

# **QUICK REFERENCE GUIDE: KRONOS TIME OFF REQUESTS**

December 2022

**For Internal Use Only.**

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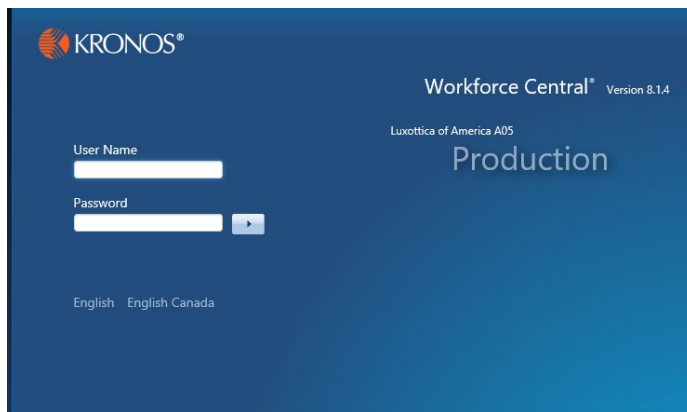
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## Log into Kronos

1. **Log into Kronos** (<https://luxottica.kronos.net/wfc/navigator/logon>)

Username: 6-Digit EL ID

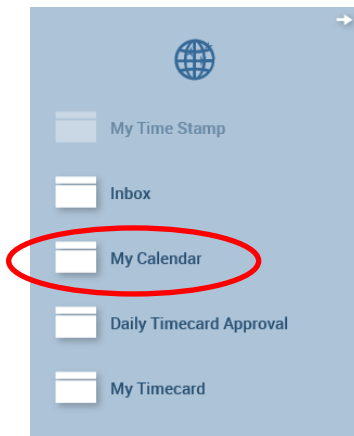
Password: Network Password\*



**\*Expat employees:** If you do not know the network password associated with your 6-digit EL 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.

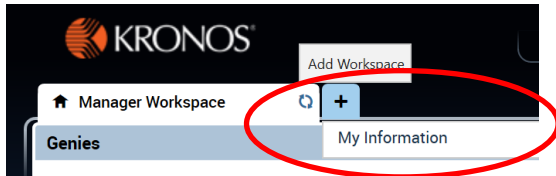
## Submitting a Time Off Request

1. **Select “My Calendar”** at right of screen

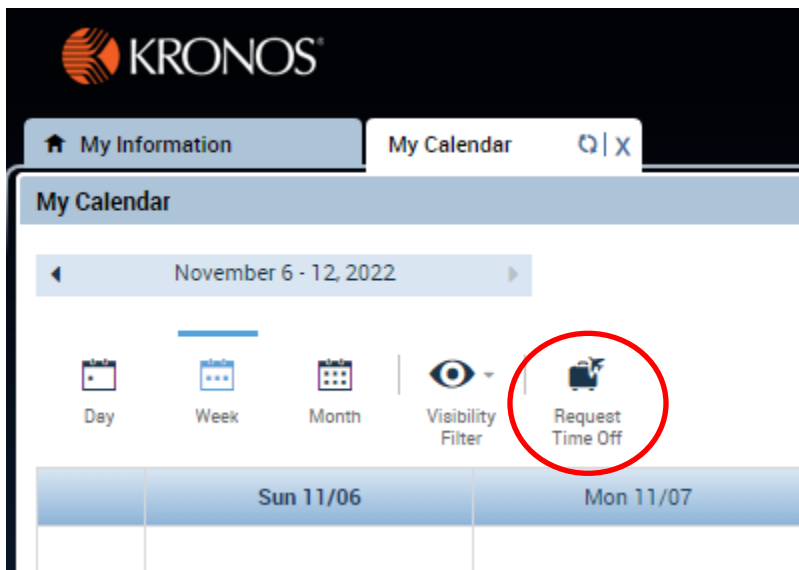


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**MANAGERS OF PEOPLE**: Click “+”, then “My Information” to locate “My Calendar” at right of screen.



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



## 5. 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
+	12/01/2022	12/01/2022	Hours	8:00AM	0.0

Accruals on: 12/01/2022

Accrual	Balance
Banked Holiday	8.0 Hour
Diversity Days	8.0 Hour
PTO	28.0 Hour

**Note (optional)**

Type a note (optional)

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 4<sup>th</sup>) 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 4<sup>th</sup>).

