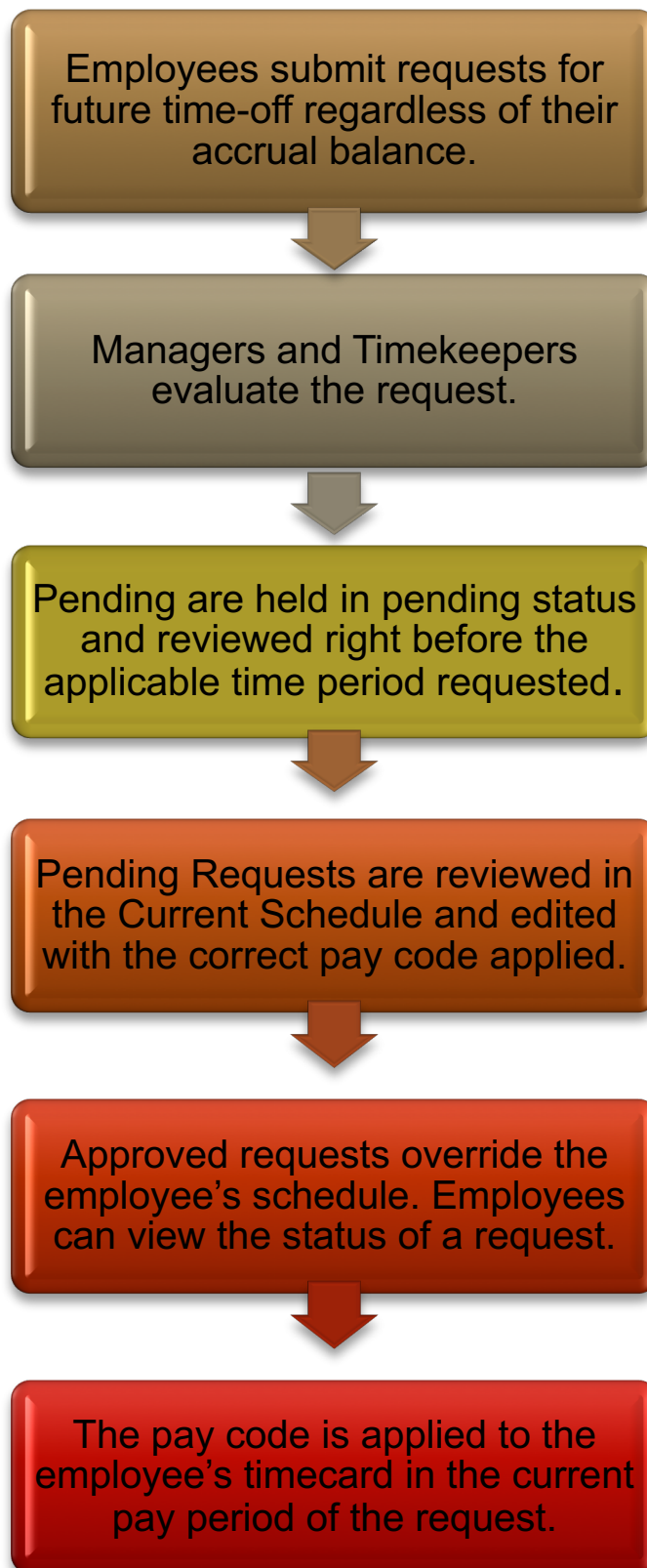


Global Time-off Request Overview

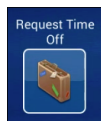
Global Time-off Request Overview (GTOR)



Submitting a Request for Time-Off via a Clock

Submit a Request for Time Off via a Clock

- 1 Tap **Request Time Off**.



- 2 Use your badge to identify yourself.



- 3 Tap **GTOR**, which is short for Global Time Off Request.

0
GTOR

- 4 Tap **Submit Request**.

0
Submit request

- 5 Tap the desired **Start Date** and **End Date**. Use the left and right arrows above the calendar to change the displayed month.

