What should I do if my Kronos WFR timesheet is rejected?

Tell Me

If your Kronos WFR timesheet is rejected, you will receive an automatic email notification from the Kronos WFR system with an explanatory comment from your supervisor. Follow these steps to resolve:

1. Submit a Change Request if the time worked needs to be modified OR
2. Submit a Time Off Request if the required hours are not accounted for depending on your supervisor's reason for the rejection.
3. Supervisor needs to review and approve the request.
4. If approved, the icon will reappear on the top right in the timesheet view.
5. Resubmit the corrected timesheet.
6. If rejected again, contact your Departmental Timekeeper.

Information

Your timesheet should total 40 Calculated Hours per week, comprised of hours worked or time off hours.

Related Articles

- How do I request Administrative Leave COVID-19 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?
- How do I request time off on my employee's behalf in Kronos WFR?
- How do I pay an employee overtime hours in Kronos WFR?