What can I do with the Kronos WFR Mobile App?

Tell Me

1. **Exempt employees** can use the TotalHRWorks Kronos WFR Mobile App on iPhone or Android-based smartphones and tablets.
   a. Request your time off by going to Time & Labor Management > Request Time Off.
   
   ![Request Time Off](image)

   
   ![My Time Off Balances](image)

2. **Supervisors**
   a. View, Approve, or Reject employee time off requests.
   b. View, Approve, Reject, or Edit employee timesheets.
   c. View employee leave balances.

   ![Manager Actions](image)

**Note**

Approval of Timesheet Change Requests functionality is not currently included on the mobile app.

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**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?