Start Date		Jun 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
31	1	2	3	4	5	6		
7	8	9	10	11	12	13		

- 6 Tap the desired **Pay Code**.

Pay Code	
6	Pending-Vacation

- 7 Tap **Continue** on the review screen.

Continue

- 8 Tap the desired **Duration**.

0
Full day
1
Half day

- 9 Tap **Continue** on the review screen.


Continue

- 10 Tap **Submit** when finished.

Add Another Submit

*Note: Prior to submitting, tap **Add Another** to include another request.*

- 11 A confirmation message displays.

 Request Time Off

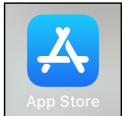
Your request has been successfully submitted.

Name: TEST123
6/11/2020, 1:55PM

Installing UKG/Kronos Mobile™

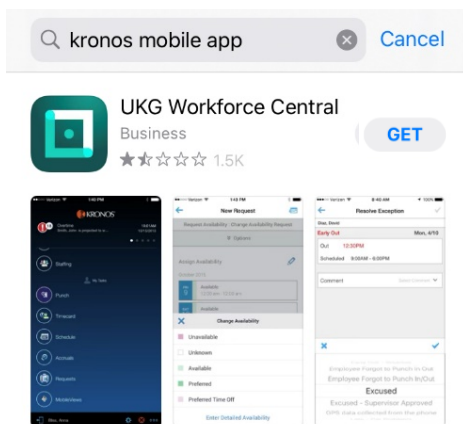
Using UKG WF Central™ mobile app is an individual choice and provided for employee convenience. Usage of UKG/Kronos Mobile on your personal device is optional, not required. Support for the UKG/Kronos Mobile application is not provided by University of Maryland's IS&T department. **NOTE: Mobile app cannot be used to clock in or clock out.**

- 1 Open the Store on your device (e.g., App Store, Google Play).

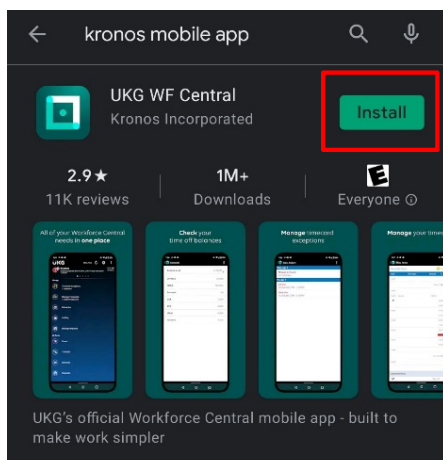


- 2 Search for **Kronos Mobile** or **UKG WF Central**, and download the app.

iPhone



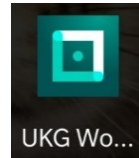
Android



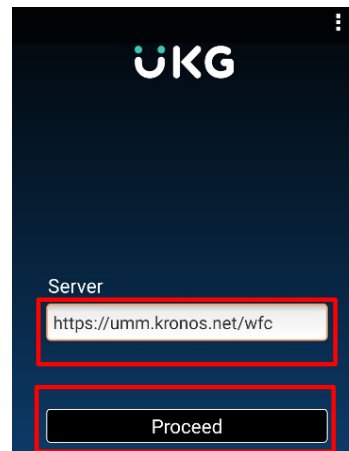
Note

Do not select other UKG/Kronos products such as UKG Ready, UKG Dimensions or iSeries.

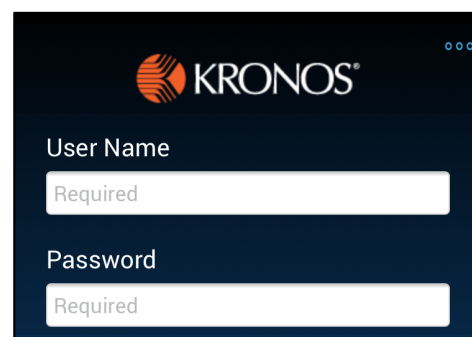
- 3 Once the app is downloaded, tap the **UKG Workforce Central** icon.



