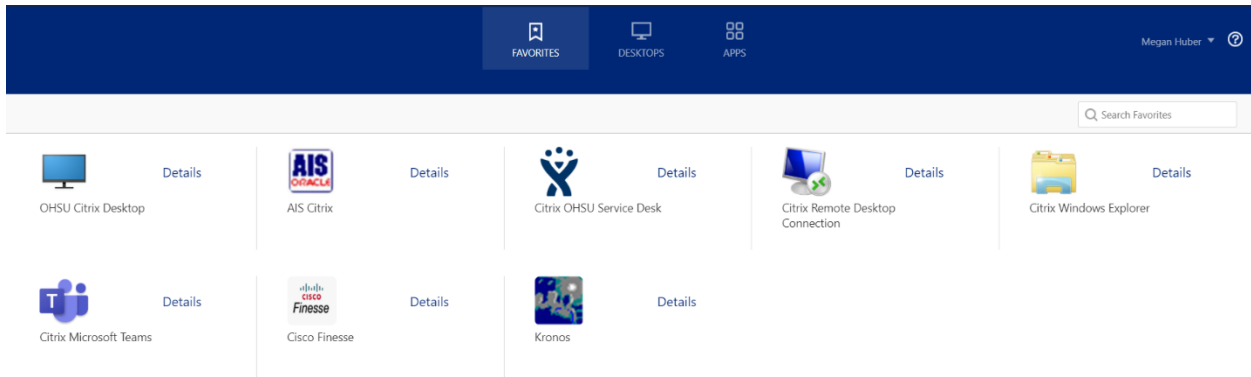
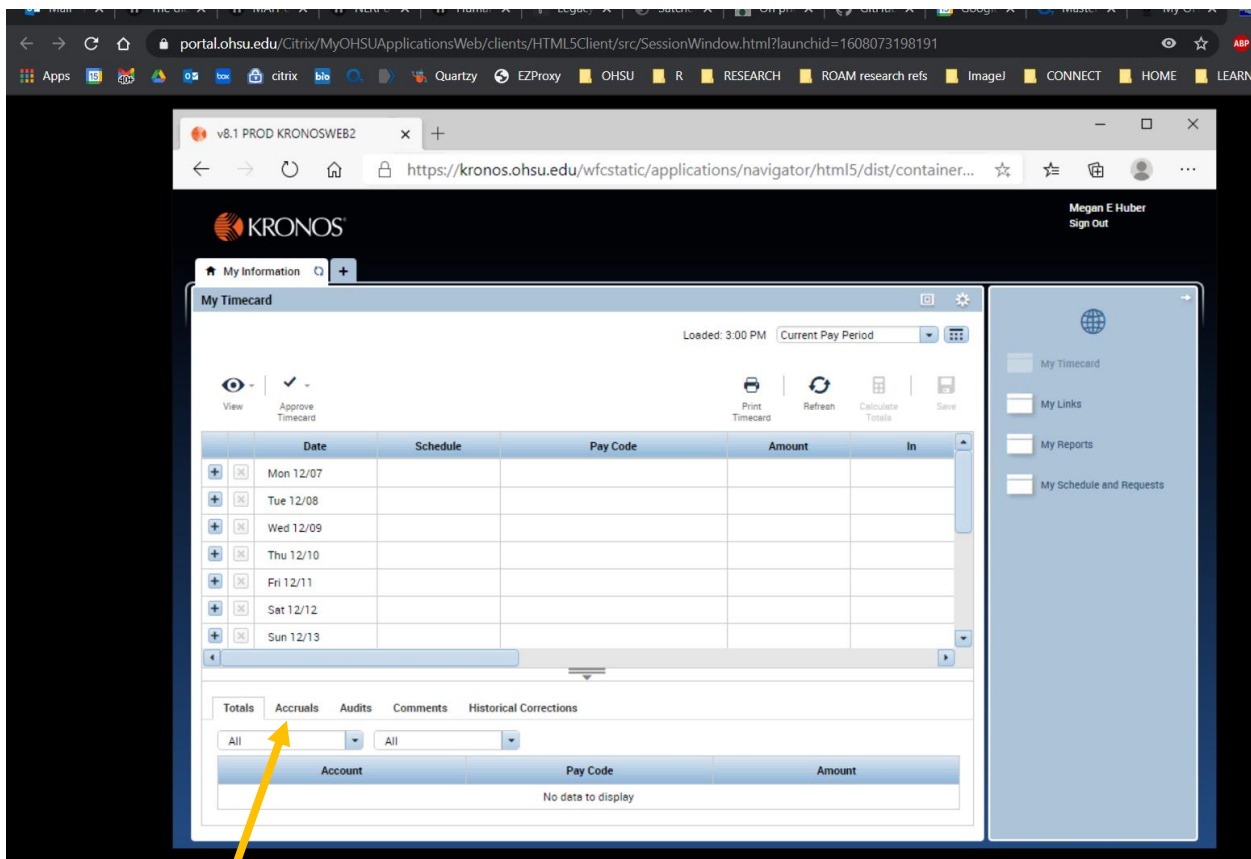


You record PTO (paid time off for either vacation or illness) in Kronos. You have to either use a computer on the OHSU network or use Citrix to access Kronos.



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"

The screenshot shows the 'My Timecard' interface. The table below has columns for Date, Schedule, Pay Code, Amount, and In. The row for Friday, 12/18, has a dropdown menu open for the Pay Code field. The dropdown menu lists several options, with 'PTO GRU Paid Time Off' selected. A yellow arrow points to the 'Save' button in the top right corner of the interface.

	Date	Schedule	Pay Code	Amount	In
+ X	Mon 12/14				
+ X	Tue 12/15				
+ X	Wed 12/16				
+ X	Thu 12/17				
+ X	Fri 12/18		Please Choose:		
+ X	Sat 12/19				
+ X	Sun 12/20				

Totals Accruals Audits Comments History

Then, type the number of hours to take off (8 for a full day, or 4 for a half day). Finally, click "Save"

The screenshot shows the 'My Timecard' interface. The table below has columns for Date, Schedule, Pay Code, Amount, and In. The row for Friday, 12/18, has 'PTO GRU Paid Time Off' in the Pay Code field and '8.0' in the Amount field. A yellow arrow points to the 'Save' button in the top right corner of the interface.

	Date	Schedule	Pay Code	Amount	In
X	Mon 12/14				
X	Tue 12/15				
X	Wed 12/16				
X	Thu 12/17				
X	Fri 12/18		PTO GRU Paid Time Off	8.0	
X	Sat 12/19				
X	Sun 12/20				

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.