How do I request time off on my employee's behalf in Kronos WFR?

1. Go to Manage Time > Time Off Requests > Request on Employee Behalf.

2. Click the view list of employees icon for employee lookup.

3. Enter Employee ID, First Name, and/or Last Name to look-up the employee.

4. Click the refresh data icon to execute the search.

5. Click the green flag icon next to the desired employee.

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

   - **Full Day Off Request**
     1. Select the Full Day radio button.
     2. Click the view calendar icon to choose the date.

   - **Partial Day Off Request**
     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).

   - **Consecutive Days Off Request**
     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 of the request, NOT the total hours of the entire range.

7. Enter any notes to communicate to the approver(s) regarding the request in the Comments field.

8. Click near the top right of the screen.
Related Articles

- What should I review before I submit my Kronos WFR timesheet at the end of the biweekly period?
- 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?