UNDERSTANDING THE 'MY CALENDAR' PAGE

My Calendar is where employees submit leave requests, cancel/retract requests and project leave balances.

OPENING THE 'MY CALENDAR' PAGE

On the My Information page, click on the **My Calendar** link on the far-right side of the page.
The My Calendar page opens as a separate tab.
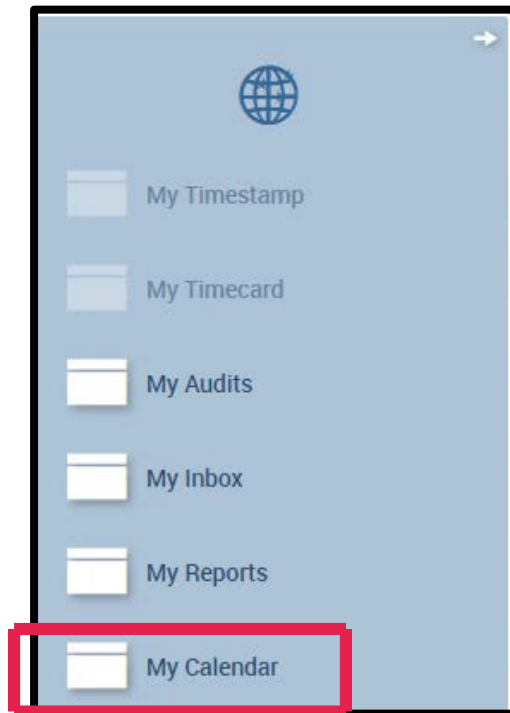
Understanding the My Calendar toolbar:

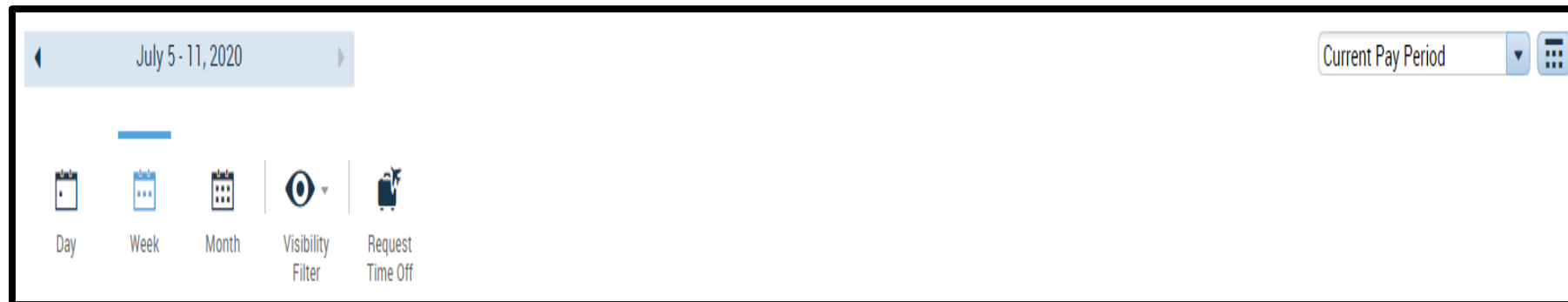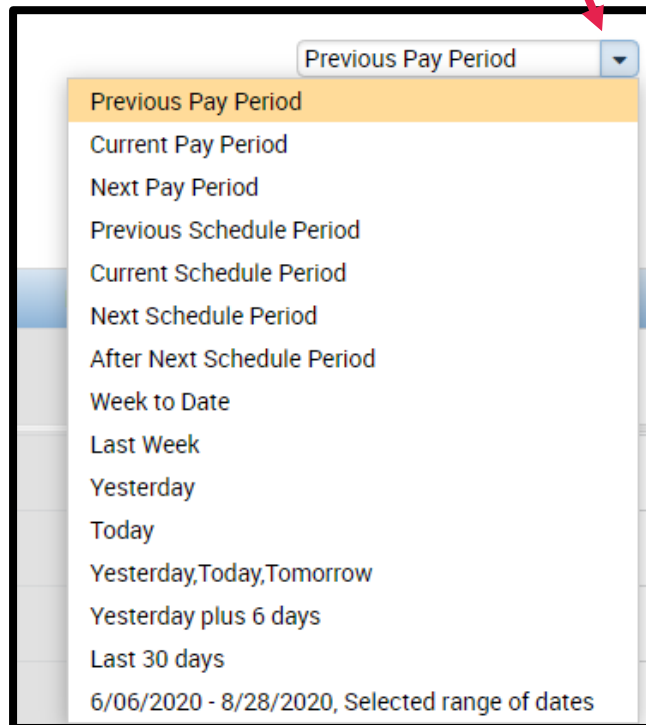By default, the My Calendar page opens to the current pay period. It displays your default schedule for each day and the header area includes any leave requests for the week.

