How do I correct a timesheet after it has been approved in Kronos WFR?

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:
   a. Supervisor or timekeeper make correction(s) directly to the timesheet OR
   b. 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.

Related FAQs

- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- 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 account for hours worked in Kronos WFR while in travel status?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- What do the different leave balance columns in Kronos WFR represent?