How do I verify and approve an employee’s advance leave in Kronos WFR?

Tell Me

It is the supervisor’s responsibility to verify that the employee will accrue sufficient leave to cover the advance leave during the remainder of the current calendar year.

1. Go to My Employees > Employee Information.
2. Click on the profile icon beside the name of the employee.
3. In the Accruals section on the employee’s profile, view the **Projected Balance** by the leave type to determine if the balance is greater than the amount of advance leave being requested.

<table>
<thead>
<tr>
<th>TIME OFF</th>
<th>ACCRUE TO</th>
<th>CURRENT ACCRUE</th>
<th>TAKEN</th>
<th>CURRENT BALANCE</th>
<th>SCH</th>
<th>PENDING APPROVAL</th>
<th>PROJECTED ACCRUAL</th>
<th>PROJECTED BALANCE</th>
<th>ACCRUE RATE</th>
</tr>
</thead>
</table>

If there are hours for the current calendar year in the **SCH** (scheduled) column, they need to be subtracted from the **Projected Balance** (i.e., the SCH hours are not already subtracted from the Projected Balance in the system).

4. If there will be a positive **Projected Balance** after considering the advance leave request and any scheduled (SCH) time off, the request can be approved.
5. If the supervisor approves the request for advanced leave, a comment must be included indicating approval to advance the specific number of leave hours.
6. If the supervisor does not approve the advance leave and the employee takes time off from work, use a different leave category or leave without pay (LWOP) to cover the time off.

Please contact the Benefits Office by calling 704-687-8134 or emailing Benefits@uncc.edu regarding LWOP questions.

Related FAQs

- 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?