How do I cancel or modify my Time Off Request in Kronos WFR?

Tell Me

For both exempt and non-exempt employees, time off is added to the timesheet after approval by the supervisor.

<table>
<thead>
<tr>
<th>Time Off APPROVED by supervisor</th>
<th>Time Off NOT APPROVED by supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine which one of the following two scenarios fit and follow the Kronos WFR menu instructions listed:</td>
<td>1. Click My Account &gt; My Time Off &gt; Request in Kronos WFR</td>
</tr>
<tr>
<td>1. If it is for a day in the current bi-weekly period:</td>
<td>2. Scroll to Recent Requests at the bottom of the screen.</td>
</tr>
<tr>
<td>1. Click My Account &gt; My Timesheet &gt; My Current Timesheet, OR</td>
<td>3. Click the delete icon to cancel the request or the pencil icon to modify the request.</td>
</tr>
<tr>
<td>2. If it is for a day on a future or a past bi-weekly timesheet:</td>
<td>4. Choose a different time off category, dates, or hours as needed.</td>
</tr>
<tr>
<td>1. Click My Account &gt; My Time Off &gt; History</td>
<td>5. Click the Save button.</td>
</tr>
<tr>
<td>2. Click the Open Timesheet icon next to the date requested.</td>
<td></td>
</tr>
</tbody>
</table>

For past timesheets that are closed, the supervisor or departmental timekeeper must first re-open the timesheet by clicking the reject or correct button located on the green action bar in the top right corner of the employee's timesheet.

2. Click Change Requests on the green action item bar at the top right of the screen.
3. In the window that opens, click the drop-down for **Change Type** and choose **Cancel Time Off** or **Modify Time Off**.

1. If **Cancel Time Off** is selected, any approved time off on the timesheet will be displayed.

   1. Click the white box to insert a check mark next to the applicable date to cancel.
   2. Click **Submit Changes**.

2. If **Modify Time off** is selected, any approved time off on the timesheet will be displayed with the pencil edit icon next to it.

   1. Click the pencil icon next to the applicable date to modify.
   2. Change the category of Time Off, the total Hours, or both.
   3. Click **Submit Changes**.

4. All Timesheet Change Requests are sent to the supervisor for approval.

   If the timesheet was re-opened by the supervisor for a change request to be completed, after the change request is approved, the employee should resubmit the timesheet for a final approval again.

**Tip**

This process can be completed to change the Time Off type, date, or hours.

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