How do I find timesheets that have not been submitted in Kronos WFR?

Tell Me

Supervisors can search for timesheets that have not been submitted using either of these two methods:

**Method 1**

1. Log into **Kronos WFR**.
2. Go to **Manage Time > Manage Timesheets > All Open**.

**Method 2**

1. Log into **Kronos** and select the **Quicklinks** tab located in **My Dashboard** or
2. If you are already in Kronos, select the UNC Charlotte logo in the top left corner of the web page or **Home** to navigate to **My Dashboard**.
3. Select the **Quicklinks** tab located in **My Dashboard**.
4. Under **Manage Time** select **All Open**.

**Note**

Be sure you are looking at the correct time period.

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**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 add Holiday Premium Pay to an employee’s timesheet in Kronos WFR?