How do I submit a Time Off Request in Kronos WFR?

**Tell Me**

**New UI**

1. Favorites > My Information > Request Time Off
2. Select the leave type from the Time Off Type drop down

![Image of Time Off Type dropdown]

3. Click Start Request to the far right of the screen.
4. Select the appropriate Request Type from the drop down:
   a. Full Day
      i. Select the date from the calendar icon.
      ii. The system will automatically populate the total hours based on the employee's FTE (i.e., 1.00 FTE = 8:00).
   b. Multiple Days
      i. Select the date range in the From and To fields using the calendar icon.
      ii. Enter Total Hours Per Day to the request. This should be the total hours you work per day (i.e. 8 hours for a full time employee).

![Tip]

**Tip**

Clicking the arrow next to Accrued Balances Details will quickly show your current balance for the leave type selected.

![Image of Accrued Balances Details]

5. Partial Day (Bulk)
   i. Select the date from the calendar icon.
   ii. Type the specific amount of hours needed for the date selected in the Total Hours box (i.e., 2:00).
6. Partial Day (Start/Stop)
   i. Select the date from the calendar icon.
   ii. Request the specific From and To times and click on AM or PM to ensure the correct time is displayed (i.e., 1:00pm - 3:00pm).

**Note**

A range of dates that includes scheduled days off can be selected because the system will not request time for those days.
iii. The total hours requested will populate in the **Total** box based on the times selected.

5. Leave a **Comment** for your supervisor (optional).

6. Click the **Submit Request** button in the bottom right corner.

7. Refer to this **FAQ** if you are a supervisor.

**Classic View**

1. **My Account > My Time Off > Request** and go to the **Time Off** section.

2. In the **Time Off** field, select the type of time off to request using the list time offs icon to browse

3. Choose the appropriate leave category from the list (max of one per request).

4. Choose the appropriate **Request Type**.

<table>
<thead>
<tr>
<th>Full Day Off Request</th>
<th>Partial Day Off Request</th>
<th>Consecutive Days Off Request</th>
</tr>
</thead>
</table>
| 1. Select the **Full Day** radio button. | **Option 1:**  
1. Select the **Partial Day (Start/Stop)** radio button.  
2. Request the specific **From** and **To** times (e.g., 1:00 pm - 3:00 pm) OR  
**Option 2:**  
1. Select the **Partial Day (Bulk)** radio button.  
2. Request a specific amount of hours (e.g., 2 hours). | 1. Select the **Multiple Days** radio button.  
2. Enter the date range in the **From** and **To** fields, or use the view calendar icon to select the dates from the calendar.  
3. Enter **Total Hours Per Day** to the request, NOT the total hours of the entire range. |

5. Leave a **Comment** for your supervisor (optional).

6. Click the **Submit Request** button in the green ribbon near the top right of the screen.
7. Refer to this FAQ if you are a supervisor.

Related Articles

- What should I look for when reviewing a Non-Exempt employee’s timesheet for approval in Kronos WFR?
- 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?