



# 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
  - Will not receive retirement credit for the unpaid hours

### Exempt and Non Exempt Staff

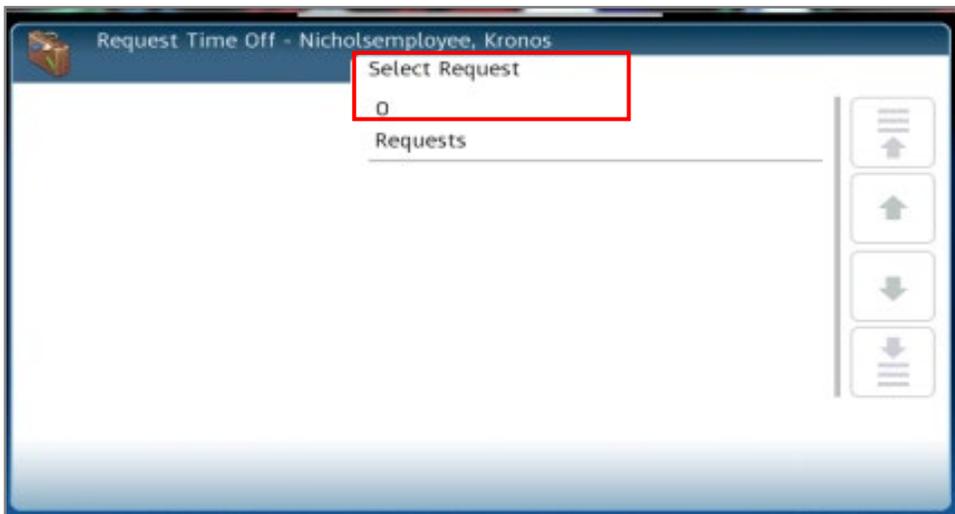
- Request planned time off using the Kronos system for manager approval
- Unscheduled time off will be entered by the department timekeeper or manager (jury duty, bereavement, leave, etc.)
- View and verify timecard weekly and always at the end of each pay period

### Follow these steps for PTO requests:

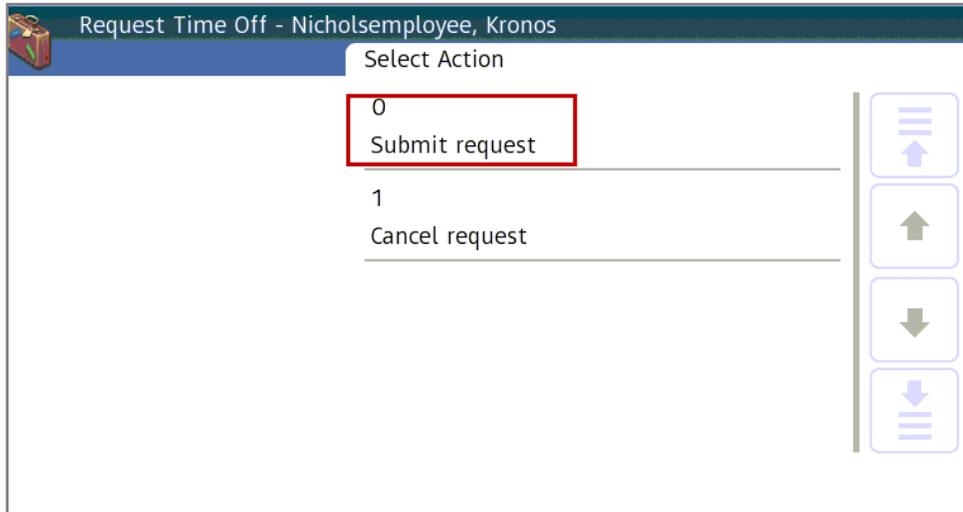
- Touch the *Request Time Off* icon
- Tap badge in the top right corner to log in



