

May 2025

# Kronos UKG Ready How to Submit PTO Request



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**Vulcan**  
Materials Company

# Must use our unique Kronos (UKG) link



## SUPERIOR READY MIX CONCRETE L.P.

Log in

11:33 AM [ PDT ]

Username\*

 Your four-digit Superior Emp ID

Password\*

Login

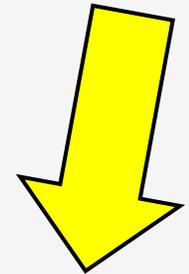
[Forgot your password?](#)

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[Text exists above in White.](#)

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<https://secure3.entertimeonline.com/ta/6151301.login>

# View your current PTO balances here



Good morning,

Today's Tasks (0)

Employee View



## Clock

Thursday, May 22

09:39AM

[ PDT ]

You clocked in at 06:09am

[View my timesheet](#)

## Announcements

### New Clock Out Procedure

We're rolling out a new process to replace the paper lunch sheets. When you clock out each day, a couple Yes/No questions will pop up on the timeclock screen. View attached information/instructions here.

[Show more](#)

## My accrual balances ↗

[Request Bereavement Paid](#)

Bereavement Paid ⓘ

24.00 hours available

Jan 1, 2025 - Jan 1, 2026

Floating Holiday ⓘ

16.00 hours available

Jan 1, 2025 - Jan 1, 2026

Sick Paid ⓘ

14.00 hours available

[My schedule ↗](#) [My time off ↗](#)

[My timesheet chart ↗](#)

Click the dropdown and select the type of PTO you want to request



Good morning

Today's Tasks (0)

Employee View



### Clock

Thursday, May 22

09:41AM

[ PDT ]

You clocked in at 06:09am

[View my timesheet](#)

### Announcements

#### New Clock Out Procedure

We're rolling out a new process to replace the paper lunch sheets. When you clock out each day, a couple Yes/No questions will pop up on the timeclock screen. [View attached information/instructions here.](#)

[Show more](#)

### My accrual balances ↗

[Request Bereavement Paid](#)

[Request Floating Holiday](#)

[Request Sick Paid](#)

[Request Vacation Paid](#)

[Request Other Time Off](#)

Bereavement Paid ⓘ

24.00 hours available

Jan 1, 2025 - Jan 1, 2026

Floating Holiday ⓘ

16.00 hours available

Jan 1, 2025 - Jan 1, 2026

Sick Paid ⓘ

14.00 hours available



# Confirm the Time Off Type, Request Type, and Date(s)

The screenshot displays a user interface for requesting time off. A modal window titled "Request Time Off" is centered on the screen. The modal shows a calendar for Thursday, May 22, with a schedule bar indicating an 8.00-hour request. The form fields are as follows:

Field	Value
Time Off Type *	Sick Paid
Request Type *	Full Day
Date *	05/22/2025
Total	8.00

Below the form is a comment box containing the text: "Can leave comment here for your manager". At the bottom right of the modal are two buttons: "Cancel" and "Submit Request".

For a Full Day request, 8.00 hours will auto-populate

Click Submit Request

# For Multiple Day requests, Enter 8.00 for Hours Per Day

**Request Time Off**

THU MAY 22

Schedule (16.00hrs)

12 am 3 am 6 am 9 am 12 pm 3 pm 6 pm 9 pm 12 am

Time Off Type\* Floating Holiday

Request Type\* Multiple Days

From\* 05/22/2025

To\* 05/23/2025

Hours Per Day\* 8.00

Comment

Can add comment here for your manager

Cancel Submit Request

My accual balances

Request Bereavement Paid

Bereavement Paid 24.00 hours available

Floating Holiday 16.00 hours available

Sick Paid 14.00 hours available

My schedule My time off

MAY 2025

Will receive error if request is more hours than you have

**Request Time Off**

**Items to Resolve**

Date(s)	Amount	Time Off
May 22 - May 26, 2025	24.00 hrs	Floating Holiday

The following item(s) need to be resolved before continuing with request.

- 05/22/2025 - 05/26/2025  
Remaining accrued balance for Floating Holiday would be negative: 8.00.
- 05/24/2025  
Skipping 05/24/2025. It is not a scheduled work day.
- 05/25/2025  
Skipping 05/25/2025. It is not a scheduled work day.
- 05/26/2025  
05/26/2025 already has 8.00 hours of approved Time Off.

Cancel

**My accrual balances**

Request Bereavement Paid

Bereavement Paid  
24.00 hours available  
Jan 1, 2025 - Jan 1, 2026

Floating Holiday  
16.00 hours available  
Jan 1, 2025 - Jan 1, 2026

Sick Paid  
14.00 hours available

Request will automatically skip weekend dates

# For Partial Day requests, Total must be in 1-hour increments

The image shows a user interface for submitting a time-off request. A yellow highlight box surrounds the form fields, which are as follows:

- Request Time Off** (Modal Title)
- THU MAY 22** (Date)
- Schedule (8.00hrs)** (Visual calendar grid showing a 2-hour block from 2:00 pm to 4:00 pm)
- Time Off Type \***: Sick Paid
- Request Type \***: Partial Day (Start/Stop)
- Date \***: 05/22/2025
- From \***: 02:00 pm
- To \***: 04:00 pm
- Total**: 2.00
- Comment**: (Empty text area)
- Buttons**: Cancel, Submit Request

In the background, the user's clock shows 10:31 AM on Thursday, May 22, with a note that they clocked in at 06:09 am. The 'My accual balances' section shows 16.00 hours available for Floating Holiday and 14.00 hours available for Sick Paid.

No 0.25, 0.50, 0.75, etc.  
Whole numbers only

# Most Time Off Types are UNPAID

## Browse and Select

Page 1 of 1 1 - 11 of 11 Rows

Search

	Name	Full Path
<input type="radio"/>	Bereavement Unpaid	Bereavement Unpaid
<input type="radio"/>	Floating Holiday	Floating Holiday
<input type="radio"/>	Jury Duty	Jury Duty
<input type="radio"/>	Leave of Absence	Leave of Absence
<input type="radio"/>	Saturday Off Excused	Saturday Off/Saturday Off Excused
<input type="radio"/>	Sick Paid	Sick/Sick Paid
<input type="radio"/>	Sick Unpaid	Sick/Sick Unpaid
<input type="radio"/>	Vacation Paid	Vacation/Vacation Paid
<input type="radio"/>	Vacation Unpaid	Vacation/Vacation Unpaid

Close

The following are PAID:

- Bereavement Paid
- Floating Holiday
- Sick Paid
- Vacation Paid

\*Regular paid Holidays will auto-populate and don't need to be requested

# Reminders

- Continue to communicate directly with your manager regarding any time off.
  - Managers may still require separate steps for internal scheduling purposes, so be sure to follow any department-specific guidelines.
  - If you have questions or need help logging in, please email HR.
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