Where do I find an employee’s Change Request or modification of a Time Off Request submitted within Kronos WFR?

Tell Me

Supervisors only:

**New UI**

1. Go to Favorites > Pending Approvals > Timesheet Change Requests OR
2. Click the Dashboard button at the bottom of the menu pain > go to Quicklinks tab > look for and select Pending Timesheet Change Requests

**Classic View**

1. Go to Manage Time > Manage Timesheets > Pending Timesheet Change Requests OR
2. On My Dashboard in the Quicklinks tab, look for and select Pending Timesheet Change Requests.
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?