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
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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 March. From the drop down menu select “Range of Dates” and then 4/1/2017 to 4/30/2017 as shown in the image below. Once the appropriate dates are selected, click “Apply”.

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

![Calendar Image]

![Request for Time Off Image]
7. Day of Service will be held on April 13th. Therefore, the start and end date will be 4/13/2017.
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  
   Length = 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 13th as shown below.