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

![Image of 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).

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

   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?