Kronos will be upgraded to 8.1.6 on February 26, 2020. This upgrade eliminates the need for Adobe Flash Player. There are two design changes associated with this upgrade:

1) For managers who see employees other than themselves, there is a change in accessing your own timecard. On the left hand side, click the plus button as if you were adding a new tab. Then select My Information. This will open another tab with your timecard.

![Diagram showing Payroll Processing and My Information]

2) Time off Requests will change for all employees. To enter a request, navigate to your own timecard and then select My Calendar on the right hand side.

![Diagram showing My Calendar]

From there, select Request Time off on the left hand side.

![My Calendar showing Request Time Off]

The time off request box will open like normal.
To cancel a request, right click on the entry for that day and select cancel request.
A new box will appear. Click on cancel request at the bottom: