How do I request advance leave in Kronos WFR?

Tell Me

1. Select ADVVAC or ADVSICK from the Time Off Lookup list of time off types only if the employee does not have VACATION or SICK leave to cover their time off request.

**ADVVAC and ADVSICK are subcategories under VACATION and SICK respectively. As leave is accrued monthly, it will be applied to the advanced leave requested and will bring the balance back to zero.**

Employees **should not** request more leave than they will accrue for the remainder of the year. Please refer to the Calculation for Projected Balance section of this FAQ.

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?