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 action item bar near the top right of the screen.
   
   ![Change Requests Button]

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.
   a. Type 'p' after the number for 'pm' OR
   b. Key it in military time.

   ![Time Entry Form]

5. Select the Submit Changes icon.

   ![Submit Changes Button]

   **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.

Related Articles

- How do I pay an employee overtime hours in Kronos WFR?
- What should I do when an employee’s Kronos WFR timesheet shows a Punch In and Punch Out on different lines?
- Where do I find an employee's Change Request or modification of a Time Off Request submitted within Kronos WFR?
- What should a supervisor do if an employee clocks out when they should have clocked in or vice versa in Kronos WFR?
- How do I correct a timesheet after it has been approved in Kronos WFR?