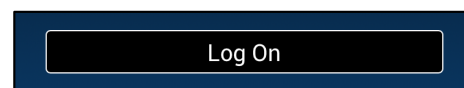
- 4 Enter the following URL in the Server field:
https://umm.kronos.net/wfc and then tap **Proceed**.



- 5 User Name: your **UMMS Employee ID #**
Password: at your *first login*, your *initial password* is **Umms@nnnn**, where "nnnn" is the last 4-digits of your SSN. You will be prompted to update your password. If you *previously logged in* use your **updated password from your prior login**.



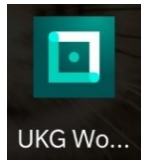
- 6 Tap **Log On** to access UKG/Kronos Mobile.



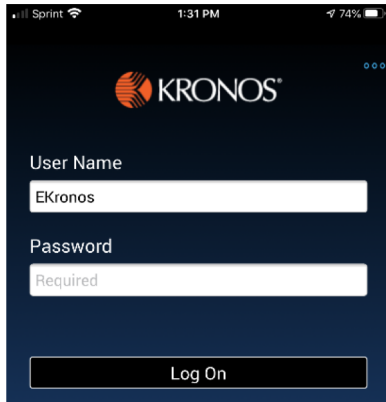
Submitting a Request for Time-Off via Mobile

Submit a Request for Time-Off via Mobile

- 1 Click the UKG WF Central **Mobile App**.



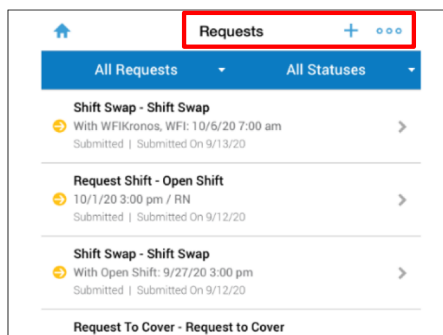
- 2 Enter your username and password and then click **Log On**.



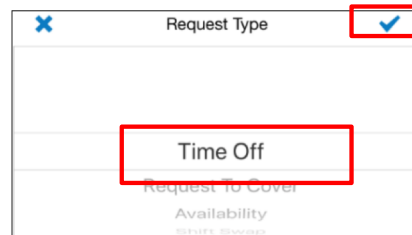
- 3 Tap **Requests**.



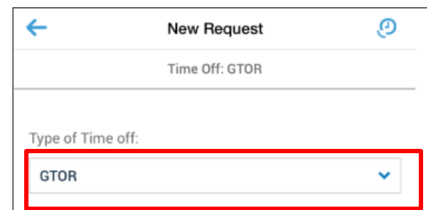
- 4 To add a new request, tap the **+** in the upper right corner.



- 5 Select the request type and then click the **check mark**.



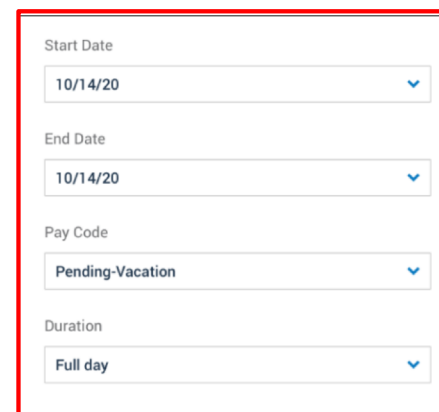
- 6 Select the **Type of Time off** field.



- 7 Tap **Apply**.

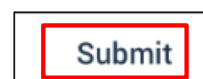


- 8 Enter the **Request** details.



- 9 Tap **Review**.

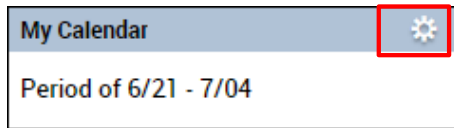
- 10 Tap **Submit** when finished.



