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
- HiCM Self-Service
- Kronos
- Kronos for Timekeepers
- Course Evaluations
- Splash Card
- Major/Minor Certification
- Training Wave
- Concur

My Information
- My 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 April. 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”.
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7. Day of Service will be held on April 9th. Therefore, the start and end date will be 4/09/2020.

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
   Duration = 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 April 9th.