How do I view my leave history in Kronos WFR?

Tell Me

All leave-earning employees can view their leave history (earning and use of leave) by using one the following methods:

<table>
<thead>
<tr>
<th>Method 1</th>
<th>Method 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Leave Balances (accruals)</strong></td>
<td><strong>View Leave History (all transactions)</strong></td>
</tr>
</tbody>
</table>
| 1. Log into Kronos WFR.  
2. Go to My Account > My Time Off > Request.  
3. Leave balances to appear on the right side of the screen. | 1. Log into Kronos WFR.  
2. Go to My Account > My Time Off > Accruals History.  
3. Leave history is grouped by leave type. |
| **Exempt employees can also view their leave balances by selecting the "My Time" tab located on "My Dashboard."** | |

Reference

Read this FAQ to find out what the different leave balance columns represent.

Related FAQs

- How do I delete my employee's automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?
- 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?