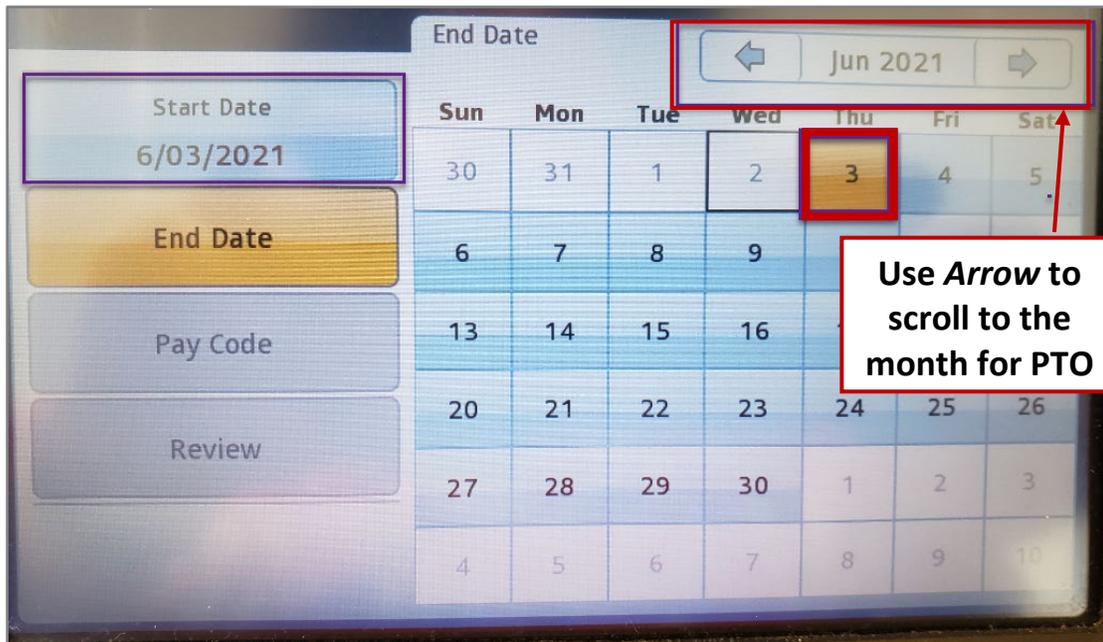
- Touch the *Select Requests* area



- Touch the *Submit Request*

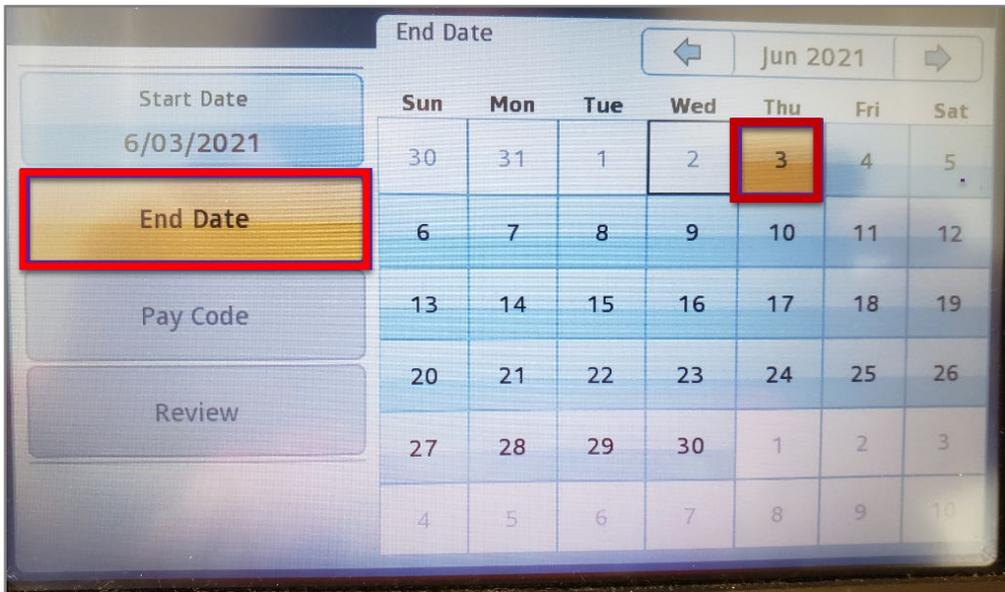


- Scroll to the month and touch the *Start Date* for PTO (each day separately)

