

KRONOS 8.1 WFC

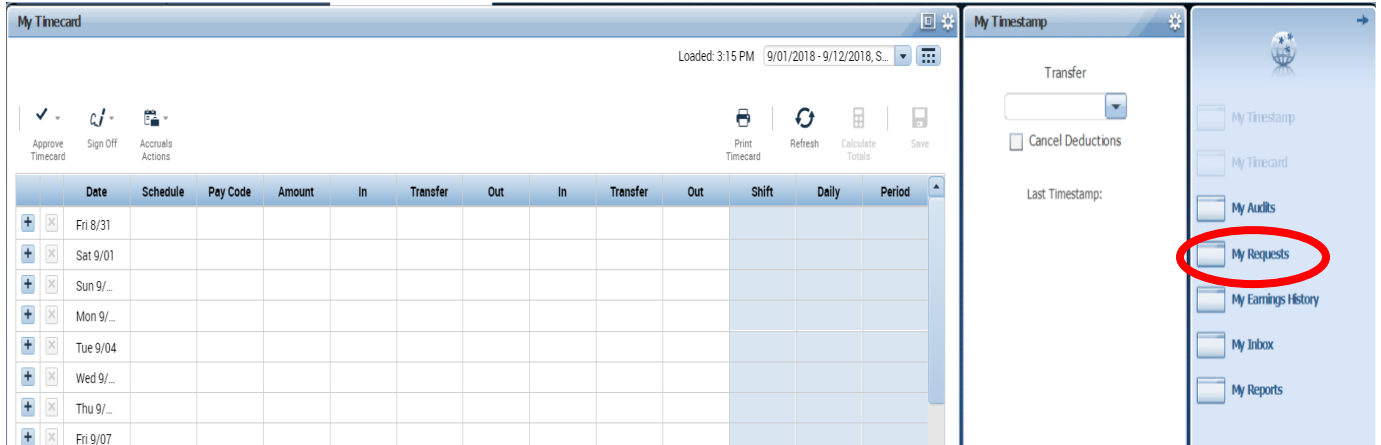
Request Time Off

Hampton City Schools

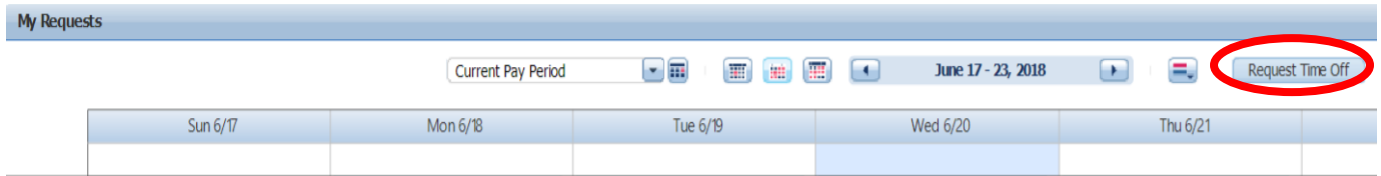
Revised 6/20/18

How to Request Time Off in Kronos- Chrome Browser recommended

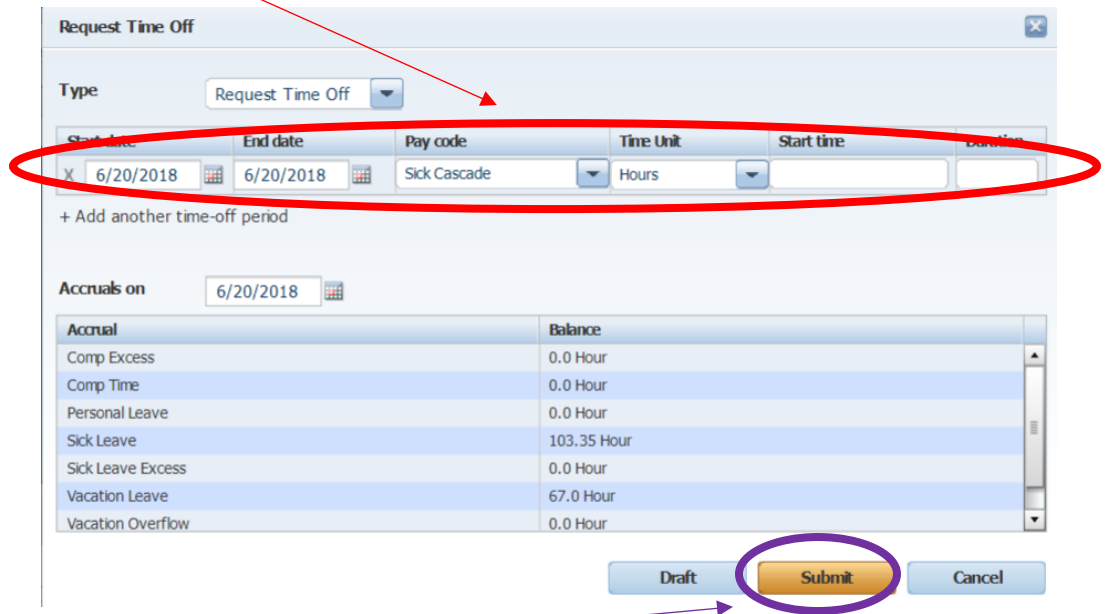
1. Sign in to www.hampton.k12.va.us
 - a. Select "Staff"
 - b. Select "Kronos for Employees, Requests, & Accruals"
2. Sign in using your HCS user name and password
3. Select My Request



4. Select Request Time Off



5. Enter your leave Request



6. Select Submit