Submitting a Request for Time-Off via Advanced Scheduling Application

Submit a Request for Time Off via Advanced Scheduling Application

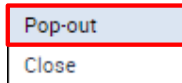
- 1 Click the **Gear icon** in the **My Calendar** widget.



My Calendar

Period of 6/21 - 7/04

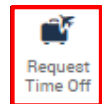
- 2 Select **Pop-out**.



Pop-out

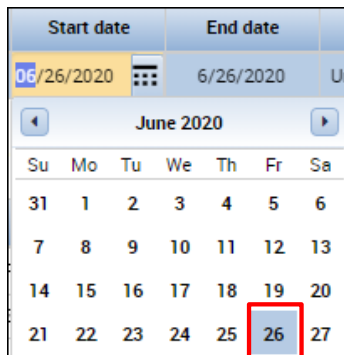
Close

- 3 Click **Request Time Off**.



Request Time Off

- 4 Click **Start date** and select the desired day in the dropdown calendar.



Start date: 06/26/2020

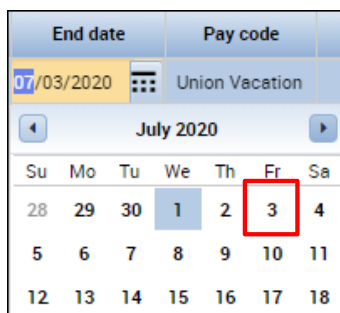
End date: 6/26/2020

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Note: Use the left and right arrows within the calendar to navigate to different months.

- 5 Click **End date** and select the desired day in the dropdown calendar.



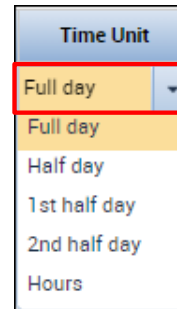
End date: 07/03/2020

Pay code: Union Vacation

July 2020

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

- 6 Select the **Time Unit** from the dropdown list.



Time Unit

Full day

Full day

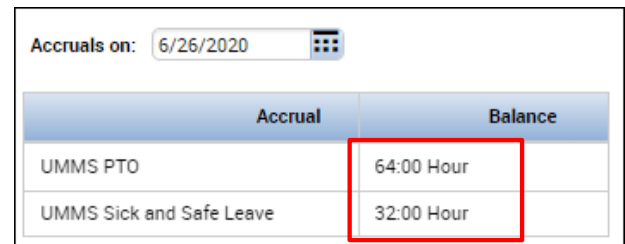
Half day

1st half day

2nd half day

Hours

- 7 Confirm your accrual balances are as expected based upon the selected date.



Accruals on: 6/26/2020

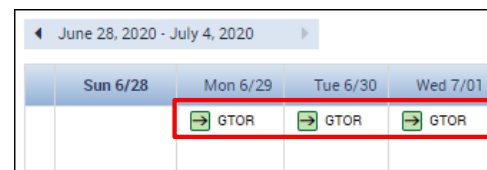
Accrual	Balance
UMMS PTO	64:00 Hour
UMMS Sick and Safe Leave	32:00 Hour

- 8 Click **Submit**.



Submit

- 9 To view your request, open your calendar to your requested dates.



June 28, 2020 - July 4, 2020

Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/01
	→ GTOR	→ GTOR	→ GTOR

- 10 Once approved, the icon displays as a checkmark. If refused, the icon displays as an X.



Mon 6/29

Wed 7/08

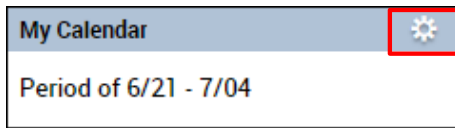
✓ GTOR

✗ GTOR

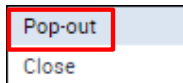
Submitting a Request for an Open Shift

Submit a Request for an Open Shift

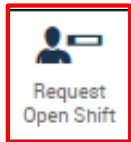
- 1 Click the **Gear icon** in the My Calendar widget.



