### 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>
</table>
| **Method 1** | 1. Log into Kronos WFR.  
2. Go to My Account > My Time Off > Request.  
3. Leave balances to appear on the right side of the screen. | 1. Log into Kronos WFR.  
2. Go to My Account > My Time Off > Accruals History.  
3. Leave history is grouped by leave type. |
| **Method 2** | 1. Log into Kronos WFR.  
2. Go to My Account > My Profile.  
3. Scroll to the bottom of the page.  
4. Leave balances to appear on the right side of the screen. | 1. Log into Kronos WFR.  
2. Go to My Account > My Profile.  
3. Scroll to the bottom of the page.  
4. Click the magnifying glass next to the leave type you want to view. |

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.

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**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?