You record PTO (paid time off for either vacation or illness) in Kronos. You have to either use a computer on the OHSU network or use Citrix to access Kronos.
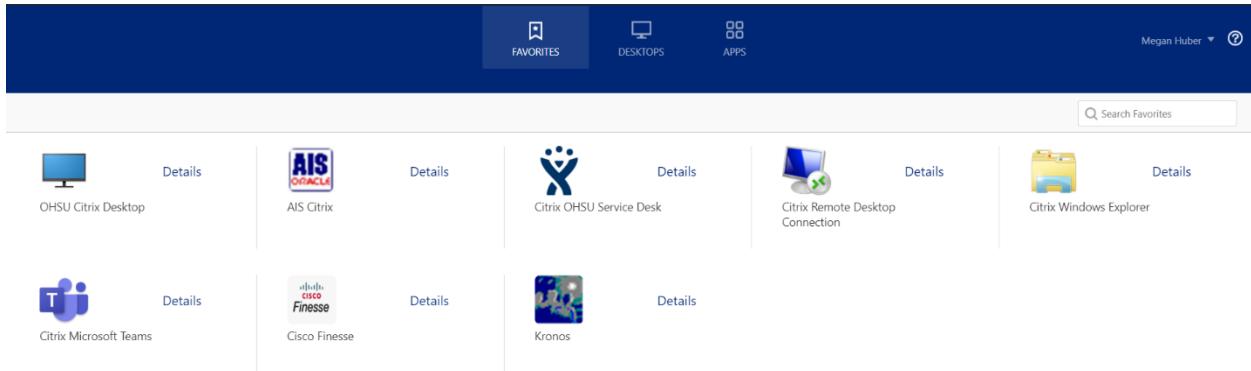
From here, it's similar to other timekeeping softwares:
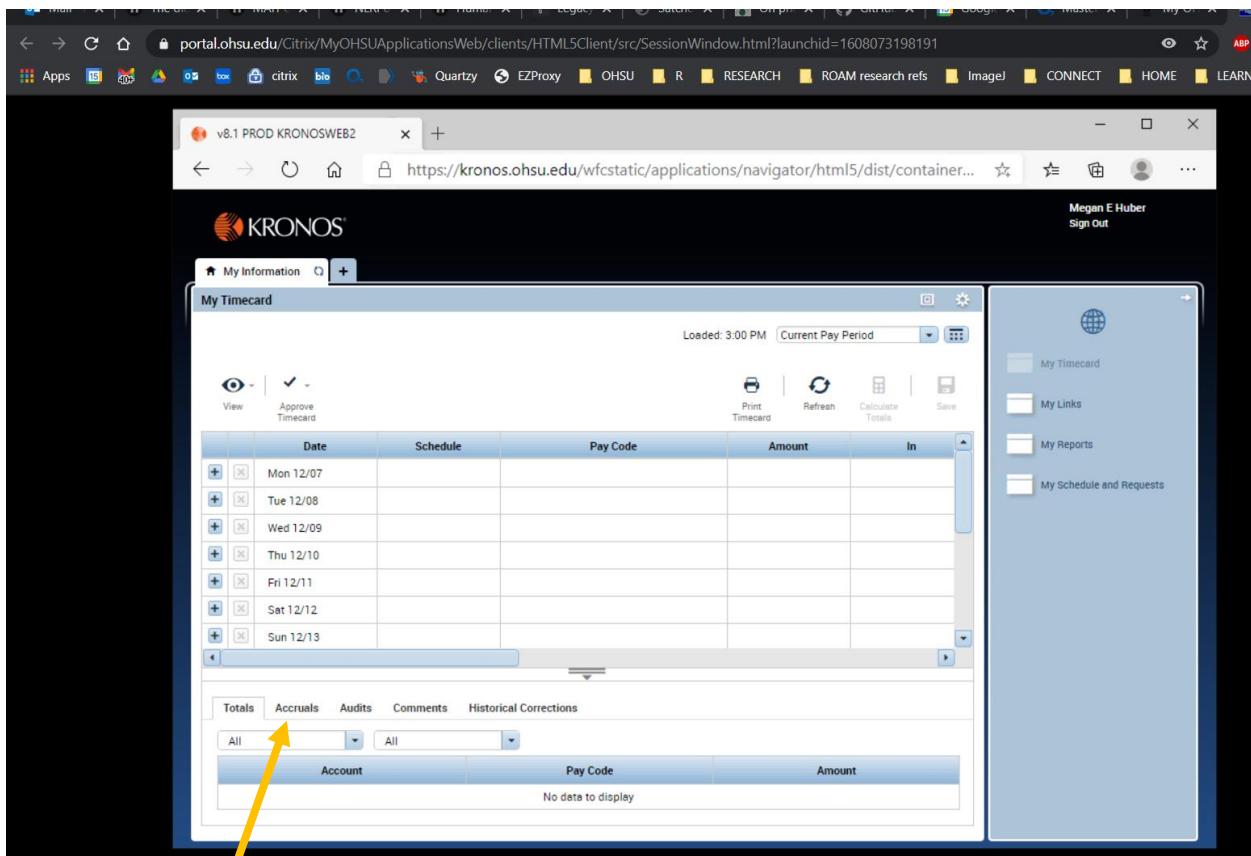
If you click the "Accruals" tab and scroll down, you can see how much PTO you have available.

