How do I add work time to my timesheet if I didn't clock IN/OUT in Kronos WFR?

Tell Me

Non-exempt employees can add work time to their timesheet to account for a partial or full day's work. The time entry option should be used in the event an employee is away from the office for the entire day (i.e., attends a conference or workshop) or if an employee is new and does not have immediate access to Kronos on their start date.

1. From your timesheet, select **CHANGE REQUESTS** on the green action item bar near the top right of the screen.

![Image 1](https://via.placeholder.com/150)

2. Select **Add Time Entry** from the drop down.
3. Select the correct **Date** from the drop down list.
4. Key in the work time that needs to be added to the timesheet indicating the IN/OUT punches.
   1. Type 'p' after the number for 'pm' OR
   2. Key it in military time.

![Image 2](https://via.placeholder.com/150)

5. Select the **Submit Changes** icon.

**Note**

Once your supervisor approves the **Change Request** the entry will appear on your timesheet.

6. See this **FAQ** if the employee needs to add individual IN/OUT punches.

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