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

Tell Me

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

   ![Time Off Type Drop Down]

   ![Accrued Balances Details]

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]

   ![Accrued Balances Details]

   **Note**
   A range of dates that includes scheduled days off can be selected because the system will not request time for those days.

   ![Note]

   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).
      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.

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**Related Articles**

- How do I correct a timesheet after it has been approved in Kronos WFR?
- 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?