How do I view my employee's leave balances?

Tell Me
Supervisors can view employee leave balances by using either of these two methods:

Method 1
1. Log into Kronos WFR.
2. Click the START button
3. Select Employee Accrual Balances under the Employee Information section.
4. Select the Click to Execute button in the center of the screen to run the report.

Method 2
1. Log into Kronos WFR.
2. Go to My Employees > Accruals > Balances.
3. Select the Click to Execute button in the center of the screen to run the report.

Related FAQs
- 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?