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 [SUBMIT FOR APPROVAL] 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 cancel or modify my Time Off Request in Kronos WFR?
- 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?