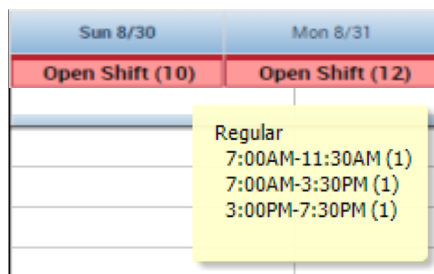
- 2 Select **Pop-out**.



- 3 Click **Request Open Shift**.

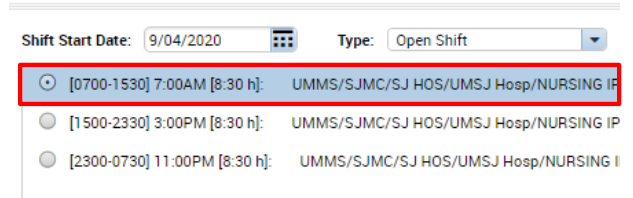


- 4 Hover your cursor over the **red bar** to view the open shifts.



- 4 Select the Open Shift you want to fill.

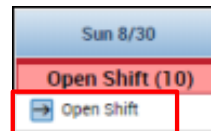
Request Open Shift



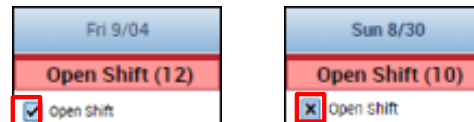
- 5 Click **Submit**.



- 6 To view your request, the **Open Shift** has a horizontal arrow next to it in the **My Calendar** widget.



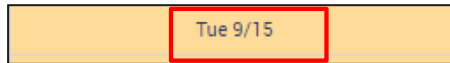
- 7 If approved, the icon displays as a checkmark. If refused, the icon displays as an X.



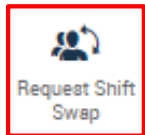
Requesting a Shift Swap

Requesting a Shift Swap

- 1 From the **My Calendar** widget, click the date of the shift you cannot work.



- 2 Click **Request Shift Swap**.



- 3 In the **Type** field, select the request type you are making.

Type:

- 4 In the **Start Date** and **Time** fields, check to make sure they match the shift you cannot work.

Start Date: Time:

- 5 Click the open shift you would like to swap with..

Swap with: Location:

Employee	Date	Start Time	End Time	Duration
Unassigned (2)	Thu 9/03	7:00AM	3:30PM	8:30 h
Unassigned (4)	Thu 9/03	3:00PM	11:30PM	8:30 h
Unassigned (4)	Thu 9/03	11:00PM	7:30AM	8:30 h

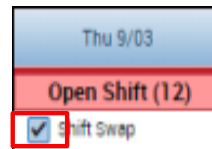
Note: Open shifts display in the Swap with list as Unassigned. Simply select the Unassigned shift instead of a shift that is scheduled to a specific employee in the Request Shift Swap dialog box when you want to swap shifts with an available open shift.

- 6 Click **Submit**.



Note: After you submit the request, the employee to whom you offered the shift swap receives a notification message in his or her Kronos Inbox about the request. The message contains specific information about the shift swap and prompts the employee to accept or refuse the request from his or her employee calendar.

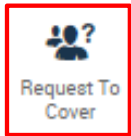
- 7 After your Shift Swap is accepted and approved an icon is displayed with a check mark. In addition your old shift is gone and your new shift will be displayed on your schedule.



Submitting a Request to Cover

Submitting a Request to Cover

- 1 From the **My Calendar** widget, click **Request to Cover**.



- 2 In the **Type** field, select the request type you are making.

Type: Request to Cover ▼

- 3 In the **Start Date** and **Time** fields, check to make sure they match the shift you want covered.

