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

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).
   c. 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).
   d. 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).

Tip

Clicking the arrow next to Accrued Balances Details will quickly show your current balance for the leave type selected.
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>
<tbody>
<tr>
<td>1. Select the <strong>Full Day</strong> radio button.</td>
<td>Option 1:</td>
<td>1. Select the <strong>Multiple Days</strong> radio button.</td>
</tr>
<tr>
<td>2. Click the view calendar icon to choose the date.</td>
<td>1. Select the <strong>Partial Day (Start/Stop)</strong> radio button.</td>
<td>2. Enter the date range in the <strong>From</strong> and <strong>To</strong> fields, or use the view calendar icon to select the dates from the calendar.</td>
</tr>
<tr>
<td></td>
<td>2. Request the specific <strong>From</strong> and <strong>To</strong> times (e.g., 1:00 pm - 3:00 pm) OR</td>
<td>3. Enter <strong>Total Hours Per Day</strong> to the request, NOT the total hours of the entire range.</td>
</tr>
<tr>
<td></td>
<td><strong>Option 2:</strong></td>
<td>Note</td>
</tr>
<tr>
<td></td>
<td>1. Select the <strong>Partial Day (Bulk)</strong> radio button.</td>
<td>A range of dates that includes scheduled days off can be selected because the system will not request time for those days.</td>
</tr>
<tr>
<td></td>
<td>2. Request a specific amount of hours (e.g., 2 hours).</td>
<td></td>
</tr>
</tbody>
</table>

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

- How do I change my employee's work schedule in Kronos WFR?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- 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?