Use the Context Selector dropdown to select one of the default views, such as Previous Pay Period, Next Pay Period, etc.

Use the Select Dates command to display a specific range of dates.

Context Selector command

Previous Pay Period ▼

Previous Pay Period
Current Pay Period
Next Pay Period
Previous Schedule Period
Current Schedule Period
Next Schedule Period
After Next Schedule Period
Week to Date
Last Week
Yesterday
Today
Yesterday,Today,Tomorrow
Yesterday plus 6 days
Last 30 days
6/06/2020 - 8/28/2020, Selected range of dates

Select Dates command

Previous Pay Period ▼ ⊞

Select Dates

Start Date: 9/05/2020 ⊞

End Date: 9/25/2020 ⊞

Cancel   Apply

The slider bar on the left side of the page can be used to move from one pay period to the next, depending on the view and the range of dates you have selected.

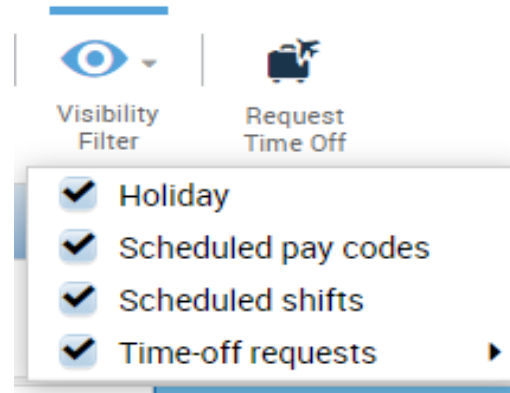| ◄ | September 6 - 12, 2020 | ► |

Pervious

Next
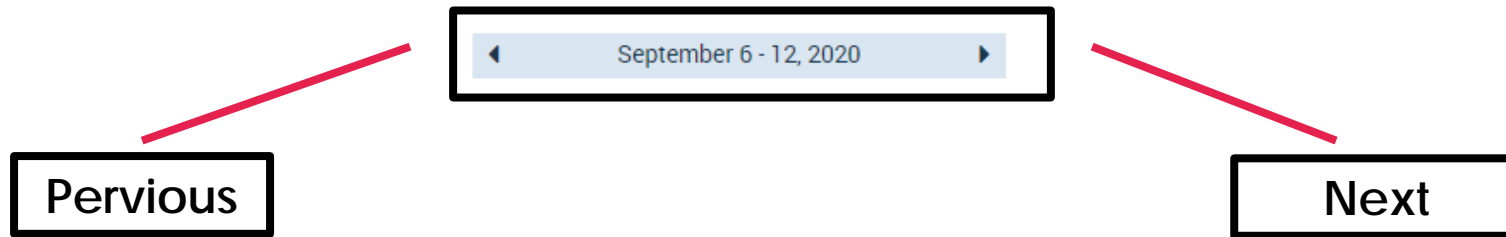
Use the **Day, Week** and **Month** commands to specify the timeframe displayed on the calendar.

Day   Week   Month

Use the Visibility Filter command to determine what type of items display on the calendar.

Note: Any changes you make to the default view are erased once you log out. When you log back in and re-open your calendar, all items are checked on the Visibility Filter dropdown. Use the Request Time Off command to create and submit leave requests. Review the appropriate documentation for your employee group for more information on this process.

