How do I add a single punch or correct a punch time in Kronos?

Tell Me

If you did not punch IN/OUT:

1. Submit a Change Request to Add Punch In or Add Punch Out.
2. Select Change Requests from the action item bar in the top right corner.

3. Click on the drop-down arrow to view and select the appropriate Change Type: Add Punch In or Add Punch Out.
   a. Select the correct Date from the calendar in the top right.
   b. Key in the correct punch time.
   i. Select AM or PM
   c. Leave a comment.
   d. Select Submit Changes.
   e. Supervisor approves the Change Request, and it appears on your timesheet.

If you did punch IN/OUT but the time stamp is incorrect:

1. Submit a Change Request to Modify Punch In or Modify Punch Out.
2. Select Change Requests from the action item bar in the top right corner.

3. Click on the drop-down arrow to view and select the appropriate Change Type: Modify Punch In or Modify Punch Out.
   a. Select the correct Date from the list provided.
   b. Key in the correct punch time.
   i. Select AM or PM
   c. Leave a comment.
   d. Select Submit Changes.
   e. Supervisor approves the Change Request, and it appears on your timesheet.

If you need to add time entry to your timesheet to account for a full day's work, see this FAQ.

Tip

Other Timesheet Change Types include: Add Time Entry, Cancel (approved) Time Off, and Modify (approved) Time Off.

Related Articles
• How do I pay an employee overtime hours in Kronos?
• How do I identify an Alternative Manager in Kronos to manage requests while I'm out of the office?
• How do I find timesheets that have not been submitted in Kronos?
• Where do I find an employee's Change Request or modification of a Time Off Request submitted within Kronos?
• What should I look for when reviewing a Non-Exempt employee's timesheet for approval in Kronos?