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 change my employee's work schedule in Kronos WFR?
- How do I cancel or modify my Time Off Request in Kronos WFR?
- How do I resolve Pending Approval requests in Kronos WFR?
- What are the definitions of available Time Off categories in Kronos WFR?
- How do I install the Kronos WFR Mobile App and login?