How do I request Administrative Leave COVID-19 in Kronos WFR?

Tell Me

To request Administrative Leave COVID-19:

1. The employee should log in to Kronos WFR.
2. Submit a Time Off Request.
3. Select ADMIN LEAVE-COVID-19 as the time off type.
4. The time selected should be time missed based on the employee’s normally scheduled hours, but only for the amount of time that would equal the total hours for the week based on the employee’s FTE (i.e. 1.000 FTE = 40 hours/week; .50 FTE = 20 hours/week).
5. Employees are required to leave a comment and should include one of the four reasons below, as defined on the emergency management site.

   a. High Risk Mandatory Employee
   b. Childcare or Eldercare Issues
   c. Unable to Telework
   d. Ill from cold, flu, or COVID-19

NOTE
Nonexempt employees: ADMIN LEAVE-COVID-19 time off hours should not cause the employee to report more than the total hours allowed based on the employee’s FTE (i.e. An employee of 1.000 FTE should not exceed 40:00).

Student and Temporary employees will need to enter their request in WebTime Entry and should refer to this FAQ for guidance.

Related FAQs

- 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?
- What if I, or someone in my family feels sick?