Where do I find an employee's Change Request or modification of a Time Off Request submitted within Kronos WFR?

Tell Me

Supervisors only:

New UI

1. Go to Favorites > Pending Approvals > Timesheet Change Requests OR
2. Click the Dashboard button at the bottom of the menu pain > go to Quicklinks tab > look for and select Pending Timesheet Change Requests

Classic View

1. Go to Manage Time > Manage Timesheets > Pending Timesheet Change Requests OR
2. On My Dashboard in the Quicklinks tab, look for and select Pending Timesheet Change Requests.
Related Articles

- How do I add the Kronos WFR Google calendar?
- 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?