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.

New UI

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

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

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

4. Click the reject or correct button located on the blue 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 blue action item bar to close the timesheet back.

Classic UI

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 pay an employee overtime hours in Kronos WFR?
- How do I submit a Time Off Request 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?