How do I find timesheets that have not been submitted in Kronos WFR?

Tell Me

Supervisors can search for timesheets that have not been submitted using either of these two methods:

**Method 1**
1. Log into Kronos WFR.
2. Go to Manage Time > Manage Timesheets > All Open.

**Method 2**
1. Log into Kronos and select the Quicklinks tab located in My Dashboard or
2. If you are already in Kronos, select the UNC Charlotte logo in the top left corner of the web page or Home to navigate to My Dashboard.
3. Select the Quicklinks tab located in My Dashboard.
4. Under Manage Time select All Open.

![Screenshot of Kronos WFR dashboard](image)

**Note**

Be sure you are looking at the correct time period.

- 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?