When should I submit my Time Off for approval in Kronos WFR?

Tell Me

1. In advance of the Time Off OR
2. If not requested in advance, Time Off must be submitted and approved within one week from the date it was taken.
3. Employees refer to this FAQ for detailed information on how to submit a Time Off Request.
4. Supervisors refer to this FAQ for detailed information on how to submit a Time Off Request for your employee.

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?