When should I submit my Time Off for approval in Kronos WFR?

Tell Me

1. In advance of the Time Off OR
2. If not requested in advance, Time Off must be submitted and approved within one week from the date it was taken.
3. Employees refer to this FAQ for detailed information on how to submit a Time Off Request.
4. Supervisors refer to this FAQ for detailed information on how to submit a Time Off Request for your employee.

Related Articles

- Why is a lunch punch that is less than 30 minutes considered a paid lunch in Kronos WFR?
- How do I override my automatic lunch deduction in Kronos WFR?
- How do I request advance leave in Kronos WFR?
- How do I conduct a negative leave-balance review in Kronos WFR?
- How does the supervisor verify and approve advance leave in Kronos WFR?