How do I find timesheets that have not been submitted in Kronos WFR?

Tell Me

Supervisors can search for timesheets that have not been submitted using either of these two methods:

**Method 1**

1. Log into Kronos WFR.
2. Go to Manage Time > Manage Timesheets > All Open.

**Method 2**

1. Log into Kronos and select the Quicklinks tab located in My Dashboard or
2. If you are already in Kronos, select the UNC Charlotte logo in the top left corner of the web page or Home to navigate to My Dashboard.
3. Select the Quicklinks tab located in My Dashboard.
4. Under Manage Time select All Open.

**Note**

Be sure you are looking at the correct time period.

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 add Holiday Premium Pay to an employee's timesheet in Kronos WFR?