**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.

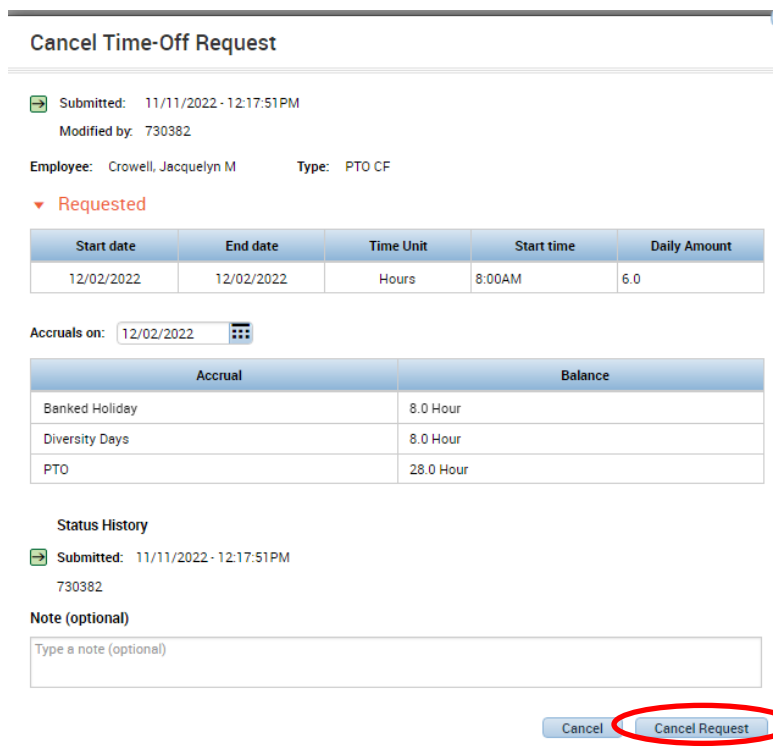
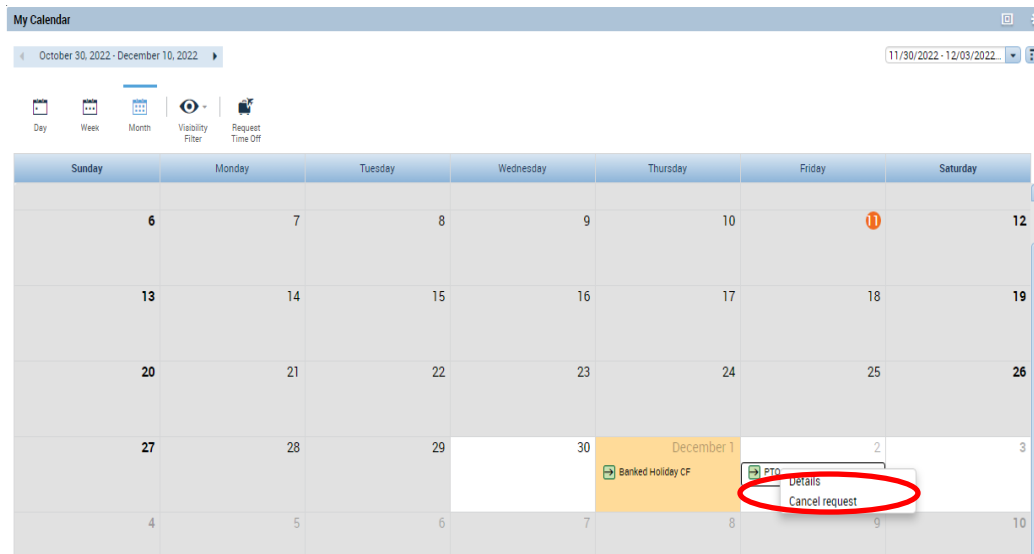
For a calendar view of your time off request, select “My Calendar.” Then select the applicable time period for your time off request.

