Time Off Request

ACOSTA | ▮▮▮

Submitting a Time Off request:

Step 1:

Access the Mosaic Systems landing page at https://apps.mosaic.com using your network credentials. Once logged in you should click on the Kronos icon.

⚠️ **Before you can access Mosaic systems, you must first confirm your credentials and reset your password. To do this you will need the email that came from AskHR@acosta.com. It provides your User name/Employee ID and instructions for doing this. Depending on your hire date, it was delivered on or after December 17, 2018.**

❓ **If you cannot locate the email, contact AskHR using the information below to request your credentials. Please allow up to 48 hours for new hires to receive their credentials email from AskHR@acosta.com.**

Step 2:

Navigate to the **My Calendar** widget and pop-out to view in full screen. If My Calendar widget isn't currently available, you can click on the My Calendar link to open.
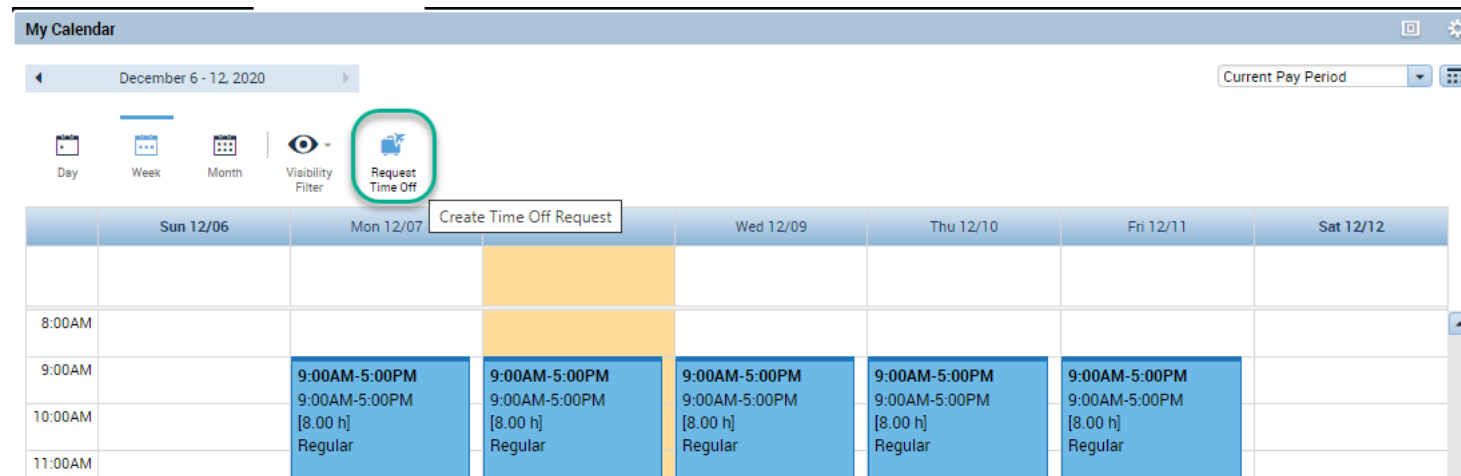

⚠️
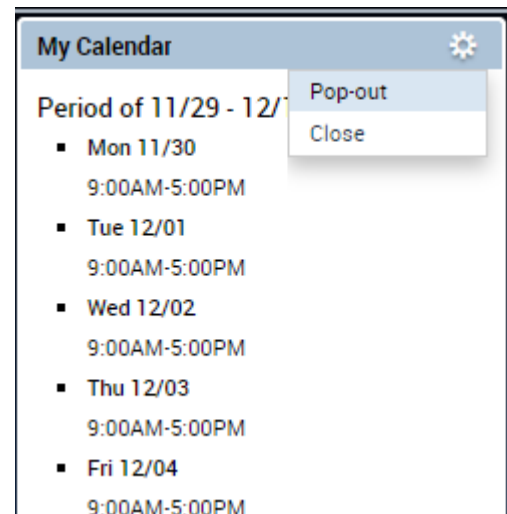
Note: For employee's who are Managers, you will need to open a new tab by clicking on the "+" and click on My Information in order to have to access the calendar widget

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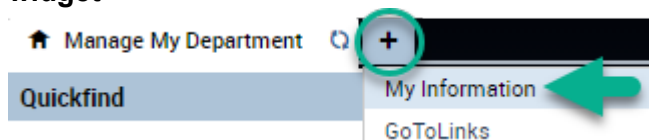
Step 3:

Select the date on the calendar that the time off request is needed. Then click **Request Time Off** icon.

Step 4:

- The type of time off being requested is in the **Pay Code** field. If the type of time off is not what is desired, it can be changed by selecting the correct value from the drop-down menu. The available accruals are displayed within the request.
- You will need to edit the Start Time field to the scheduled Start Time for the day that the absence is for.
    - Exempt/Salaried Schedules have a default Start Time of 9:00 A.M. so an Exempt/Salaried request must be edited to a Start Time of 9:00 A.M.
    - Non-exempt/Hourly associates may have schedules whose Start Time varies so must use their SCHEDULED Start Time and edit any absence request accordingly.
- The Daily Hours must be edited for every request as the default value is 0.0. This must be corrected to reflect the hours requested per day of absence.
- When you have the correct entries in the fields for the request, click **Submit**.
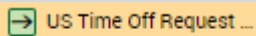
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⚠️ **Please note that in the Daily Amount field to list the total number of hours being requested per day of absence. For example: two full days would be 8.0 hours each, not 16.0.**

Step 5:

Once the request has been submitted, it will be routed to your manager for approval. A submitted but not yet approved request will be noted by the icon below.
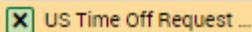

An approved request will be noted by the icon below.
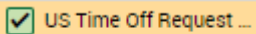
Canada Associates - Email: CAN-HumanResources@mosaic.com

A refused request will be noted by the icon below.

❓ For additional support, please contact:

US Associates - Telephone: 877-992-7547   Email: askhr@acosta.com