- Submitting a leave request – non-exempt employees

DETERMINING THE STATUS OF LEAVE REQUESTS

Once an employee submits a leave request,
it appears in the header area of that day or days.

Mon 7/13
→ Time Off Request LG and 12 ...

[9:00 h]
Regular
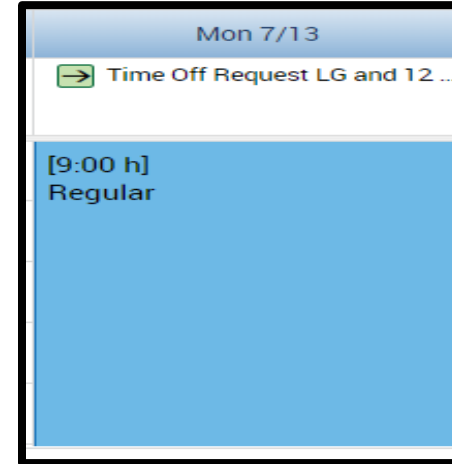
Even if the leave request is refused or canceled by the employee, it continues to appear in the header area.

→

Submitted

✓

Submitted Approved: used for approval of leave requests and approval of cancellations.

X

Refused

UNDERSTANDING THE 'MY CALENDAR' PAGE

When a leave request is approved, the corresponding time is shaded green on the calendar and the leave request information appears on the timecard.

Approved leave request

To review the status of the leave request, hover over it in the header area. A summary window appears with additional information, such as the ones shown below.
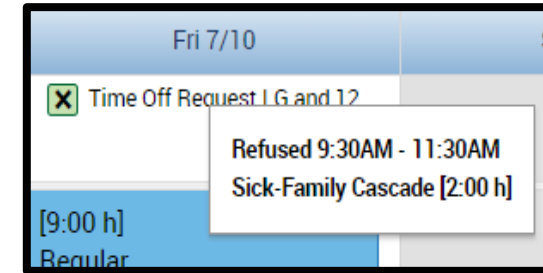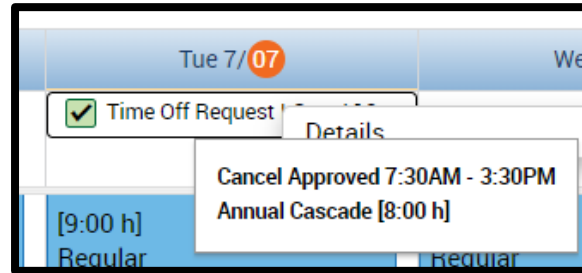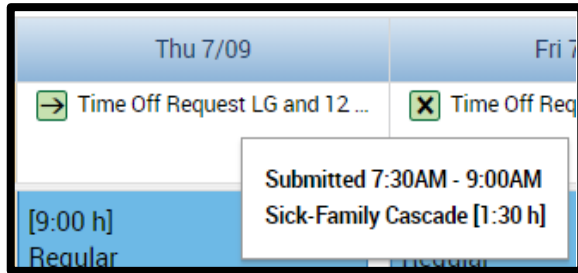
To see the details about the leave request, right-click on the leave request in the header area and select **Details** from the shortcut menu.
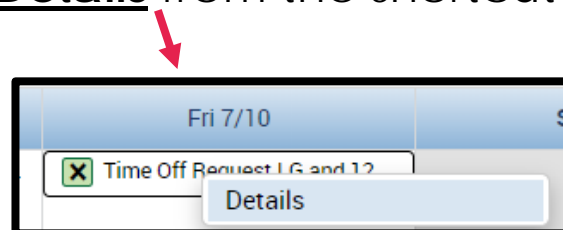
A summary of the leave report information appears, and the **Status History** area at the bottom of the window indicates the latest action taken on the leave request.

Click on the **Close** command to close the window.

