

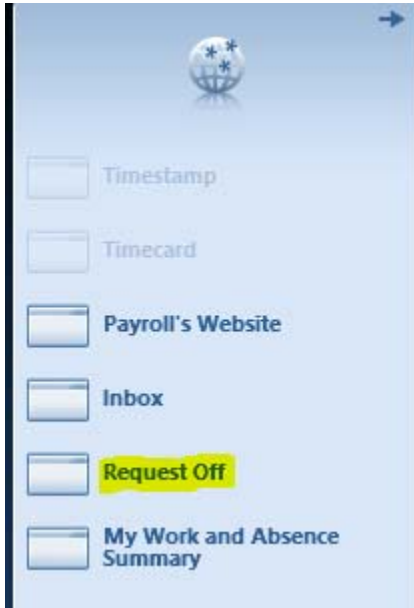
## PAYROLL DEPARTMENT

### Procedure to Donate Hours to Shared Leave

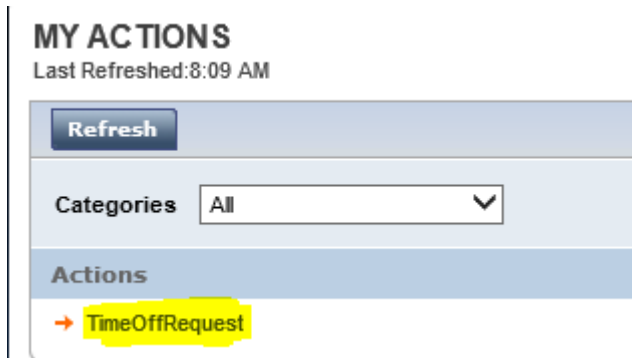
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To donate vacation time:

1. Log into KRONOS and choose the Request Off option on the right side of the screen.



2. Choose the TimeOffRequest option.



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### Procedure to Donate Hours to Shared Leave

3. Complete the screen below.

The screenshot shows a web browser window titled "Time Off Request - Internet Explorer". The page content is as follows:

- Time Off Balances (hours) as of today**
  - Sick Balance: 1421.0
  - Personal Day Balance: 0.0
  - Vacation Balance: 350.67
- Time Off Request**
  - \* Request Type:** A dropdown menu with "DSL" selected. Callout: "Choose DSL –Donate Shared Leave."
  - Furthest Eligible Request Date:** 3/13/2019
  - \* Start Date:** An empty text box with a calendar icon. Callout: "Start Date and End Date must be the same date. Choose a date that you are not scheduled to work. A date is needed to apply the vacation deduction to the balance."
  - \* End Date:** An empty text box with a calendar icon. Callout: "Start Date and End Date must be the same date. Choose a date that you are not scheduled to work. A date is needed to apply the vacation deduction to the balance."
  - Message:** An empty text area.
  - \* Hours:** Radio buttons for "Specify Hours" (selected) and "Same Hours as". Callout: "Start Time can be anytime you choose."
  - Fill in Start Time if Specify Hours is selected above:** A text box. Callout: "Do not change."
  - Start Time:** An empty text box. Callout: "Start Time can be anytime you choose."
  - Hours Per Day:** An empty text box. Callout: "Number of hours you wish to donate. Minimum 8 Hours. Must donate in hour increments."
  - Day Type:** Radio buttons for "Scheduled and Non-scheduled Days" (selected) and "Scheduled Days". Callout: "Do not change."
  - Buttons:** "Next", "Reset", and "Cancel". Callout: "Click Next to Process."

NOTE: Once processed/approved you will see the pay code of DSL in your timecard with the amount of hours donated.