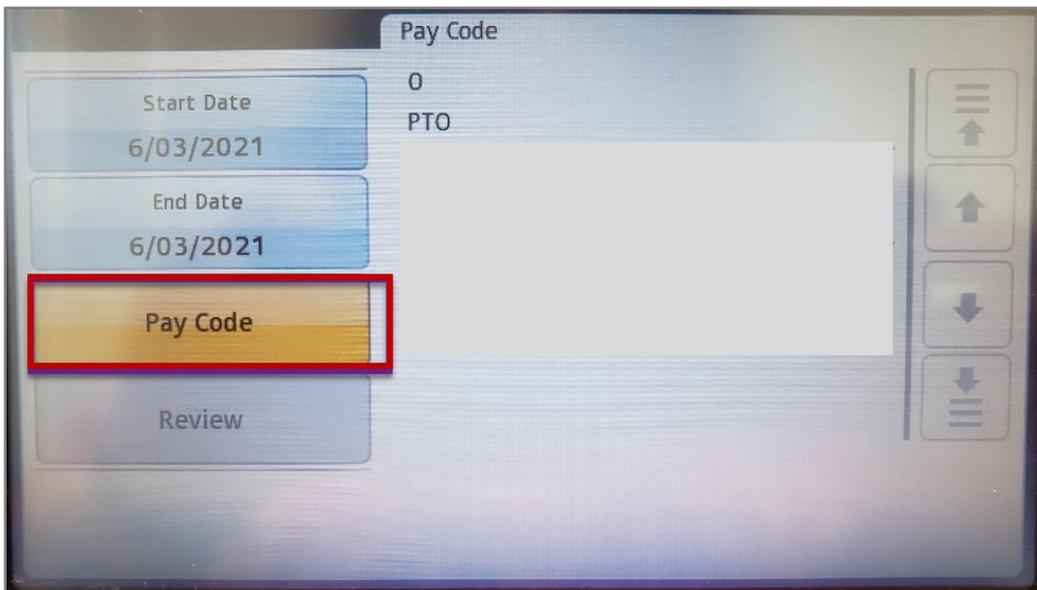


- Touch the day the PTO will end (same as start date since each date is entered separately)
- Touch the *End Date* button

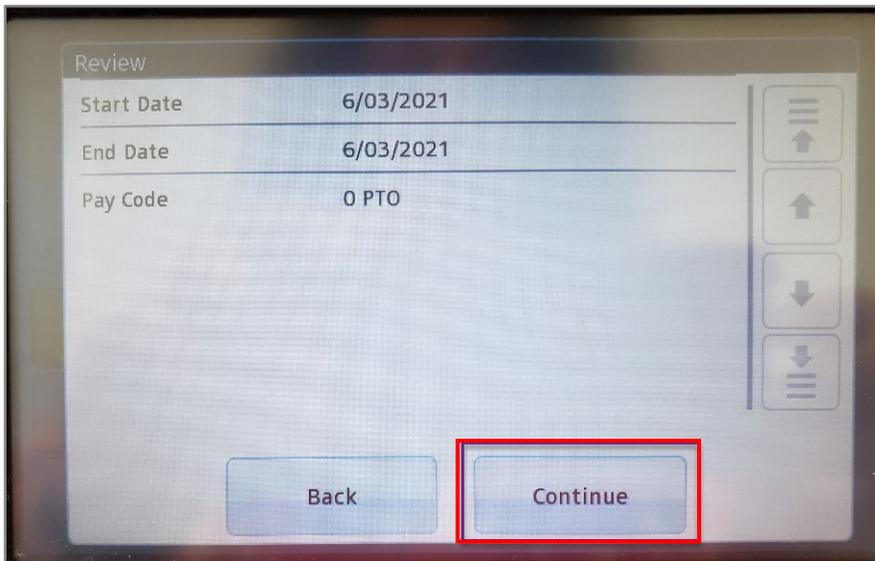
**Note:** Request one day off at a time by touching the same date as the start date



