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 request Administrative Leave COVID-19 in Kronos WFR?
- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- How do you access Kronos WFR when working remotely?
- How do I request time off on my employee's behalf in Kronos WFR?
- How do I cancel or modify my Time Off Request in Kronos WFR?