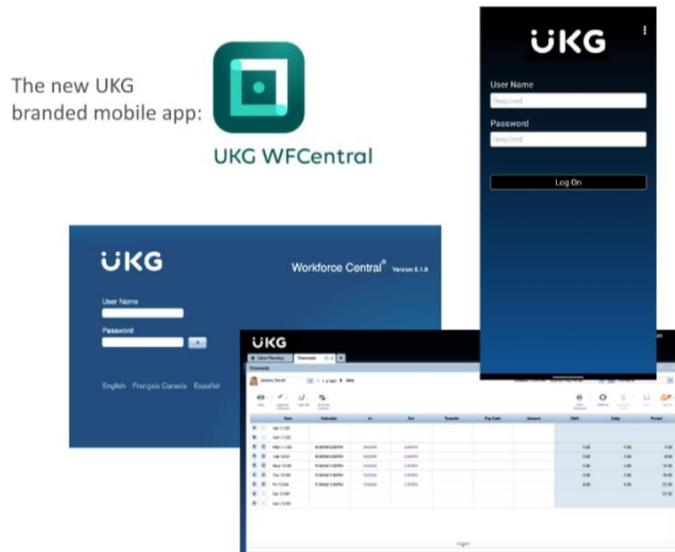
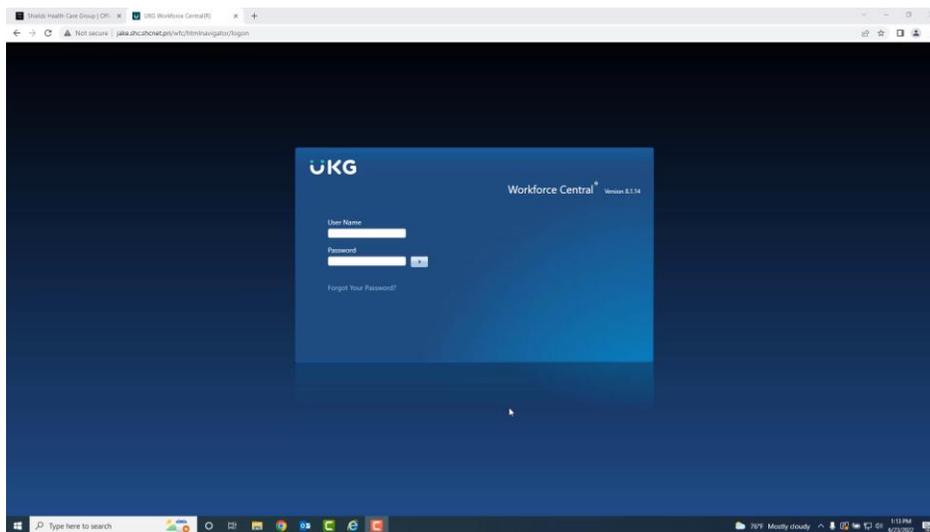


