# 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 offs 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 <strong>Full Day</strong> radio button.</td>
<td><strong>Option 1:</strong></td>
<td>1. Select the <strong>Multiple Days</strong> radio button.</td>
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<tr>
<td>2. Click the <strong>view calendar</strong> icon to choose the date.</td>
<td><strong>1. Select the <strong>Partial Day (Start/Stop)</strong> radio button.</strong></td>
<td>2. Enter the date range in the <strong>From</strong> and <strong>To</strong> fields, or use the view calendar icon to select the dates from the calendar.</td>
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<tr>
<td><strong>Note</strong> This choice will request, at most, 8 hours.</td>
<td><strong>2. Request the specific <strong>From</strong> and <strong>To</strong> times (e.g., 1:00 pm - 3:00 pm) OR</strong></td>
<td>3. Enter <strong>Total Hours Per Day</strong> to the request, <strong>NOT</strong> the total hours of the entire range.</td>
</tr>
<tr>
<td><strong>Option 2:</strong></td>
<td><strong>2. Request a specific amount of hours (e.g., 2 hours).</strong></td>
<td><strong>Note</strong> A range of dates that includes scheduled days off can be selected because the system will not request time for those days.</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.
7. Refer to this FAQ if you are a supervisor.

Related Articles

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