What can I do if my Time Off Request was rejected?

Tell Me

1. If your supervisor rejects your Time Off Request, review the comments provided by your supervisor to determine if:
   a. You need to resubmit your Time Off Request.
   b. If they deny your time off.
2. If a correction is needed, you must submit a new Time Off Request.
3. You cannot modify your initial request if it was rejected.

Related Articles

- How do I pay an employee overtime hours in Kronos WFR?
- How do I submit a Time Off Request 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?