

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.

Name	Full Path
<input type="radio"/> ADMIN LEAVE-COVID 19 EXT.	ADMIN LEAVE-COVID 19 EXT.
<input type="radio"/> ADVSICK	SICK/ADVSICK
<input type="radio"/> ADVVAC	VACATION/ADVVAC
<input type="radio"/> BONREG	BONREG
<input type="radio"/> BONSAL	BONSAL
<input type="radio"/> BONSPL	BONSPL
<input type="radio"/> CIVIL	CIVIL
<input type="radio"/> COMPETO	COMPETO
<input type="radio"/> COMPGAP	COMPGAP

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.

Time Off Type *

SICK

Accrued Balances Details

START REQUEST

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).

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).



Community Service Comment Required

Employees must include the following information in the comment section for Community Service:

- Name of the school/organization and indication if it is a 501(c)3 agency or eligible human service organization
- Type of service/participation (i.e. meeting with your child's teacher, serving food at the soup kitchen)

SUBMIT REQUEST

6. Click the **Submit Request** button in the bottom right corner.
7. Refer to this [FAQ](#) if you are a supervisor.

Related Articles

- [Why are vacation balances no longer shown on my pay stub earnings summary?](#)
- [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?](#)