

CLASSIFIED - REQUEST TIME OFF

The screenshot shows the Kronos Timecards interface. At the top, the user is logged in as 'Blana Zuniga' with a 'Sign Out' option. The main header includes 'Manage My Department' and 'Timecards'. Below this, the employee name 'Alexander, Veronica Mae' and a unique identifier '1 of 1 | R1228995' are displayed. The interface is loaded at 9:08 AM for the 'Current Pay Period' and shows '1 Employee(s) Selected'. A toolbar contains icons for 'Approve Timecard', 'Sign Off', 'Accruals Actions', 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main area is a table with columns: Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, and Daily. The table lists dates from Wednesday 2/01 to Wednesday 2/15, all with a schedule of 8:15AM-3:15PM. A context menu is open on the right side of the table, listing options such as 'Go to widget', 'Exceptions', 'Schedules', 'Requests', 'Reports', 'Audits', 'People Editor', 'Rule Analysis', and 'Go to workspace'.

The screenshot shows the Kronos Requests interface. The user is logged in as 'Blana Zuniga'. The main header includes 'Manage My Department' and 'Requests'. Below this, the employee name 'Alexander, Veronica Mae' and a unique identifier '1 of 1 | R1228995' are displayed. The interface is loaded at 9:08 AM for the 'Current Pay Period' and shows '1 Employee(s) Selected'. A toolbar contains icons for 'Approve Request', 'Sign Off', 'Accruals Actions', 'Print Request', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main area is a table with columns: Modified By, Subject, Submit Date, Status, Submitted By, Start Date, Employee, End Date, Pay Code, and Comments. A modal form titled 'Request Time Off' is open in the center. The form includes fields for 'Employee' (Abad, Victor), 'Type' (Personal Necessity), 'Start date' (3/01/2017), 'End date' (3/01/2017), and 'Duration' (Full day). There is also an 'Accrual on' field set to 3/01/2017 and a table showing accrual balances: Comp Time (0:00 Hour), Off Track - Classified (0:00 Hour), Sick-PN (136:51 Hour), and Vacation (7:26 Hour). The form also has a 'Comments' field and a 'Notes (Optional)' section. At the bottom of the modal are 'Draft', 'Submit', and 'Cancel' buttons.

