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 change my employee’s work schedule in Kronos WFR?
- How do I add Holiday Premium Pay to an employee’s timesheet in Kronos WFR?
- What should I review before I submit my Kronos WFR timesheet at the end of the biweekly period?
- What should I look for when reviewing a Non-Exempt employee’s timesheet for approval in Kronos WFR?
- How do I pay an employee overtime hours in Kronos WFR?