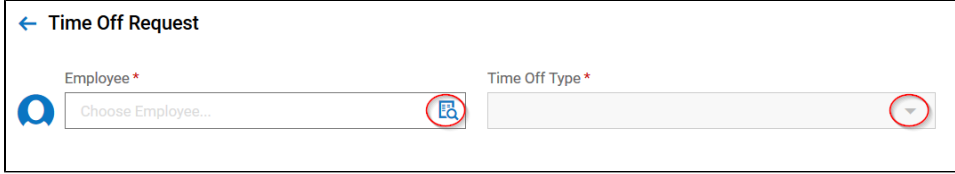


# How do I request time off on my employee's behalf in Kronos WFR?

## Tell Me

1. Go to **Team > Time > Time Off > Request**.
2. Select the **employee** and the **time off type** from lists.



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



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** to communicate any notes to the employee or additional approvers (optional).

**SUBMIT REQUEST**

6. Click the **Submit Request** button in the bottom right corner.
7. The supervisor or timekeeper will then need to go to **Pending Approvals for Time Off Requests** to approve the request as normal.

## Related Articles

- [How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?](#)
- [How do I request time off on my employee's behalf in Kronos WFR?](#)
- [What should I do when an employee's Kronos WFR timesheet shows a Punch In and Punch Out on different lines?](#)
- [How do I correct a timesheet after it has been approved in Kronos WFR?](#)
- [How do I change my employee's work schedule in Kronos WFR?](#)