Start Date: 9/15/2020 Time: 9:00AM - 5:00PM ▼

- 4 Use the **radio buttons** to indicate if you want the entire shift covered or just a portion of it.

☒ Whole Shift ☐ Partial Shift (min 0:00 hrs)

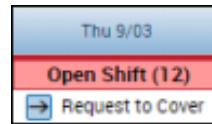
- 5 Select **the employee(s)** you want to send the request to cover notification.

Employee	Time	Availability
<input checked="" type="checkbox"/> ADDONISIO, EILEEN		<input type="checkbox"/> Unknown
<input type="checkbox"/> Kronos		<input type="checkbox"/> Unknown
<input type="checkbox"/> Smith, Kara		<input type="checkbox"/> Unknown
<input type="checkbox"/> Test Manager or Timekeeper		<input type="checkbox"/> Unknown

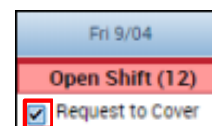
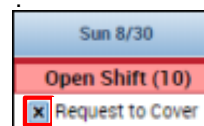
- 6 Click **Submit**.

Cancel Submit

- 7 To view your request, **open your calendar** to your requested dates.



- 8 Once approved, the icon displays as a checkmark, and your covered shift will be removed from your schedule. If no one accepts your request to cover, the icon displays as an X.



Submitting a Change in Availability Request

Change in Availability Request

- 1 From the **My Calendar** widget, click **Request Availability Change**.



- 2 In the Request Period field, select the schedule period your request is for.

Request Period: After Next Schedule Period

- 3 In the Applied Availability calendar, click on the day you want to change your availability.

Applied Availability			
	Sunday 12:00AM	Monday 12:00AM	Tuesday 12:00AM
8/30/2020			
9/06/2020			
9/13/2020			

- 4 By default you are set to be available all day. Enter the **Start Time** of unavailable time.

	Start Time	End Time	All Day	Availability
1	12:00AM	12:00AM	<input type="checkbox"/>	Available

- 5 Enter the **End Time** of your unavailable time.

	Start Time	End Time	All Day
1	1:00PM	3:00PM	<input type="checkbox"/>

Note: Alternatively, click the All Day.

- 6 In the Availability field select the status.

☐ Available
☐ Preferred
☐ Preferred Time Off
☒ Unavailable
☐ Unknown

- 7 Click **Apply**.

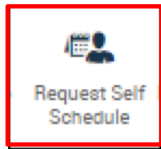
Note: You can use the Copy/Paste button to quickly apply your availability from one day onto other days.

- 8 Click **Submit**.

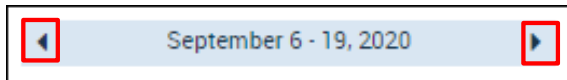
Creating a Self-Scheduling Request

Self-Schedule Request

- 1 From the **My Calendar** widget, click **Request Self Schedule**.



- 2 In the Self Schedule window use the **left and right arrows** to navigate different time periods.

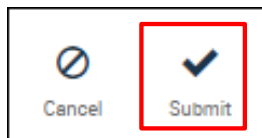


- 3 Use the check boxes to pick your preferred shifts.

Shifts	Sun 9/06	Mon 9/07	Tue 9/08
	7:00AM-3:30PM	3:00PM-11:30PM	9:00AM-6:00PM
7:00AM-7:30PM [12:30]	<input type="checkbox"/>	<input type="checkbox"/>	
7:00AM-3:30PM [8:30]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3:00PM-11:30PM [8:30]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7:00PM-7:30AM [12:30]		<input type="checkbox"/>	<input type="checkbox"/>
11:00PM-7:30AM [8:30]		<input type="checkbox"/>	<input type="checkbox"/>

Note: Shifts in orange are shifts you are requesting and shifts in black are shifts you are already scheduled.

- 4 Click **Submit**.



Note: The shifts that employees request during the self-scheduling period are not guaranteed. After a self-scheduling period has closed, schedulers will review and balance the schedules to meet departmental needs.