Time-Off Request Details

☒ Refused: 7/07/2020 - 10:44:30AM
   Modified by: mgardner

Employee: Fowley, Daniel J   **Type:** Time Off Request LG and 12 Month Non Exempt

▼ Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
7/10/2020	7/10/2020	Sick-Family Ca...	Hours	9:30AM	2:00

Accruals on: 7/10/2020

Accrual	Balance
Annual Leave	210:00 Hour
Annual Leave Overflow	0:00 Hour
Comp Time	0:00 Hour

Status History

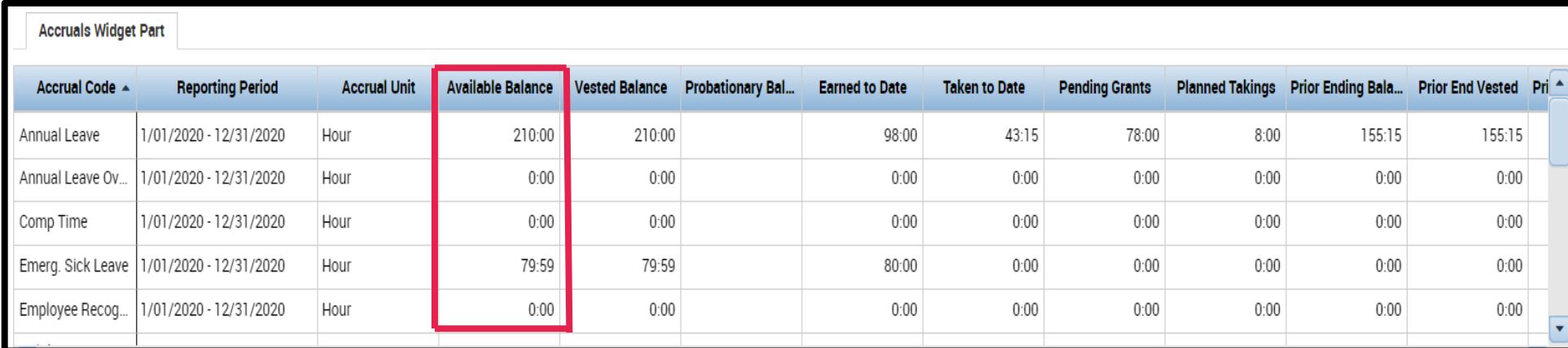☒ **Refused:** 7/07/2020 - 10:44:30AM

mgardner

Other

Refused due to lack of staff to cover at this time.

UNDERSTANDING THE ACCRUALS WIDGET

The Accruals Widget displays by default at the bottom of the My Calendar page. This tool can be used to review your available leave balances as of the current day, but employees should only do so with a clear understanding of the limitations of the widget. Because Kronos is an off-the-shelf product that is used by many different types of organizations with different methods for earning and accruing leave, this widget contains a great deal of information that is not relevant or accurate for Albemarle County employees. **The only column containing accurate information is the Available Balance column.**

Accruals Widget Part

Accrual Code ▲	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal...	Earned to Date	Taken to Date	Pending Grants	Planned Takings	Prior Ending Bala...	Prior End Vested	Pri
Annual Leave	1/01/2020 - 12/31/2020	Hour	210:00	210:00		98:00	43:15	78:00	8:00	155:15	155:15	
Annual Leave Ov...	1/01/2020 - 12/31/2020	Hour	0:00	0:00		0:00	0:00	0:00	0:00	0:00	0:00	
Comp Time	1/01/2020 - 12/31/2020	Hour	0:00	0:00		0:00	0:00	0:00	0:00	0:00	0:00	
Emerg. Sick Leave	1/01/2020 - 12/31/2020	Hour	79:59	79:59		80:00	0:00	0:00	0:00	0:00	0:00	
Employee Recog...	1/01/2020 - 12/31/2020	Hour	0:00	0:00		0:00	0:00	0:00	0:00	0:00	0:00	

If you want to project leave balances, use the step-by-step directions in the [Checking and projecting leave balances](#) documentation.

To hide the Accruals Widget, click on the **Show/Hide More Content** command.

Click the link below to complete the UNDERSTANDING THE 'MY CALENDAR' page and then click submit.

[UNDERSTANDING THE 'MY CALENDAR' PAGE](#)