How do I submit a Time Off Request in Kronos WFR?

Tell Me

1. **My Account** > **My Time Off** > **Request** and go to the **Time Off** section.
2. In the **Time Off** field, select the type of time off to request using the list time offs icon to browse.

3. Choose the appropriate leave category from the list (max of one per request).

4. Choose the appropriate **Request Type**.

<table>
<thead>
<tr>
<th>Full Day Off Request</th>
<th>Partial Day Off Request</th>
<th>Consecutive Days Off Request</th>
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</table>
| 1. Select the Full Day radio button. | Option 1:  
1. Select the Partial Day (Start/Stop) radio button.  
2. Request the specific From and To times (e.g., 1:00 pm - 3:00 pm) OR | 1. Select the Multiple Days radio button.  
2. Enter the date range in the From and To fields, or use the view calendar icon to select the dates from the calendar. |
| 2. Click the view calendar icon to choose the date. | Option 2:  
1. Select the Partial Day (Bulk) radio button.  
2. Request a specific amount of hours (e.g., 2 hours). | 3. Enter **Total Hours Per Day** to the request, NOT the total hours of the entire range. |

**Note**
This choice will request, at most, 8 hours.

3. Enter **Total Hours Per Day** to the request, NOT the total hours of the entire range.

5. Leave a **Comment** for your supervisor (optional).
6. Click the Submit Request button in the green ribbon near the top right of the screen.

**Example**
Requesting Multiple Days off.
7. Refer to this FAQ if you are a supervisor.

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?