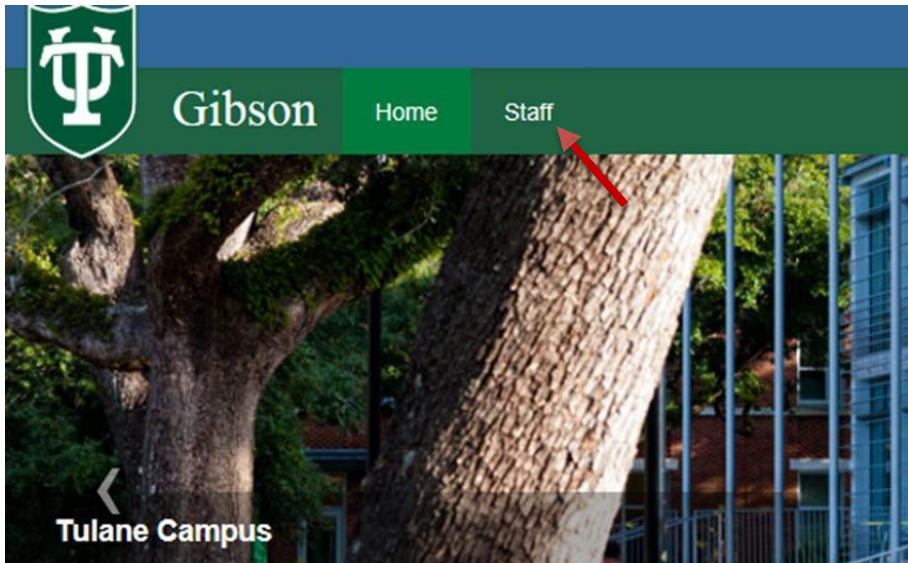


## HOW TO REQUEST TIME OFF FOR DAY OF SERVICE

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

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".

Time Period: Next Pay Period 4/01/2019 – 4/30/2019 Apply

View Width:  Week  Month  Multiple Months

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

Requests

- My Current Requests
- Request for Time Off

My Current Requests

Select	Date /	Request for	Stat
This table currently contains no data.			
No available actions	Apply	Details ->	Add Note ->

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

Time Period: Next Pay Period 4/01/2019 – 4/30/2019 Apply

View Width:  Week  Month  Multiple Months

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

Requests

- My Current Requests
- Request for Time Off

My Current Requests

Select	Date /	Request for	Stat
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 18th. Therefore, the start and end date will be 4/18/19.
- 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.

Request for Time Off

*Start Date	*End Date	*Pay Code	*Time Unit	Start Time	Duration
4/18/2019	4/18/2019	Day of Service	Hours	8:30 AM	7.5

Notes

Submit Draft

- Your “My Requests” calendar will then show a red “Submitted” on April 18th.

Time Period: Next Pay Period 4/01/2019 - 4/30/2019 Apply

View Width:  Week  Month  Multiple Months

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