Why can't I select one of the Time Off categories available in the Kronos WFR Time Off lookup table?

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To be able to select a Time Off category, you need to have an available Current Balance for that category.

1. To view balances and history, refer to the FAQ How do I view my leave balances and history in Kronos WFR?

Related Articles

- How do I pay an employee overtime hours in Kronos WFR?
- What should I do when an employee's Kronos WFR timesheet shows a Punch In and Punch Out on different lines?
- Where do I find an employee's Change Request or modification of a Time Off Request submitted within Kronos WFR?
- What should a supervisor do if an employee clocks out when they should have clocked in or vice versa in Kronos WFR?
- How do I correct a timesheet after it has been approved in Kronos WFR?