What should I do if my Kronos WFR timesheet is rejected?

Tell Me

If your Kronos WFR timesheet is rejected, you will receive an automatic email notification from the Kronos WFR system with an explanatory comment from your supervisor. Follow these steps to resolve:

1. Submit a Change Request if the time worked needs to be modified OR
2. Submit a Time Off Request if the required hours are not accounted for depending on your supervisor's reason for the rejection.
3. Supervisor needs to review and approve the request.
4. If approved, the "Submit for Approval" icon will reappear on the top right in the timesheet view.
5. Resubmit the corrected timesheet.
6. If rejected again, contact your Departmental Timekeeper.

Information

Your timesheet should total 40 Calculated Hours per week, comprised of hours worked or time off hours.

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?