**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 request advance leave in Kronos WFR?
- Why is a lunch punch that is less than 30 minutes considered a paid lunch in Kronos WFR?
- What does the red e beside time entries on my Kronos WFR timesheet mean?
- How do I pay an employee overtime hours in Kronos WFR?
- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?