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”.

![Image of Gibson Online interface]

- Administrative
  - Oracle E-Business Suite (EBS)
  - Wireless Guest Access
  - OrgSync

- Services
  - HiCM 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
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5. 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 March. From the drop down menu select “Range of Dates”. Once the appropriate dates are selected, click “Apply”.

6. At the bottom left hand corner under the “Requests” menu, click “Request for Time Off”.

![Calendar with highlighted dates and request options](image-url)
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7. Day of Service will be held on March 29th. Therefore, the start and end date will be 3/29/2018.
8. 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  
   Length = 7.5

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

9. Your “My Requests” calendar will then show a red “Submitted” on March 29th.