

# How do I add work time to my timesheet if I didn't clock IN /OUT in Kronos WFR?

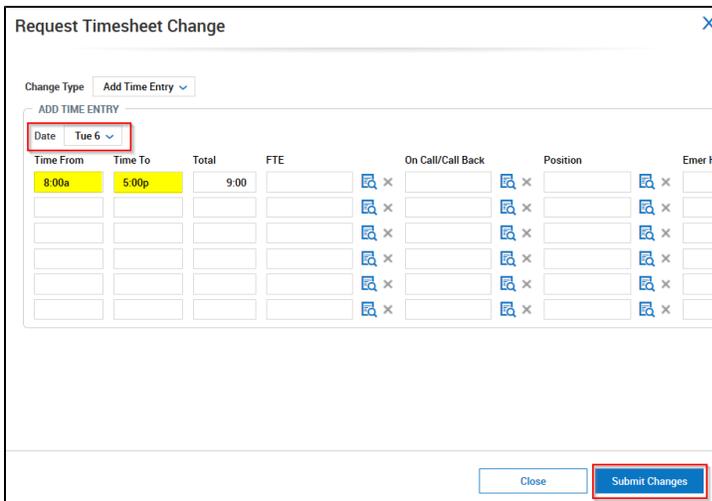
## Tell Me

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 the home screen in Kronos, click **My Timesheet** in the top left corner of the first box.
  - a. This will take you to your **CURRENT** timesheet.
  - b. Use the **navigation arrows** at the top left of the timesheet to navigate to the desired timesheet if the change request is needed for a previous timesheet period.
2. Once on the desired timesheet period, select **CHANGE REQUESTS** on the action item bar near the top right of the screen.



3. Select **Add Time Entry** from the drop down.
4. Select the correct **Date** from the drop down list.
5. Key in the work time that needs to be added to the timesheet indicating the IN/OUT punches.
  - a. Enter the time either in hours/minutes (hh:mm) or decimal.

A screenshot of the 'Request Timesheet Change' dialog box. The 'Change Type' is set to 'Add Time Entry'. Below it, the 'ADD TIME ENTRY' section features a date dropdown menu set to 'Tue 6'. A table is provided for entering work time with columns for 'Time From', 'Time To', 'Total', 'FTE', 'On Call/Call Back', 'Position', and 'Emer H'. The first row is pre-filled with '8:00a', '5:00p', '9:00', and icons for editing and deleting. At the bottom right, there are 'Close' and 'Submit Changes' buttons, with the latter highlighted in a red box.

### 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.

A blue button with the text 'Submit Changes' in white, highlighted with a blue border.

6. Select the **Submit Changes** icon



### Note

Once your supervisor approves the **Change Request** the entry will appear on your timesheet.

7. See this [FAQ](#) if the employee needs to add individual IN/OUT punches.

## Related Articles

- [How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?](#)
- [How do I request time off on my employee's behalf in Kronos WFR?](#)

- What should I do when an employee's Kronos WFR timesheet shows a Punch In and Punch Out on different lines?
- 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?