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.

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**Related Articles**

- How do I correct a timesheet after it has been approved in Kronos WFR?
- How do I add Holiday Premium Pay to an employee’s timesheet in Kronos WFR?
- Can my employee submit a Kronos WFR Timesheet Change Request after I approve their timesheet?
- Why can't I select one of the Time Off categories available in the Kronos WFR Time Off lookup table?
- How do I view my leave balances and history in Kronos WFR?