When should I submit my Time Off for approval in Kronos WFR?

Tell Me

1. In advance of the Time Off OR
2. If not requested in advance, Time Off must be submitted and approved within one week from the date it was taken.
3. Employees refer to this FAQ for detailed information on how to submit a Time Off Request.
4. Supervisors refer to this FAQ for detailed information on how to submit a Time Off Request for your employee.

Related Articles

- How do I account for hours worked in Kronos WFR while in travel status?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- What do the different leave balance columns in Kronos WFR represent?
- How do I add work time to my timesheet if I didn't clock IN/OUT in Kronos WFR?
- How do I correct a timesheet after it has been approved in Kronos WFR?