How do I find timesheets that have not been submitted in Kronos WFR?

Tell Me

Supervisors can search for timesheets that have not been submitted using either of these two methods:

**Method 1**

1. Log into [Kronos WFR](#).
2. Go to Manage Time > Manage Timesheets > All Open.

**Method 2**

1. Log into [Kronos](#) and select the [Quicklinks](#) tab located in My Dashboard or
2. If you are already in Kronos, select the UNC Charlotte logo in the top left corner of the web page or [Home](#) to navigate to My Dashboard.
3. Select the [Quicklinks](#) tab located in My Dashboard.
4. Under Manage Time select All Open.

![Kronos WFR Interface](image)

**Note**

Be sure you are looking at the correct time period.

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**Related FAQs**

- How do I change my employee's work schedule in Kronos WFR?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- How do you handle Daylight Saving Time in Kronos WFR?
• How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
• How do I find timesheets that have not been submitted in Kronos WFR?