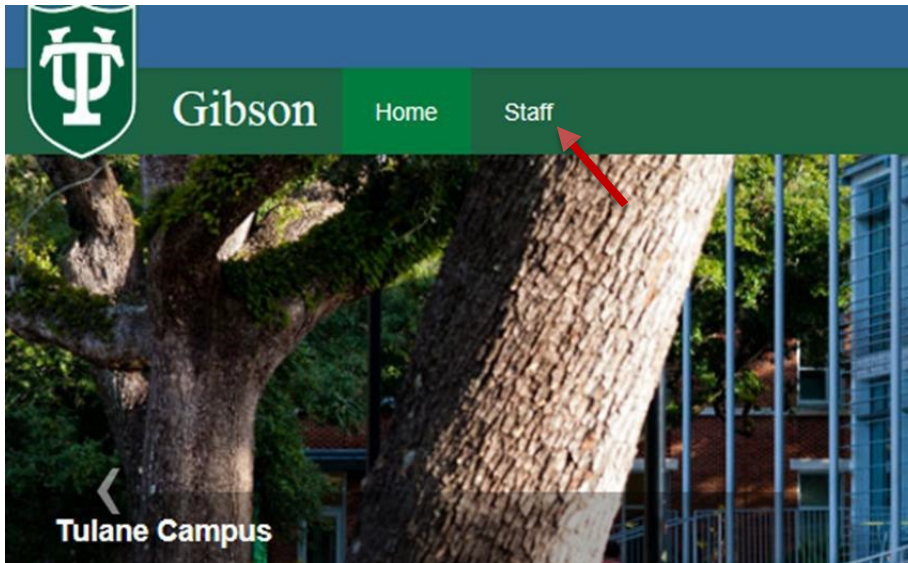


HOW TO REQUEST TIME OFF FOR DAY OF SERVICE

1. Log in to Gibson Online with your username and password: <https://gibson.tulane.edu>
2. Once in Gibson Online, you will select Staff.



3. Select the Kronos hyperlink on the left hand side of your screen.
4. Once on the homepage, under "My Information" select "My Requests".

Administrative

[Oracle E-Business Suite \(EBS\)](#)
[Wireless Guest Access](#)
[OrgSync](#)

Services

[HCM Self-Service](#)
[Kronos](#) ←
[Kronos for Timekeepers](#)
[Course Evaluations](#)
[Splash Card](#)
[Major/Minor Certification](#)
[Training Wave](#)
[Concur](#)

My Information

→ [Time Stamp](#)
→ [My Timecard](#)
→ [My Reports](#)
→ [My Requests](#) ←

HOW TO REQUEST TIME OFF FOR DAY OF SERVICE

- A calendar similar to that shown below will be visible to you. You will need to select the proper month you are requesting off, in this case April. From the drop down menu select "Range of Dates". Once the appropriate dates are selected, click "Apply".

Refresh Day Detail Legend

Time Period: Range of Dates 4/01/2020 4/30/2020 Apply

View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	
Apr	12	13	14	15	16	17	18	Apr
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	

Requests

- My Current Requests
- Request for Time Off

My Current Requests

Select	Date /	Request for	Status
This table currently contains no data.			

No available actions Apply Details Add Note

- At the bottom left hand corner under the "Requests" menu, click "Request for Time Off".

Refresh Day Detail Legend

Time Period: Range of Dates 4/01/2020 4/30/2020 Apply

View Width: Week Month Multiple Months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	29	30	31	1	2	3	4	
	5	6	7	8	9	10	11	
Apr	12	13	14	15	16	17	18	Apr
	19	20	21	22	23	24	25	
	26	27	28	29	30	1	2	

Requests

- My Current Requests
- Request for Time Off

My Current Requests

Select	Date /	Request for	Status
This table currently contains no data.			

No available actions Apply Details Add Note

HOW TO REQUEST TIME OFF FOR DAY OF SERVICE

- Day of Service will be held on April 9th. Therefore, the start and end date will be 4/09/2020.
- The below example is for an employee who works 7.5 hours/day and has requested the full Day of Service off.

Pay Code = Day of Service

Duration = Hours

Start Time = 8:30 AM

Duration = 7.5

Once all the information is inputted to your liking, click the “Submit” button.

The screenshot shows a web form titled "Request for Time Off". It has a sidebar on the left with "My Current Requests" and "Request for Time Off". The main form area contains the following fields: Start Date (4/09/2020), End Date (4/09/2020), Pay Code (Day of Service), Time Unit (Hours), Start Time (8:30 AM), and Duration (7.5). Below these fields is a large text area for "Notes" and two buttons at the bottom: "Submit" and "Draft".

- Your “My Requests” calendar will then show a red “Submitted” on April 9th.

The screenshot shows a calendar interface. At the top, there are buttons for "Refresh", "Day Detail", and "Legend". Below these is a "Time Period" selector set to "Range of Dates" with dates 4/01/2020 and 4/30/2020, and an "Apply" button. The "View Width" is set to "Week". The calendar grid shows days from Sunday to Saturday. The date April 9th is highlighted in blue and labeled "(Submitted)" in red text. The month "Apr" is visible on the left and right sides of the calendar.