Workforce Central®
Using the My Calendar widget

KRONOS®

The My Calendar widget allows you to view your work schedule and request time off. If Workforce Scheduler is installed, you may be able to submit open shift and shift swap requests.

In this job aid, you will learn how to access and review the My Calendar widget.

Accessing the My Calendar widget

1 Access the **Navigator Framework_wfc** log on page at **https://accomack.kronos.net**

2 Log in using your credentials.

3 If your **My Calendar** widget is not primary, make it the primary widget by selecting "pop-out".

4 If necessary, open the **Related Items** pane.

5 Click **My Calendar**.

Viewing the My Calendar widget
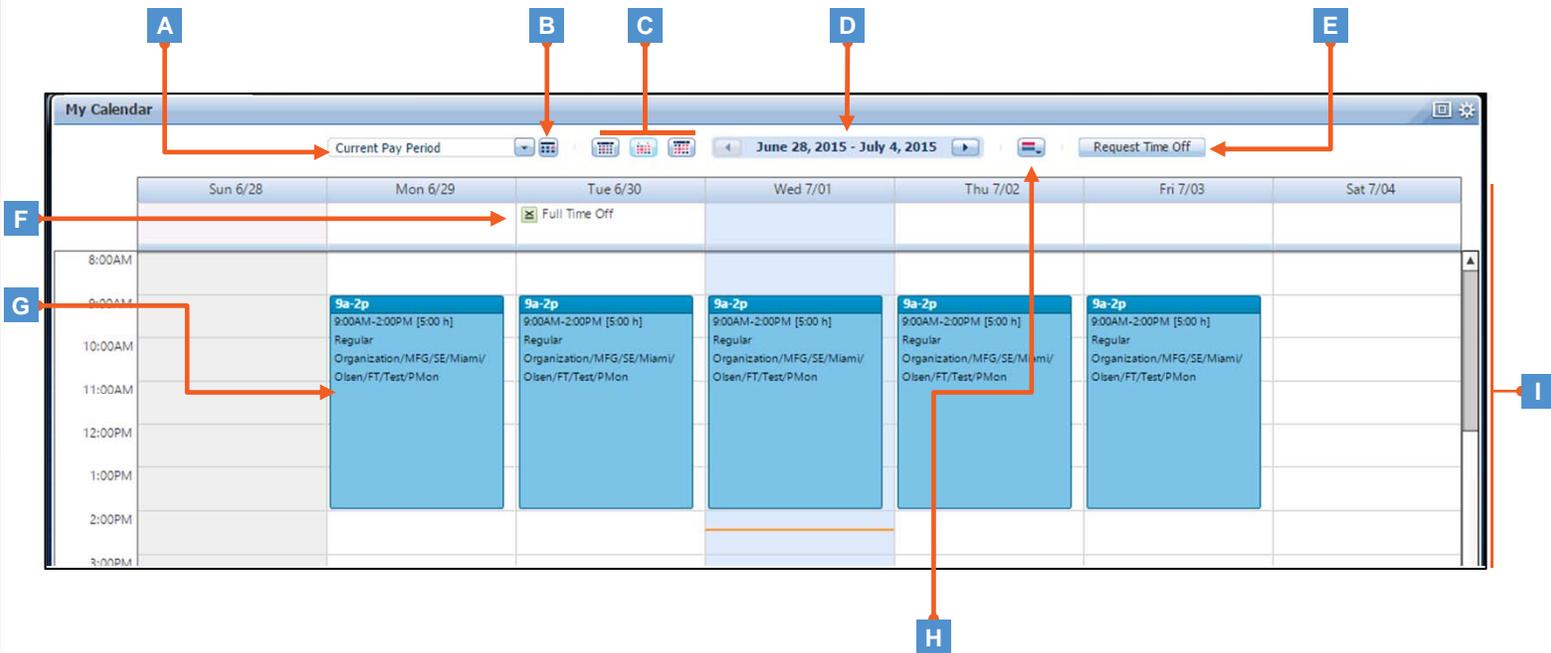
A **Time period drop-down list**: Select from a preconfigured list to view a specific time period.

B **Select Dates**: Use if you want to select a specific date range outside of the preconfigured options.

C **Views**: Choose from the view options to view calendar information by day, week, or month.

D **Date label**: Displays range of dates that you are viewing. Click the arrows to toggle back and fourth between time periods.

