How do I view the definitions of available Time Off categories in Kronos WFR?

Tell Me

1. Log into Kronos WFR (existing users only).
2. Click My Account.
3. Click My Time Off > Request.
4. Click on the list time offs image to the right of the Time Off block.
5. The Time Off lookup table should display abbreviations of each Time Off category.
6. To view definitions, hover your mouse over each Time Off category.

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Related Articles

- What do the different leave balance columns in Kronos WFR represent?
- How do I cancel or modify my Time Off Request in Kronos WFR?
- How do I conduct a negative leave-balance review in Kronos WFR?
- How do I request advance leave in Kronos WFR?
- How does the supervisor verify and approve advance leave in Kronos WFR?