

How do I manually update my employee's timesheet in Kronos WFR?

Tell Me

Employee timesheets can be manually updated by completing the following steps:

Nonexempt Employee	Exempt Employee
<ol style="list-style-type: none"> Go to the timesheet of the employee following the path My Team > Timesheets > By Pay Period. Verify the correct timesheet period dates (top right, use the arrows to navigate).  Click on the pencil icon to open the the timesheet. Click on the Timesheet / Time Entry tab. Go down to the row of the date that needs to be edited. 	<ol style="list-style-type: none"> Go the timesheet of the employee following the path My Team > Employee Information  Click the quick link icon next to the employee name. Select "Current Timesheet". Use the arrows at the top to navigate to the correct timesheet period. Click on the Timesheet / Time Entry tab. Go down to the row of the date that needs to be edited.

Manual Edit Types

To ADD a Punch	To REMOVE a Punch	To MODIFY a Punch
<ol style="list-style-type: none"> Click in the box that needs to be edited (From/To columns). Type the punch time in the empty box (am/pm). Click SAVE at the top. Add a comment if prompted. Click OK. 	<ol style="list-style-type: none"> Click in the box that needs to be removed (From/To columns). Press delete. Click SAVE at the top. Add a comment if prompted. Click OK. 	<ol style="list-style-type: none"> Click in the box that needs to be edited (From/To columns). Press delete. Type the new punch time in the box (am/pm). Click SAVE at the top. Add a comment if prompted. Click OK.

To ADD Time Off	To MODIFY Time Off	To REMOVE Time Off
<ol style="list-style-type: none"> Go to the Time Off column. Click on either: <ol style="list-style-type: none"> the magnifying glass to open look up menu  (classic view) OR the drop down arrow and select "browse" (New Look)  Click the flag  or circle  to select the leave type. Type the number of hours needed in the Raw Total column. Click SAVE at the top. Add a comment if prompted. Click OK. 	<p><u>To modify leave type:</u></p> <ol style="list-style-type: none"> Go to the Time Off column. Click on either: <ol style="list-style-type: none"> the magnifying glass to open look up menu  (classic view) OR the drop down arrow and select "browse" (New Look)  Click the flag  or circle  to select the new leave type. Click SAVE at the top. Add a comment if prompted. Click OK. <p><u>To modify hours:</u></p> <ol style="list-style-type: none"> Go to the Raw Total column. Click in box and type the number of hours needed. Click SAVE at the top. Add a comment if prompted. Click OK. 	<ol style="list-style-type: none"> Depending on your view click either: <ol style="list-style-type: none"> the X to the far left of the row (classic view) OR the trash can to the far right (New Look)  Click SAVE at the top. Add a comment if prompted. Click OK.

Related FAQs

- [How do I cancel or modify my Time Off Request in Kronos WFR?](#)
- [How do I manually update my employee's timesheet in Kronos WFR?](#)
- [How do I cancel a Timesheet Change Request in Kronos WFR?](#)
- [How do I cancel a session that has low enrollment?](#)
- [How do I Approve a Timesheet for a Terminated Employee in Kronos WFR?](#)