What should I review before I submit my Kronos WFR timesheet at the end of the biweekly period?

Tell Me

1. Verify that all time is reflected correctly on your timesheet. Timesheets can be reviewed in the following three ways:
   a. **Timesheet View**

   ![Timesheet View](image)

   b. **Summary by Day View**

   ![Summary by Day View](image)

2. If the time is incorrect, submit a **Change Request** to modify time by selecting **Change Requests** from the action item bar.
   a. View this [FAQ](#) for details about rounding time accurately.
   3. If the time is correct, click **Submit for Approval** on the blue action item bar.

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Info

If you are a full-time employee (40 hours per week), you must ensure at least 40 hours per week of **Calc. Total** was accounted for with either time worked or an approved **Time Off Request** (time should be prorated if a position is less than 1 FTE). If your weekly **Calc. Total** is:

1. **Less than 40**: Submit a **Time Off Request**.
2. **More than 40, and no Time Off or Holiday Time taken**: You earned compensatory time at the rate of 1.5 times hours worked over 40, which will accumulate in **CompReg** leave (once the Payroll process is completed) and be available for subsequent use.
3. **More than 40, and Time Off taken and approved**: Submit a **Change Request** to modify the **Time Off Request** and reduce it by the time needed for the weekly **Calc. Total** to equal 40.

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Related Articles

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