Why can't I select one of the Time Off categories available in the Kronos WFR Time Off lookup table?

Tell Me

To be able to select a Time Off category, you need to have an available Current Balance for that category.

1. There are three ways to view your available time off:

<table>
<thead>
<tr>
<th>My Dashboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Under the My Time tab in the Balances (Accruals) window.</td>
</tr>
</tbody>
</table>

1. My Account > My Time Off Balances window.

Related Articles

- 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?