How do I use the My To Do bell to resolve pending approval tasks in Kronos WFR?

Tell Me

The My To Do bell lists tasks that require approval from a supervisor, manager or timekeeper.

1. Click on the bell icon in the top right corner of the screen.
2. Review the tasks that need to be approved.

Note

The following icons in the description box can assist with time off request approval review:

New UI

- View employee time off counts
- Modify Time Off request
- Open employee timesheet
- View other scheduled employees for the same day

Classic View

- View employee time off counts
- Modify Time Off request
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Info

To view comments associated with a time off request, click the Modify Time Off Request icon. After review, click the back button to return to the approval screen.

3. Approve or Reject tasks by one of the following methods:
   a. Individually Approve / Reject - approve one (1) task at a time by clicking Approve / Reject button in the description box of the request.
b. **Mass Approve / Reject** - approve more than one (1) task at a time by selecting the box next to the request and click Mass Approve / Reject in the top right corner.

![Kronos WFR interface screenshot]

![Note]

Time Off requests can still be approved/modified/rejected from the Dashboard or by going to **Manage Time > Time Off Requests > Pending Approval**.

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**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?