Accrual Code	Accrual Available Bala...	Accrual Units	Accrual Reporting Per...	Accrual Opening Bala...	Accrual Ending Balance
PTO GRU Student	30.75	Hour	Wed 1/01 - Thu ...	0.0	30.75
Voluntary Cash ...	0.0	Hour	Wed 1/01 - Thu ...	0.0	0.0

To actually take time off:

In the current day's row, click in the box under "Pay Code" and then select "PTO GRU Paid Time Off"
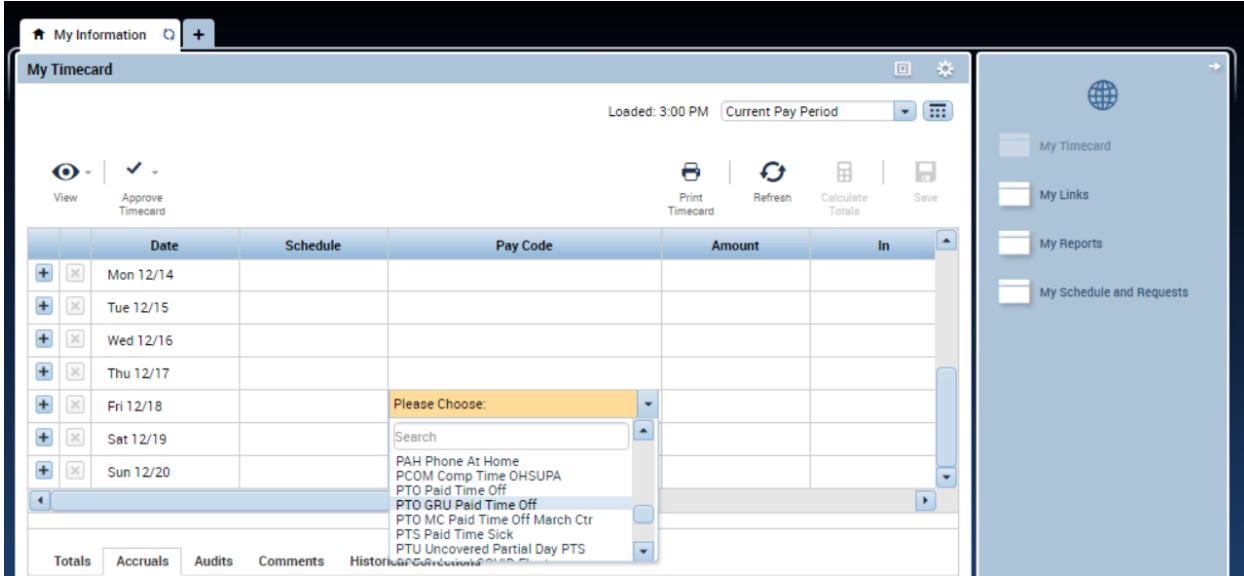
Then, type the number of hours to take off (8 for a full day, or 4 for a half day). Finally, click "Save"
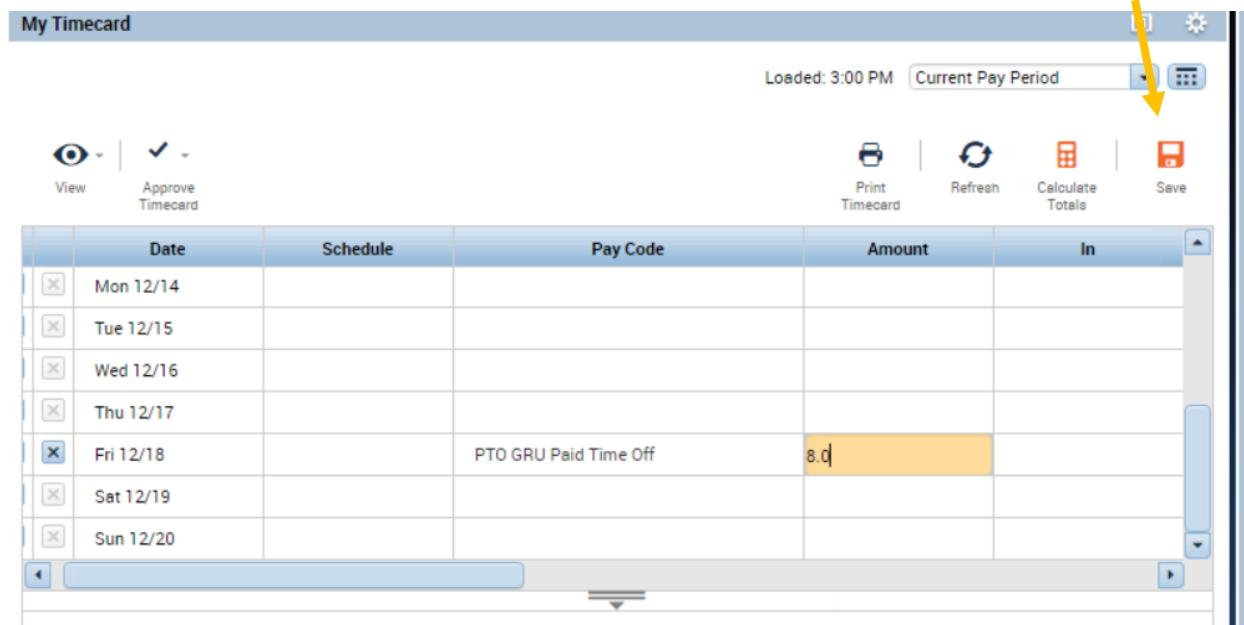
And that's it! You can only change PTO for **current or future** pay periods, so if you miss the window, talk to your PI about how to fix it.