My Shields Time Training Guide

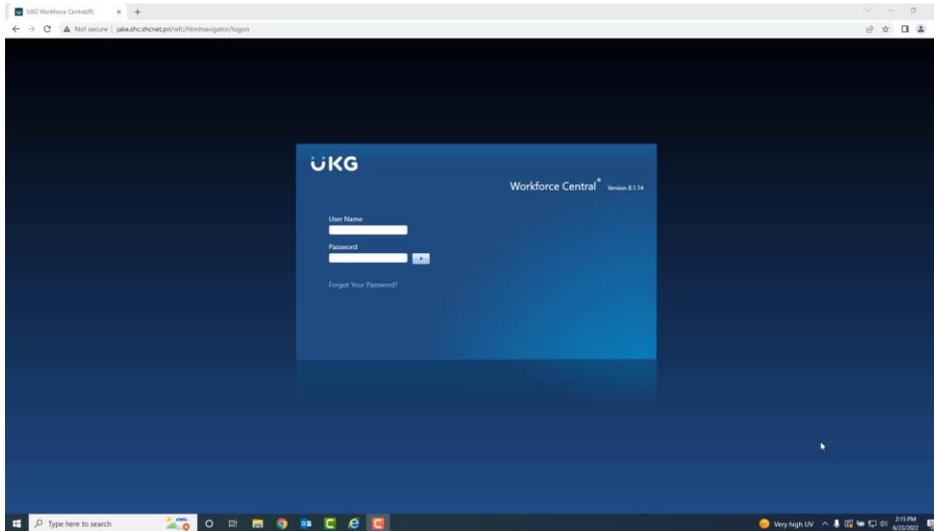


Kronos Training for Employees



<https://vimeo.com/927933609/46d3c2b2d2?share=copy>

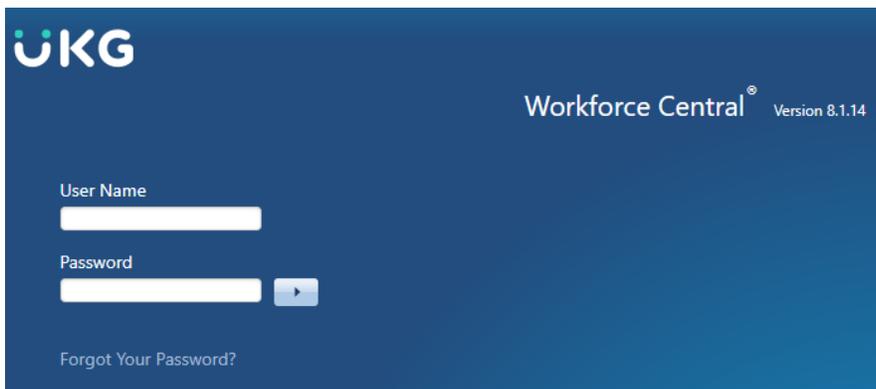
Kronos Training for Manager



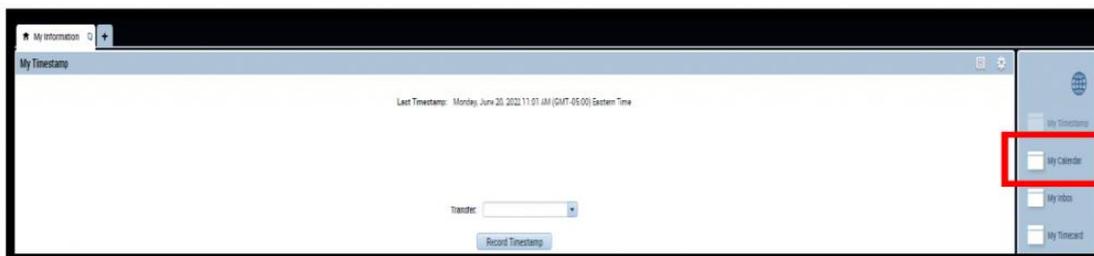
<https://vimeo.com/927936734/7d1d90b6b7?share=copy>

My Shields Time UKG (Kronos) Instructions for Requesting Time Off

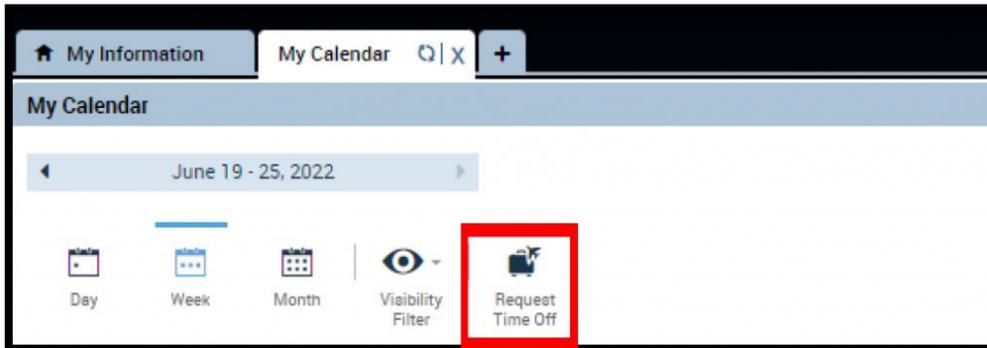
1. To log into My Shields Time (Kronos), go to the Infohub- Pay & Benefits- My Shields Time
 - o Enter your current username and password.



2. On the next screen, click on **My Calendar**



3. Click on Request Time Off



4. To Request Time Off:

1. Enter a **Start date** and **End date**
2. Select a **Pay Code** (PTO or Sick) from the drop down list
3. Enter the **Start time** (if your shift begins at 8:30am, enter 8:30am)
4. Enter the **Daily Amount** (the hours you are requesting off)
 - *Example: Request PTO for July 25th. If you work 8:30-5:00, enter 8:30am for the Start Time and 8.0 for the Daily Amount. Click on Submit.*
 - **Note: When requesting Sick Time, you cannot request more than your accrued Balance.**

The screenshot shows the 'Request Time Off' form. At the top, there is a 'Type:' dropdown menu set to 'Global Time Off Request'. Below this is a table with the following data:

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	7/25/2022	7/25/2022	PTO	Hours	8:30AM	8.0

Below the table, there is an 'Accruals on:' field with the value '6/20/2022'. At the bottom of the form, there is a table with two columns: 'Accrual' and 'Balance'. The 'Accrual' column has 'PTO' and the 'Balance' column has '11.67 Hour'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

5. To Request Time off for a Full Week:

1. Enter a **Start date** and **End date**
2. Select a **Pay Code** (PTO or Sick) from the drop down list
3. Enter the **Start time** (if your shift begins at 8:30am, enter 8:30am)
4. Enter the **Daily Amount** (the daily hours you are requesting off)
 - *Example: enter July 11th for start date and July 15th for end date. If you work 8:30-5:00, enter 8:30AM for the Start Time and 8.0 for the Daily Amount. Click on Submit.*

Request Time Off

Type: Global Time Off Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ ×	7/11/2022	7/15/2022	PTO	Hours	8:30AM	8.0

Accruals on: 6/21/2022

Accrual	Balance
PTO	11.67 Hour

Cancel Submit

6. Email Notifications:

You will receive an email notification from Kronos to confirm that your PTO/ SICK request was submitted successfully. A second notification will be sent via email once your manager approves or denies the request.

Submitted on : 6/21/2022
 Employee: Employee, Test
 Request type: Global Time Off Request
 Start date: 7/11/2022
 End date: 7/15/2022