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</th>
<th>View Leave Balances (accruals)</th>
<th>View Leave History (all transactions)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Method 1</strong></td>
<td>1. Log into Kronos WFR. 2. Go to My Account &gt; My Time Off &gt; Request. 3. Leave balances to appear on the right side of the screen.</td>
<td>1. Log into Kronos WFR. 2. Go to My Account &gt; My Time Off &gt; Accruals History. 3. Leave history is grouped by leave type.</td>
</tr>
<tr>
<td><strong>Method 2</strong></td>
<td>1. Log into Kronos WFR. 2. Go to My Account &gt; My Profile. 3. Scroll to the bottom of the page. 4. Leave balances to appear on the right side of the screen.</td>
<td>1. Log into Kronos WFR. 2. Go to My Account &gt; My Profile. 3. Scroll to the bottom of the page. 4. Click the magnifying glass next to the leave type you want to view.</td>
</tr>
</tbody>
</table>

Exempt employees can also view their leave balances by selecting the "My Time" tab located on "My Dashboard."

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?