How do I cancel or modify my Time Off Request in Kronos WFR?

Tell Me

For both exempt and non-exempt employees, time off is added to the timesheet after approval by the supervisor.

<table>
<thead>
<tr>
<th>Time Off APPROVED by supervisor</th>
<th>Time Off NOT APPROVED by supervisor</th>
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</table>

For both exempt and non-exempt employees, time off is added to the timesheet after approval by the supervisor.
1. Determine which one of the following two scenarios fit and follow the Kronos WFR menu instructions listed:
   a. If it is for a day in the current bi-weekly period:
      i. Click My Account > My Timesheet > My Current Timesheet, OR
   b. If it is for a day on a future or a past bi-weekly timesheet:
      i. Click My Account > My Time Off > History
         
         ii. Click the Open Timesheet icon next to the date requested.

         For past timesheets that are closed, the supervisor or departmental timekeeper must first re-open the timesheet by clicking the reject or correct button located on the green action bar in the top right corner of the employee’s timesheet.

2. Click Change Requests on the green action item bar at the top right of the screen.

3. In the window that opens, click the drop-down for Change Type and choose Cancel Time Off or Modify Time Off.

   a. If Cancel Time Off is selected, any approved time off on the timesheet will be displayed.

      i. Click the white box to insert a check mark next to the applicable date to cancel.

         b. If Modify Time off is selected, any approved time off on the timesheet will be displayed with the pencil edit icon next to it.

            i. Click the pencil icon next to the applicable date to modify.

            ii. Change the category of Time Off, the total Hours, or both.

            iii. Click Submit Changes

   All Timesheet Change Requests are sent to the supervisor for approval.

   i. If the timesheet was re-opened by the supervisor for a change request to be completed, after the change request is approved, the employee should resubmit the timesheet for a final approval again.
**Tip**

This process can be completed to change the Time Off type, date, or hours.

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**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?