How does the supervisor verify and approve advance leave in Kronos WFR?

Tell Me

It is the supervisor’s responsibility to verify that the employee will accrue sufficient leave to cover the advance leave during the remainder of the current calendar year.

1. If the supervisor approves the request for advanced leave, a comment must be included indicating approval to advance the specific number of leave hours.
2. If the supervisor does not approve the advance leave and the employee takes time off from work, use a different leave category or leave without pay (LWOP) to cover the time off.

Related FAQs

Page: How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
Page: How do I delete my employee's automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?
Page: How do I account for hours worked in Kronos WFR while in travel status?
Page: How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
Page: What do the different leave balance columns in Kronos WFR represent?