Why is Kronos WFR adding leave hours to my timesheet?

Tell Me

This applies to full-time, non-exempt employees who submit time in Kronos WFR biweekly.

1. Kronos WFR will automatically assign up to 6 hours to a leave category for “missing” hours once a timesheet has recorded at least 34 hours of time worked based on available leave, taken in this order (“hierarchy”):
   a. COMPGAP  COMPREG  VACATION  BONREG
   b. The system will only pull from the leave buckets if the hours have been accrued (not if they have been earned but not yet accrued in Kronos WFR).

2. You can view the automatic assignment of leave hours in the Summary by Day or Calc Detail view of the Timesheet (it will not appear as an entry in the Timesheet view).

3. Leave will be assigned on the day of the week in which the timesheet has recorded at least 34 hours of time worked. Typically this happens on Friday, and it may happen earlier in the week.

   
   **Note**
   A Time Off Request does not need to be submitted to resolve the time added to the timesheet.

4. If work time is recorded and/or a Time Off Request is subsequently submitted/approved to total 40 hours, this will replace the unassigned leave (the automatically assigned hours will be removed).

5. For more information on how to submit a Time Off Request, view this FAQ.

6. Supervisors and Departmental Timekeepers: view this FAQ for information on what to look for when reviewing a non-exempt employee's timesheet for approval.

7. Non-exempt employees view this FAQ on timesheet review for more information.

   **Note**
   Employees must continue to request time off in advance.

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**Leave Definitions**

- **COMPGAP:** Gap Compensatory Time Accrual (Overtime 1.0 accrued as gap compensatory time)
- **COMPREG:** Regular Compensatory Time Accrual (Overtime 1.5 accrued as compensatory time)
- **VACATION:** Accrued Vacation Leave
Related Articles

• How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
• How do I find timesheets that have not been submitted in Kronos WFR?
• 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?