How does the supervisor verify and approve advance leave in Kronos WFR?

Tell Me

It is the supervisor’s responsibility to verify that the employee will accrue sufficient leave to cover the advance leave during the remainder of the current calendar year.

1. If the supervisor approves the request for advanced leave, a comment must be included indicating approval to advance the specific number of leave hours.
2. If the supervisor does not approve the advance leave and the employee takes time off from work, use a different leave category or leave without pay (LWOP) to cover the time off.

Related FAQs

- Can my employee submit a Kronos WFR Timesheet Change Request after I approve their timesheet?
- 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?