How do I submit a Time Off Request in Kronos WFR?

Tell Me

1. **My Account > My Time Off > Request** and go to the **Time Off** section.
2. In the **Time Off** field, select the type of time off to request using the list time offs icon to browse

3. Choose the appropriate leave category from the list (max of one per request).

4. Choose the appropriate **Request Type**.

<table>
<thead>
<tr>
<th>Full Day Off Request</th>
<th>Partial Day Off Request</th>
<th>Consecutive Days Off Request</th>
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</thead>
</table>
| 1. Select the **Full Day** radio button. | **Option 1:**
| 2. Click the view calendar icon to choose the date | 1. Select the **Partial Day (Start/Stop)** radio button. |
| | 2. Request the specific **From** and **To** times (e.g., 1:00 pm - 3:00 pm) OR |
| | **Option 2:**
| | 1. Select the **Partial Day (Bulk)** radio button. |
| | 2. Request a specific amount of hours (e.g., 2 hours). |

**Note**
This choice will request, at most, 8 hours.

**Note**
A range of dates that includes scheduled days off can be selected because the system will not request time for those days.

5. Leave a **Comment** for your supervisor (optional).
6. Click the **Submit Request** button in the green ribbon near the top right of the screen.
Example
Requesting Multiple Days off.

7. Refer to this FAQ if you are a supervisor.

Related Articles

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- How do I delete my employee's automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?
- How do I change my employee's work schedule in Kronos WFR?
- How do I pay an employee overtime hours in Kronos WFR?