



Edit View for Time Off Calendar

1. From My Timecard locate Time Off Calendar

Time Off Calendar	Timestamp 👻	•	Timestamp				
Period of 8/21 - 9/03	A 113 13435 A 144 55 114 151 17 AT AB F		My Timecard				
 Mon 8/22 	9/12/2022, 9:10:22 AM (GMT -05:00) Eastern Time						
8:00-16:30	D Last Timestamp: 9/12/2022 8:08			Recent Activity			
 Tue 8/23 			Date	in	Out		
8:00-16:30	Transfer		Sat 9/10				
 Wed 8/24 			0013910				
8:00-16:30			Sun 9/11				
 Thu 8/25 	O Punch		Mon 9/12	8:08			
8:00-16:30							
 Fri 8/26 							
8:00-16:30							
 Mon 8/29 							
8:00-16:30							
 Tue 8/30 							
8:00-16:30							
 Wed 8/31 							
8:00-16:30							
 Thu 9/01 							
8:00-16:30							
 Fri 9/02 							
8:00-16:30							

2. Select the Gear within Time Off Calendar and select Pop-out

Time Off Calendar	*
Period of 8/21 - 9/03 Mon 8/22 8:00-16:30 Tue 8/23	Preferences Pop-out Close
8:00-16:30	

3. Select the Gear within Time Off Calendar and select Preferences



4. After selecting *Preferences*, the preferences for *Time Off Calendar* will expand

Time Off Calendar			
ime Period	Current Pay Period		
tart time of day	8.00		
how shift details in month view			
		Car	ncel





- 5. Change the Start time to reflect the beginning of your normal work day
 - For example if your start day starts at noon:
 - Change the Start time to 12 instead of 8
 - The Start time for Time Off Calendar will begin at 12:00pm instead of 8:00am.

Time Off Calendar		
ime Period	Current Pay Period	
how shift details in month view	12:00	
		Cancel Saw

- 6. Save the changes save
- 7. The default Start time for My Calendar will be at 12:00.

Time Off	f Calendar							□ ‡
•	September 11 - 17, 2022	Þ					Current Pay Period	• 📰
Day	Week Month Vie	D - E						
	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17	
		→ Requests						
12:00								-
13:00								

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