


How do I view the definitions of available Time Off categories in Kronos WFR?

Tell Me

1. Log into [Kronos WFR](#) (existing users only).
2. Click **My Account**.
3. Click **My Time Off > Request**.
4. Click on the list time offs image to the right of the **Time Off** block. 
5. The **Time Off** lookup table should display abbreviations of each Time Off category.
6. To view definitions, hover your mouse over each Time Off category.

Related Articles

- [What do the different leave balance columns in Kronos WFR represent?](#)
- [How do I cancel or modify my Time Off Request in Kronos WFR?](#)
- [How do I conduct a negative leave-balance review in Kronos WFR?](#)
- [How do I request advance leave in Kronos WFR?](#)
- [How does the supervisor verify and approve advance leave in Kronos WFR?](#)