

## KRONOS PTO CASH OUT INSTRUCTIONS

**STEP 1:** Log into Kronos using your Network ID and Password.

**STEP 2:** Select the day you would like to request a PTO Cash Out.

My Timecard

Current Pay Period

Date	Schedule	Pay Code	Amount
Sat 10/18			
Sun 10/19			
Mon 10/20			
Tue 10/21			
Wed 10/22			
Thu 10/23			
Fri 10/24			

Click on the plus sign to add a Pay Code.

Click here to add a pay code.

**STEP 3:** Select the "PTO Cash Out" option.

Curr

Date	Schedule	Pay Code	Am
Sat 10/18			
Sun 10/19			
Mon 10/20			
Tue 10/21			
Wed 10/22			
Thu 10/23			
Fri 10/24			
Sat 10/25			
Sun 10/26			

Select "PTO Cash Out"

PTO Cash Out

**STEP 4:** Click on the Amount Column to add the amount of Hours.

Date	Schedule	Pay Code	Amount
Sat 10/18			
Sun 10/19			
Mon 10/20		PTO Cash ...	
Tue 10/21			
Wed 10/22			
Thu 10/23			

Click on the green plus sign

**Step 5:** Enter the Amount in "HOURS" for the PTO Cash Out Request and Press "Save"

My Timecard

Current Pay Period

Date	Schedule	Pay Code	Amount
Sat 10/18			
Sun 10/19		PTO Cash ...	8.0
Mon 10/20			
Tue 10/21			

Enter the Amount in Hours and Click Save