How do I request time off on my employee's behalf in Kronos WFR?

Tell Me

1. Go to Manage Time > Time Off Requests > Request on Employee Behalf.

2. Click the view list of employees icon for employee lookup.
3. Enter Employee ID, First Name, and/or Last Name to look-up the employee.

![Employee Lookup](image)

4. Click the refresh data icon to execute the search.

5. Click the green flag icon next to the desired employee.

6. In the Time Off field, select the type of time off to request using the list time offs icon to browse.

<table>
<thead>
<tr>
<th>Full Day Off Request</th>
<th>Partial Day Off Request</th>
<th>Consecutive Days Off Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select the Full Day radio button.</td>
<td>Option 1: 1. Select the Partial Day (Start/Stop) radio button. 2. Request the specific From and To times (e.g., 1:00 pm - 3:00 pm) OR</td>
<td>1. Select the Multiple Days radio button.</td>
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<tr>
<td>2. Click the view calendar icon to choose the date</td>
<td>Option 2: 1. Select the Partial Day (Bulk) radio button. 2. Request a specific amount of hours (e.g., 2 hours).</td>
<td>2. Enter the date range in the From and To fields, or use the view calendar icon to select the dates from the calendar</td>
</tr>
</tbody>
</table>

7. Enter any notes to communicate to the approver(s) regarding the request in the Comments field.

8. Click near the top right of the screen.
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?