

### Requesting PTO Using the InTouch Time Clock

### **PTO Guidelines**

Purpose: It is the team member's responsibility to request PTO for prior approval by the manager or designee. Each request is to be entered separately. For example, enter 3 separate requests for 3 days of PTO.

#### Non Exempt Staff Only

- PTO will not be pulled automatically to bring the team members up to standard hours
- If PTO is not entered the team member:
  - Will not be paid
  - Will not receive a PTO accrual for the unpaid hours
  - o Will not receive retirement credit for the unpaid hours

#### **Exempt and Non Exempt Staff**

- Request planned time off using the Kronos system for manager approval
- Unscheduled time off will be entered by the department timekeeper or manager (jury duty, bereavement, leave, etc.)
- · View and verify timecard weekly and always at the end of each pay period

#### Follow these steps for PTO requests:

- Touch the *Request Time Off* icon
- Tap badge in the top right corner to log in

### **WVAHealth**



**Kronos Support** 



• Touch the Select Requests area

Request Time Off - Nich	olsemployee, Kronos	19
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• Touch the *Submit Request* 



🗞 🛛 Request Time Off - Nicho	lsemployee, Kronos	
	Select Action	
	O Submit request	
	1 Cancel request	
		+

• Scroll to the month and touch the *Start Date* for PTO (each day separately)

	End Date							
Start Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
6/03/2021	30	31	1	2	3	4	5	
End Date	6	7	8	9		lse Arrow to		
Pay Code	13	14	15	16	e e e e e e e e e e e e e e e e e e e	scroll onth	croll to the	
	20	21	22	23	24	25	26	
Review	27	28	29	30	1	2	3	
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- Touch the day the PTO will end (same as start date since each date is entered separately)
- Touch the *End Date* button

Note: Request one day off at a time by touching the same date as the start date

Rev. 09.29.22

## **WVAHealth**



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Start Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6/03/2021	30	31	1	2	3	4	5
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• Select the Pay Code



- Select *PTO*
- Select *Continue*

# **UVAHealth**



Start Date	6/03/2021		
End Date	6/03/2021		1
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- Touch a number on the screen to indicated the amount of hours being requested (for 12 hours enter 12)
- Remember to touch the same date as the start date
- Review the correct date and hours
- Use *Back* if corrections are needed



• Touch Continue

Rev. 09.29.22







• Touch Duration



- Enter the start time of normal shift
  - Touch *AM/PM*
  - o Touch Enter
- Enter the *Length* of the typical shift (4, 8, 12 hours, etc.)
- Always enter each day separately even if the hours of PTO every day are the same
- Touch Enter
- Review and select *Submit*
- Review and verify entries
- To enter individual days, touch *Add Another*
- If no other entries, touch Submit

# **UVAHealth**



Start Date	6/03/2021	
End Date	6/03/2021	*
Pay Code	РТО	
Start Time	8:00AM	
Length	8:00	+
Duration	Hours	-
Back	Add Another	ubmit

- This message confirms successful *Request Time Off* submission
  - o Successful submission does not mean manager approval



### **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*