How do I find timesheets that have not been submitted in Kronos WFR?

Tell Me

Supervisors can search for timesheets that have not been submitted using either of these two methods:

**Method 1**

1. Log into Kronos WFR.
2. Go to Manage Time > Manage Timesheets > All Open.

**Method 2**

1. Log into Kronos and select the Quicklinks tab located in My Dashboard or
2. If you are already in Kronos, select the UNC Charlotte logo in the top left corner of the web page or Home to navigate to My Dashboard.
3. Select the Quicklinks tab located in My Dashboard.
4. Under Manage Time select All Open.

**Note**

Be sure you are looking at the correct time period.

**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 add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
How do I change my employee's work schedule in Kronos WFR?
How do you handle Daylight Saving Time in Kronos WFR?