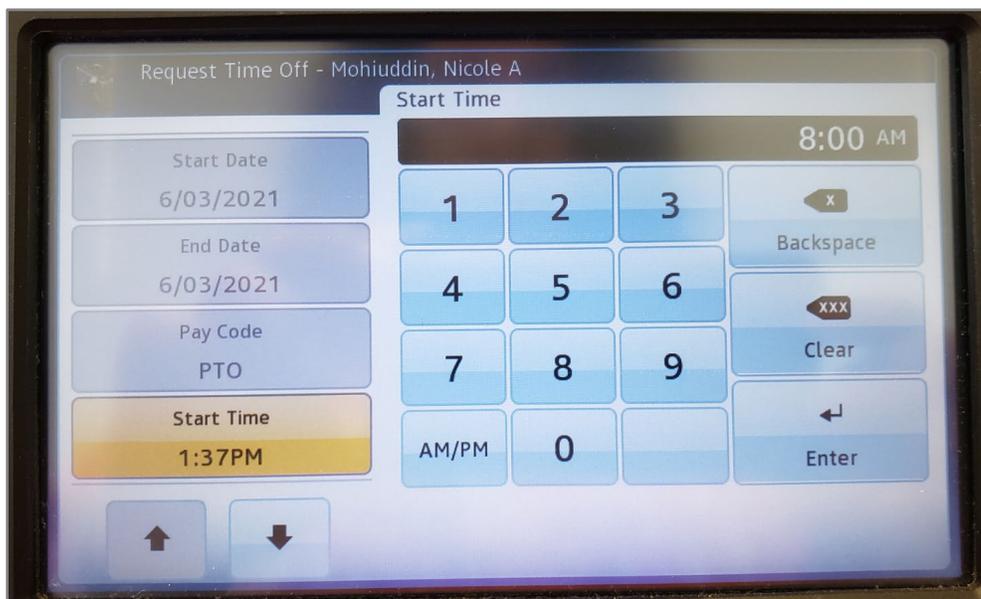
- Select the *Pay Code*



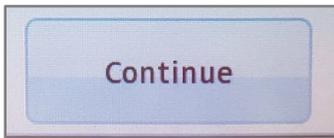
- Select *PTO*
- Select *Continue*



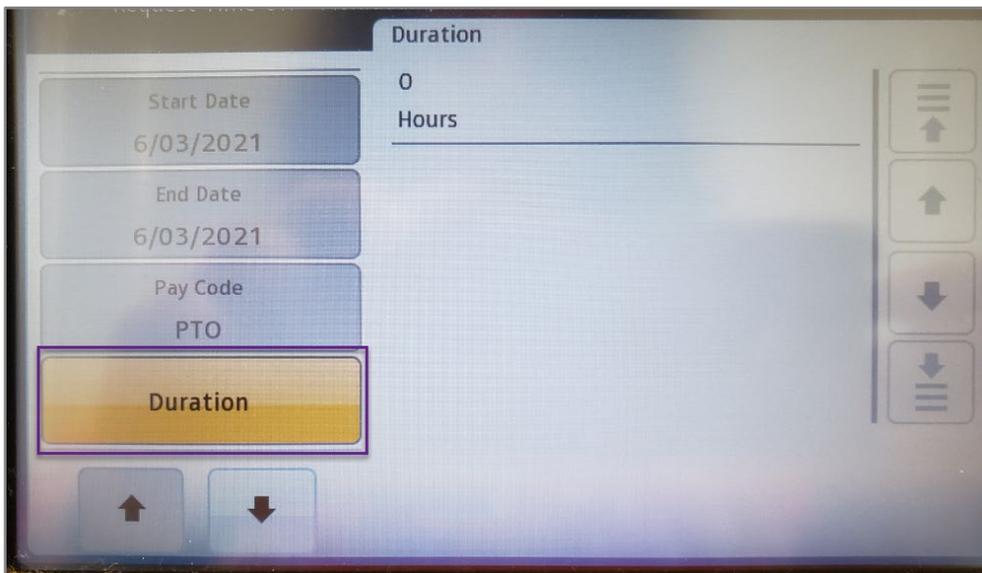
- Touch a number on the screen to indicated the amount of hours being requested (for 12 hours enter 12)
- Remember to touch the same date as the start date
- Review the correct date and hours
- Use *Back* if corrections are needed



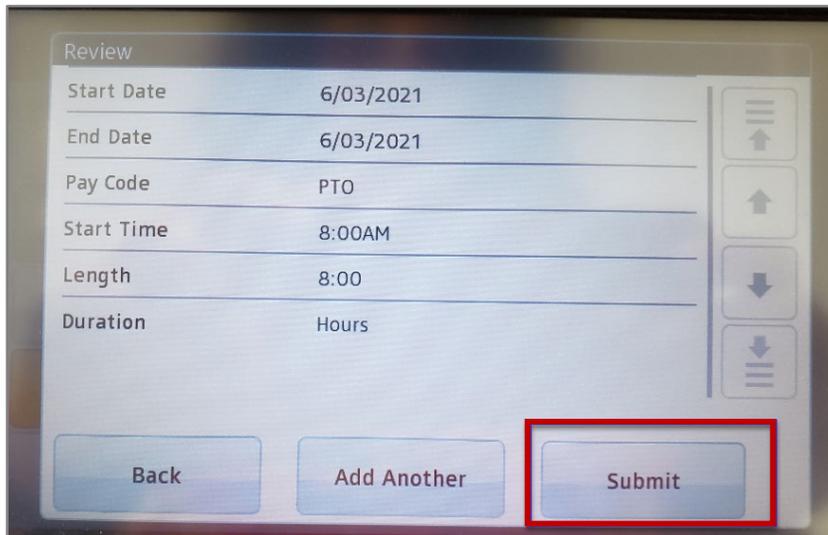
- Touch *Continue*



- Touch *Duration*



- Enter the start time of normal shift
  - Touch *AM/PM*
  - 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*



Review	
Start Date	6/03/2021
End Date	6/03/2021
Pay Code	PTO
Start Time	8:00AM
Length	8:00
Duration	Hours

Back    Add Another    **Submit**

- This message confirms successful *Request Time Off* submission
  - 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*