Tell Me

Supervisors or departmental timekeepers can correct a timesheet after it has been approved.

1. The supervisor or departmental timekeeper will need to locate the timesheet period that needs to be corrected by going to **Manage Time > Manage Timesheets > By Pay Period**.

2. Navigate to the timesheet period using the arrows at the top.

3. Click the edit timesheet icon to open the timesheet.

4. Click the **reject** or **correct** button located on the green action bar in the top right corner of the employee's timesheet.

5. Corrections should be made to the timesheet by one of the following methods:
   1. Supervisor or timekeeper make correction(s) directly to the timesheet **OR**
   2. Employee submits applicable **timesheet change request(s)** or **time off request(s)** for approval by supervisor

6. Once corrections are completed, the supervisor or timekeeper should click **approve** on the green action item bar to close the timesheet back.

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Related FAQs

- How do I correct a timesheet after it has been approved in Kronos WFR?
- Why are vacation balances no longer shown on my pay stub earnings summary?
- Where are the Kronos Workforce Ready FAQs located?
- How do I identify an Alternative Manager in Kronos WFR to manage requests while I’m out of the office?
- How do I cancel or modify my Time Off Request in Kronos WFR?