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

Tell Me

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.

<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.  
2. Click the view calendar icon to choose the date | **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 1:**  
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. |
| | **Option 2:**  
1. Select the Partial Day (Bulk) radio button.  
2. Request a specific amount of hours (e.g., 2 hours). | **Option 2:**  
1. Enter Total Hours Per Day of the request, NOT the total hours of the entire range. |
| **Note**  
This choice will request, at most, 8 hours. | | **Note**  
A range of dates that includes scheduled days off can be selected because the system will not request time for those days. |

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.
Example

Request Time Off on Employee Behalf screenshot.

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?