Edit View for Time Off Calendar

1. From *My Timecard* locate *Time Off Calendar*
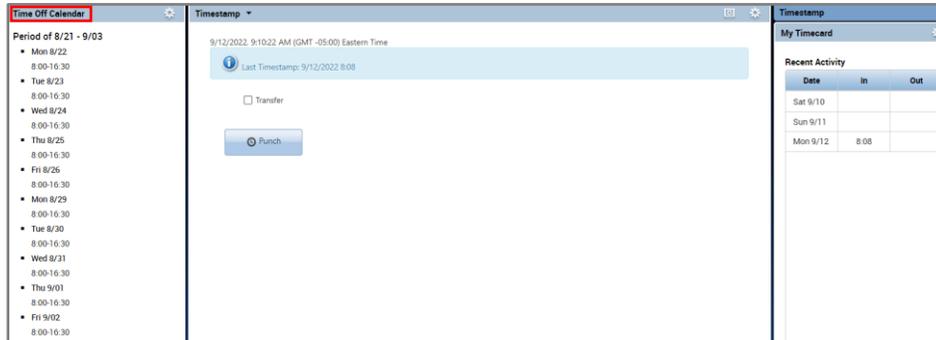
2. Select the *Gear* within *Time Off Calendar* and select *Pop-out*
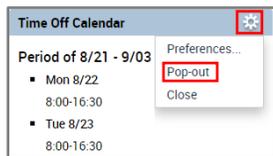
3. Select the *Gear* within *Time Off Calendar* and select *Preferences*
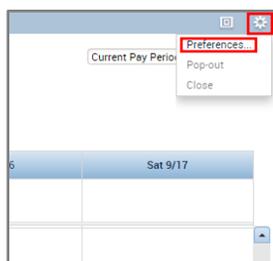
4. After selecting *Preferences*, the preferences for *Time Off Calendar* will expand
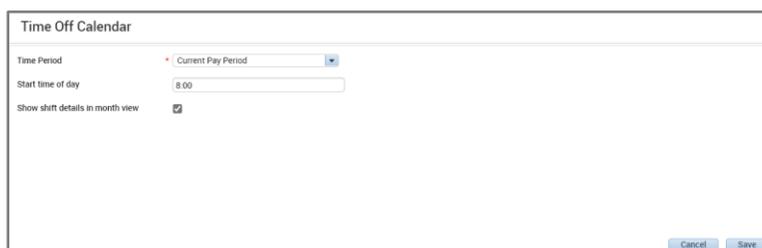
5. Change the *Start time* to reflect the beginning of your normal work day
   o For example if your start day starts at noon:
      ▪ Change the *Start time* to 12 instead of 8
      ▪ The *Start time* for *Time Off Calendar* will begin at 12:00pm instead of 8:00am.
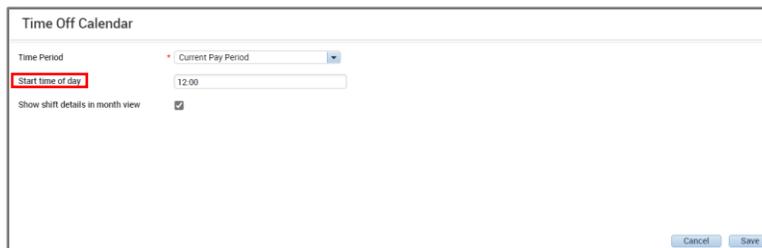
6. *Save* the changes [Save]

7. The default *Start time* for My Calendar will be at 12:00.
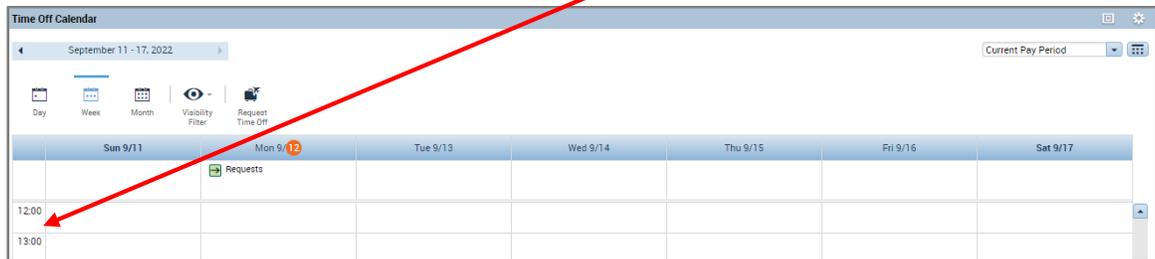
Additional Questions?

- 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