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Messages Request Time Off 1) Press The Request Time Off Soft Key 2) Swipe Your Badge Or Enter Your PIN. Note How Many Hours Of The Type Of Leave You Want To Take Are Available. From Date: 3) Optionally, Type The Comment Code, Then Pres Feb 1th, 2024WvOASIS Kronos Training Guide - Glenville5. To Open A Timecard, Double Click On The Employee's Name. 6. Review The Timecard, Click On Approvals, And Select Approve. 7. Click On The Back To Hours Detail Arrow In Order To Return To The Previous Screen Or Else CI May 1th, 2024.

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