What should I do if my Kronos WFR timesheet is rejected?

Tell Me

If your Kronos WFR timesheet is rejected, you will receive an automatic email notification from the Kronos WFR system with an explanatory comment from your supervisor. Follow these steps to resolve:

1. Submit a Change Request if the time worked needs to be modified OR
2. Submit a Time Off Request if the required hours are not accounted for depending on your supervisor’s reason for the rejection.
3. Supervisor needs to review and approve the request.

4. If approved, the Submit for Approval icon will reappear on the top right in the timesheet view.
5. Resubmit the corrected timesheet.
6. If rejected again, contact your Departmental Timekeeper.

**Information**

Your timesheet should total 40 Calculated Hours per week, comprised of hours worked or time off hours.

**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?