How do I request Time Off in Kronos WFR?

Tell Me

1. **My Info (single head icon) > My Time > Time Off > Request**
2. Click the **magnifying glass** and select the leave type from the **Time Off Type** look up box.

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).

   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)**

**Tip**

Use the **SEARCH** box to quickly locate the desired time off. I.E. type in "Vacation".

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

**Note**

A range of dates that includes scheduled days off can be selected because the system will not request time for those days.
4. 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 resolve Pending Approval requests in Kronos WFR?
- How do I pay an employee overtime hours in Kronos WFR?
- How do I correct a timesheet after it has been approved in Kronos WFR?
- 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?