You record PTO (paid time off for either vacation or illness) in Kronos. You have to either use a computer on the OHSU network or use Citrix to access Kronos.

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From here, it's similar to other timekeeping softwares:

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If you click the "Accruals" tab and scroll down, you can see how much PTO you have available.

Totals	Accruals	Audits	Comments	Historical Corrections				
Acci	rual Code	Accrual Av	ailable Bala	Accrual Units	Accrual Reporting Per	Accrual Opening Bala	Accrual Ending Balance	
PTO G	RU Student		30.75	Hour	Wed 1/01 · Thu	0.0	30.75	
Volunt	ary Cash		0.0	Hour	Wed 1/01 - Thu	0.0	0.0	•

To actually take time off:

In the current day's row, click in the box under "Pay Code" and then select "PTO GRU Paid Time Off"

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T	otals	Accruals Audits	Comments Histor	PTO Paid Time Off PTO GRU Paid Time Off PTO MC Paid Time Off March Ctr PTS Paid Time Sick PTU Uncovered Partial Day PTS NaTrodicional Science The Coverse Science Scie	•						

Then, type the number of hours to take off (8 for a full day, or 4 for a half day). Finally, click "Save"

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×	Sun 12/20						•

And that's it! You can only change PTO for **current or future** pay periods, so if you miss the window, talk to your PI about how to fix it.