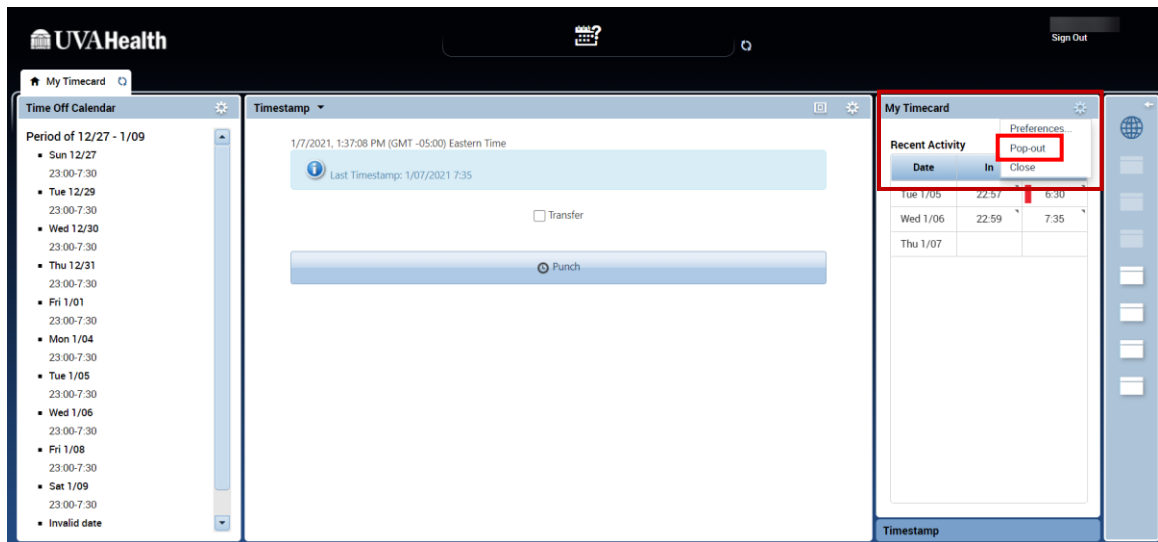


Adding PTO for Short Hours From the PC (Computer)

- Log into the computer the following screen will display
 - From the *My Timecard* section use the *Gear* icon to select *Pop Out*



- The team member left 1.0 hours early on 1/5
 - The team member needs to add 1.0 hours PTO on 1/5 (current pay period)

	Date	Pay Code	Amount	In	Transfer	Out	Daily	Period	Schedule
+ x	Sun 12/27			22:55		7:31	8.0	8.0	23:00-7:30
+ x	Mon 12/28							8.0	
+ x	Tue 12/29			22:57		7:32	8.0	16.0	23:00-7:30
+ x	Wed 12/30			22:56		7:31	8.0	24.0	23:00-7:30
+ x	Thu 12/31			22:58		7:33	8.0	32.0	23:00-7:30
+ x	Fri 1/01			22:59		7:30	8.0	40.0	23:00-7:30
+ x	Sat 1/02							40.0	
+ x	Sun 1/03							40.0	
+ x	Mon 1/04			22:55		7:32	8.0	48.0	23:00-7:30
+ x	Tue 1/05			22:57		6:30	7.0	55.0	23:00-7:30
+ x	Wed 1/06			22:59		7:35	8.0	63.0	23:00-7:30



- Click on the + beside 1/5 to add a row to enter PTO hours
 - The line is added directly below the 1/5 date.

+ x	Mon 1/04			22:55		7:32	8.0	48.0	23:00-7:30
+ x	Tue 1/05			22:57		6:30	7.0	55.0	23:00-7:30
+ x									
+ x	Wed 1/06			22:59		7:35	8.0	63.0	23:00-7:30

- On the line added
 - Select *PTO* from pay code dropdown in the cell
 - enter *1.0* hours in the *Amount* column beside *PTO*


	Date	Pay Code	Amount	In	Transfer	Out	Daily	Period	Schedule
+ x	Wed 12/30			22:56		7:31	8.0	24.0	23:00-7:30
+ x	Thu 12/31			22:58		7:33	8.0	32.0	23:00-7:30
+ x	Fri 1/01			22:59		7:30	8.0	40.0	23:00-7:30
+ x	Sat 1/02							40.0	
+ x	Sun 1/03							40.0	
+ x	Mon 1/04			22:55		7:32	8.0	48.0	23:00-7:30
+ x	Tue 1/05			22:57		6:30	7.0	55.0	23:00-7:30
+ x		Please Cho... LAS Public Servi PTO PTO Future Req -		22:59		7:35	8.0	63.0	23:00-7:30
+ x	Wed 1/06			22:59		7:35	8.0	63.0	23:00-7:30
+ x	Thu 1/07							63.0	
+ x	Fri 1/08							63.0	23:00-7:30
+ x	Sat 1/09							63.0	23:00-7:30


- If the entries are correct then click *Save* to record the *PTO* hours


+ x	Tue 1/05			22:57		6:30	7.0	55.0	23:00-7:30
+ x		PTO	1.0						


- *Save* will automatically refresh the timecard

loaded: 13:47 Current Pay Period


Print Timecard


Refresh


Calculate Totals


Save



- Note the team member has 8 hours total on 1/5
 - This brings the employee up to their required 8 hours for the day.

	Date	Pay Code	Amount	In	Transfer	Out	Daily	Period	Schedule
+ X	Wed 12/30			22:56		7:31	8.0	24.0	23:00-7:30
+ X	Thu 12/31			22:58		7:33	8.0	32.0	23:00-7:30
+ X	Fri 1/01			22:59		7:30	8.0	40.0	23:00-7:30
+ X	Sat 1/02							40.0	
+ X	Sun 1/03							40.0	
+ X	Mon 1/04			22:55		7:32	8.0	48.0	23:00-7:30
+ X	Tue 1/05	PTO	1.0				8.0	56.0	23:00-7:30
+ X				22:57		6:30	8.0		23:00-7:30
+ X	Wed 1/06			22:59		7:35	8.0	64.0	23:00-7:30
+ X	Thu 1/07							64.0	
+ X	Fri 1/08							64.0	23:00-7:30
+ X	Sat 1/09							64.0	23:00-7:30

Additional Questions?

- Call the Help Desk at 434-924-5334
OR
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line