# 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>2. 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 <strong>Open Timesheet</strong> 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.

   ![Timesheet Change Request](image)

   - Click the white box to insert a check mark next to the applicable date to cancel.
   - 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.

   ![Timesheet Change Request](image)

   - Click the pencil icon next to the applicable date to modify.
   - Change the category of Time Off, the total Hours, or both.
   - 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.

Related Articles

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What do the different leave balance columns in Kronos WFR represent?