**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.
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.
   ![Request Timesheet Change](image)
   
   **Lunch break**
   The system will automatically deduct the lunch break based on the employee's existing schedule in Kronos once the change request has been approved by the supervisor.

5. Select the Submit Changes icon.

   **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 request Administrative Leave COVID-19 in Kronos WFR?
- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- How do you access Kronos WFR when working remotely?
- How do I request time off on my employee's behalf in Kronos WFR?
- How do I cancel or modify my Time Off Request in Kronos WFR?