How do I find timesheets that have not been submitted in Kronos WFR?

Tell Me

Supervisors can search for timesheets that have not been submitted using either of these two methods:

**Method 1**
1. Log into [Kronos WFR](#).
2. Go to **Manage Time > Manage Timesheets > All Open**.

**Method 2**
1. Log into [Kronos](#) and select the **Quicklinks** tab located in **My Dashboard** or
2. If you are already in Kronos, select the UNC Charlotte logo in the top left corner of the web page or [Home](#) to navigate to **My Dashboard**.
3. Select the **Quicklinks** tab located in **My Dashboard**.
4. Under **Manage Time** select **All Open**.

**Note**

Be sure you are looking at the correct time period.

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**Related FAQs**

- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- How do I view my employee's leave balances?
- 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 look for when reviewing a Non-Exempt employee's timesheet for approval in Kronos WFR?