How do I submit a Time Off Request in Kronos WFR?

Tell Me

1. My Account > My Time Off > Request and go to the Time Off section.

2. In the Time Off field, select the type of time off to request using the list time off icon to browse.

3. Choose the appropriate leave category from the list (max of one per request).

4. Choose the appropriate Request Type.

<table>
<thead>
<tr>
<th>Full Day Off Request</th>
<th>Partial Day Off Request</th>
<th>Consecutive Days Off Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select the Full Day radio button.</td>
<td>Option 1: 1. Select the Partial Day (Start/Stop) radio button. 2. Request the specific From and To times (e.g., 1:00 pm - 3:00 pm) OR</td>
<td>1. Select the Multiple Days radio button. 2. Enter the date range in the From and To fields, or use the view calendar icon to select the dates from the calendar</td>
</tr>
<tr>
<td>2. Click the view calendar icon to choose the date.</td>
<td>Option 2: 1. Select the Partial Day (Bulk) radio button. 2. Request a specific amount of hours (e.g., 2 hours).</td>
<td>3. Enter Total Hours Per Day to the request, NOT the total hours of the entire range.</td>
</tr>
</tbody>
</table>

5. Leave a Comment for your supervisor (optional).

6. Click the Submit Request button in the green ribbon near the top right of the screen.

Example
7. Refer to this FAQ if you are a supervisor.

Related Articles

Page: How do I delete my employee’s automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?
Page: How do I account for hours worked in Kronos WFR while in travel status?
Page: How do I add Holiday Premium Pay to an employee’s timesheet in Kronos WFR?
Page: What do the different leave balance columns in Kronos WFR represent?
Page: How do I add work time to my timesheet if I didn't clock IN/OUT in Kronos WFR?