar icon at the bottom left of the screen. (Note: PTO days are not visible from the Calendar view).

3. Select a day from the Calendar and then select the List icon at the bottom left of the screen to see the PTO details for that day (see above view).



4. Select the Employee's name to see details about the PTO scheduled for that day.

