How do I view my leave history in Kronos WFR?

Tell Me

All leave-earning employees can view their leave history (earning and use of leave) by using one of the following methods:

<table>
<thead>
<tr>
<th>Method</th>
<th>View Leave Balances (accruals)</th>
<th>View Leave History (all transactions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log into <a href="#">Kronos WFR</a>. Go to <a href="#">My Account &gt; My Time Off &gt; Request</a>. Leave balances to appear on the right side of the screen.</td>
<td>1. Log into <a href="#">Kronos WFR</a>. Go to <a href="#">My Account &gt; My Time Off &gt; Accruals History</a>. Leave history is grouped by leave type.</td>
<td></td>
</tr>
<tr>
<td>2. Log into <a href="#">Kronos WFR</a>. Go to <a href="#">My Account &gt; My Profile</a>. Scroll to the bottom of the page. Leave balances to appear on the right side of the screen.</td>
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<tr>
<td>3. Click the magnifying glass next to the leave type you want to view.</td>
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<td></td>
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</tbody>
</table>

Exempt employees can also view their leave balances by selecting the "My Time" tab located on "My Dashboard."

Reference
Read this [FAQ](#) to find out what the different leave balance columns represent.

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?