# 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 of 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. |
| **Method 2** | | 1. Log into [Kronos WFR](#).  
2. Go to [My Account > My Profile](#).  
3. Scroll to the bottom of the page.  
4. Leave balances to appear on the right side of the screen. |
| Exempt employees can also view their leave balances by selecting the "My Time" tab located on "My Dashboard." | 1. Log into [Kronos WFR](#).  
2. Go to [My Account > My Profile](#).  
3. Scroll to the bottom of the page.  
4. Click the magnifying glass next to the leave type you want to view. |

## Reference

Read this [FAQ](#) to find out what the different leave balance columns represent.

## Related FAQs

- [How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?](#)
- [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?](#)