How does the supervisor verify and approve 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. If the supervisor approves the request for advanced leave, a comment must be included indicating approval to advance the specific number of leave hours.
2. 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.

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?