The screenshot shows the 'My Calendar' interface. At the top, there are tabs for 'My Information' and 'My Calendar'. Below the tabs, the date range is set to 'October 30, 2022 - December 10, 2022'. A dropdown menu labeled 'Current Pay Period' is circled in red. Below the date range, there are icons for 'Day', 'Week', 'Month', 'Visibility Filter', and 'Request Time Off'. The main calendar grid displays the following data:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 30	31	November 1	2	3	4	5
6	7	8	9	10	11	12

## 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.



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## 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 | +

My Timecard

Loaded: 8:46 PM | Current Schedule Period

View | Print Timecard | Refresh | Calculate Totals | Save

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

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



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

My Timecard

Date	Schedule	In
Sun 1/26		
Mon 1/27		
Tue 1/28		
Wed 1/29		
Thu 1/30		
Fri 1/31		
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

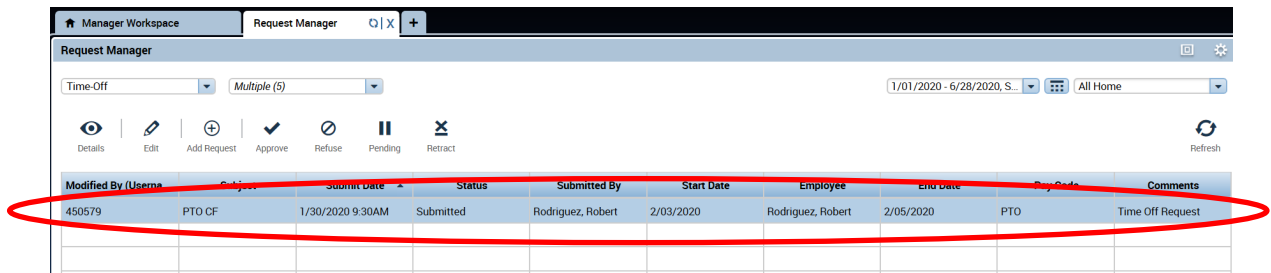
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## Managers: Approving a Time Off Request

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.



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.

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

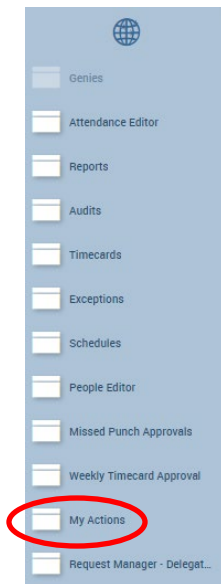
The screenshot displays the 'Request Manager' interface. At the top, there are tabs for 'Manager Workspace' and 'Request Manager'. Below the tabs, there are filters for 'Time-Off' (set to 'Multiple (5)') and a date range '1/01/2020 - 6/28/2020, S.'. A toolbar contains icons for 'Details', 'Edit', 'Add Request', 'Approve', 'Refuse', 'Pending', and 'Retract'. The 'Approve' and 'Refuse' buttons are circled in red. Below the toolbar is a table with the following data:

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

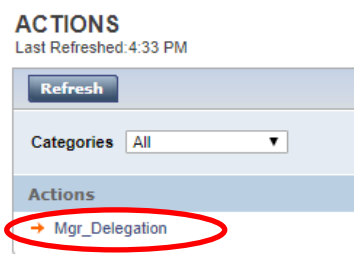
## Managers: Proxy Approver Setup

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".

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## New Delegation

\* Delegate:

\* Start Date:  

\* End Date:  

\* Role:

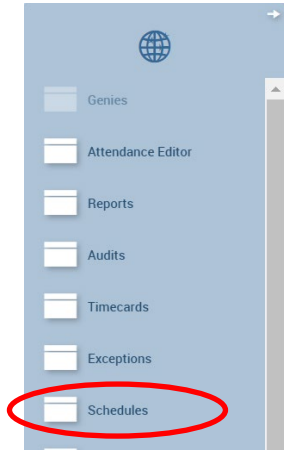
**NOTE: Proxy will receive an e-mail notification of the delegation request, and will need to log into Kronos to accept the request.**

**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.**

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## 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.

A screenshot of the 'Schedules' page in the software. At the top, there is a header bar with the title 'Schedules'. Below the header, there is a toolbar with various icons for actions like 'View', 'Column Selection', 'Visibility Filter', 'Select all', 'Gantt View', 'Sorting', 'Tools', and 'Engines'. To the right of the toolbar, there is a dropdown menu for 'Current Schedule Period' which is circled in red. Below the toolbar, there is a table with columns for dates from 'Sun 1/26' to 'Sat 2/01'. The table is titled 'By Employee' and lists five employees: Brown, Mary; Johnson, Bill; Miller, Susan; Rodriguez, Robert; and Smith, Adam. The table shows PTO values for some employees on specific dates.

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]	