

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.


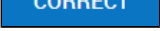
1. The supervisor or departmental timekeeper will need to locate the timesheet period that needs to be corrected by going to **Favorites > My Team > Timesheets By Pay Period**.

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



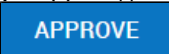
3. Click the edit timesheet icon to open the timesheet.



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.

Related FAQs

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- [How do I request Administrative Leave COVID-19 in Kronos WFR?](#)
- [How do I change the leave type used to supplement my use of Admin Leave-COVID-19 in Kronos WFR?](#)
- [How do I add a single punch in or out within Kronos WFR?](#)
- [How do I request the Labor Day Floating Holiday in Kronos WFR?](#)