Who should use Kronos WFR?

Tell Me

All leave-earning employees at UNC Charlotte and supervisors of leave-earning employees.

1. This excludes non-leave-earning faculty.
2. This also excludes temporary staff and student employees, who will continue to use Banner Web Time Entry (WTE).
3. All other employees will use Kronos WFR.
   a. Supervisors of these employees, even if otherwise excluded, will use Kronos to approve and manage time and leave for their employees.

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?