E **Request Time Off**: Click to fill out and submit a time-off request.

F **Time Off Request**: Click to view time-off request details and to request status. Click **Retract** to retract the time-off request.

In the **by day** and **by week** views, requests for 24 hours or more appear above the calendar grid, and the requests for less than 24 hours appear at the relevant time within the calendar grid.

G In the **by day** and **by week** views, the colored line indicates today's date and the current time.

In the **by month** view, the current date is highlighted.

H **Visibility filter**: Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.

I **Calendar grid**: Displays scheduled shifts, including start time, end time, number of hours, and pay code.

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Managing the My Calendar data

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Requesting time off

1 Select a date within the calendar.

2 Click **Request Time Off**.

3 In the **Request Time Off** window, select or enter information for the available fields.

> **Note**
> • This is only one example of a time-off request type. Sick , Comp and Special Leave will also appear in the TYPE drop down as leave options.

4 Select the **Duration** as either "full day" or "hours".

•Select **Full Day** if you are requesting a full day off.
•Select **Hours**, if you are requesting part of the day off. You will be prompted to enter the start time.

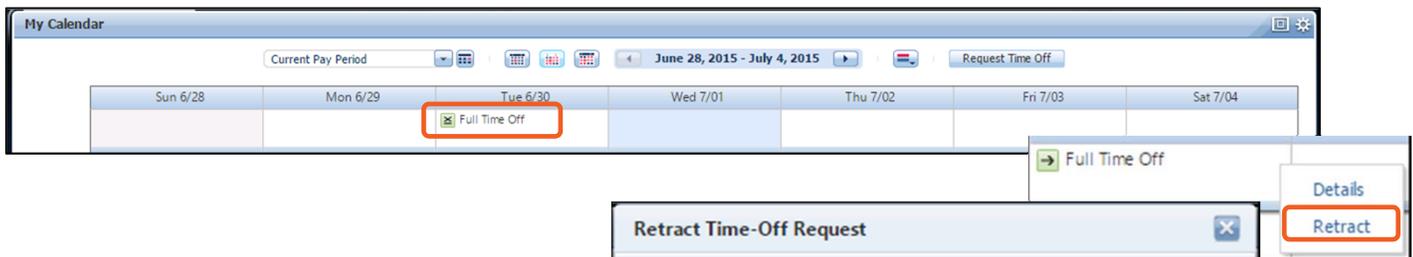**5** If applicable, enter additional details about the request in the **Notes** field.

6 Click **Submit** to send the request to your manager.

7 Optionally, click **Draft** to save the request as a draft and come back to it later.
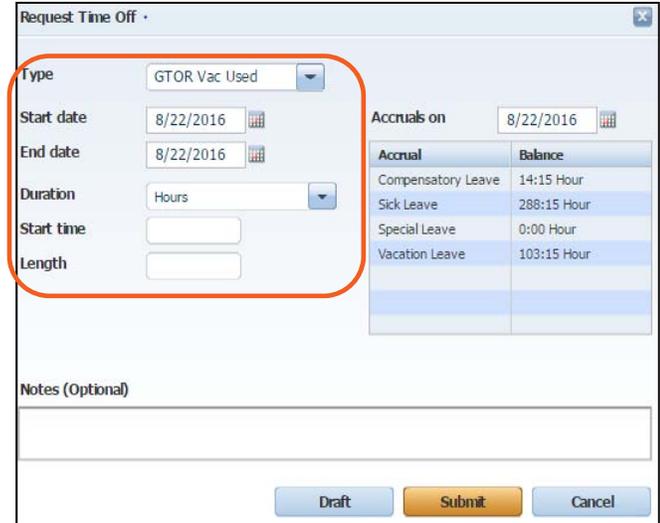
Retracting a time-off request

1 Click **My Calendar**.

2 Click the link for the time-off request. (The link is a right-facing arrow that appears when you hover over the request.)

3 From the menu, click **Retract**.

4 In the **Retract Time-Off Request** dialog box, review the request details.

5 If applicable, enter additional details about the request in the **Notes** field.

6 Click **Submit**.

7 Back in the **My Calendar** widget, hover over the time-off details. Note that now the status is: **Retracted**.

8 Click the time-off link and then click **Details** to review the **Time-Off Request Details**.