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.
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.

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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