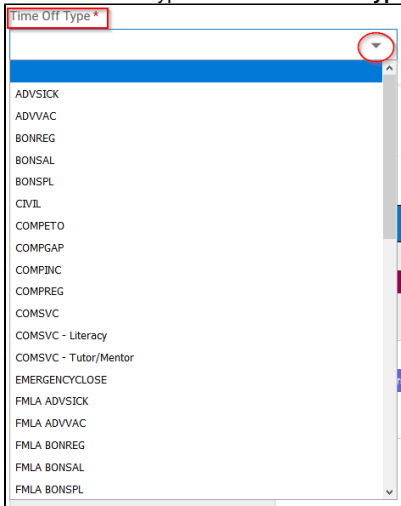


How do I submit a Time Off Request in Kronos WFR?

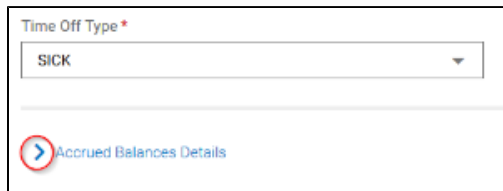
Tell Me

1. **My Info > My Time > Request Time Off**
2. Select the leave type from the **Time Off Type** drop down



Tip

Clicking the arrow next to **Accrued Balances Details** will quickly show your current balance for the leave type selected.



3. Click **Start Request** to the far right of the screen.
4. Select the appropriate **Request Type** from the drop down:

START REQUEST

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).

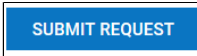
d. **Partial Day (Start/Stop)**



- 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.



Related Articles

- [How do I install the Kronos WFR Mobile App and login?](#)
- [How do I request Administrative Leave COVID-19 in Kronos WFR?](#)
- [How do I change the leave type used to supplement my use of Admin Leave-COVID-19 in Kronos WFR?](#)
- [How do I add a single punch in or out within Kronos WFR?](#)
- [How do I cancel or modify my Time Off Request in Kronos WFR?](#)