How do I add a single punch in or out within Kronos WFR?

Tell Me

1. **If you notice a missed punch prior to your next punch in or out time:**
   a. Clock in or out.
   b. Submit a Change Request to Modify Punch In or Modify Punch Out by selecting Change Requests from the blue action item bar across the top.
   c. Click on the drop-down arrow to view and select the appropriate Change Type: Modify Punch In or Modify Punch Out.
   d. Select the modify time entry icon next to the correct date shown.
   e. Key in the correct punch time (defaults to am).
      i. Type p after the number for pm OR
      ii. Key it in military time.
   f. Select the Submit Changes icon.
   g. Supervisor approves the Change Request, and it appears on your timesheet.

2. **If you do not notice a missed punch until the next day or later:**
   a. Submit a Change Request to Add Punch In or Add Punch Out by selecting Change Requests from the blue action item bar across the top.
   b. Click on the drop-down arrow to view and select the appropriate Change Type: Add Punch In or Add Punch Out.
   c. Select the correct Date from the drop down list.
   d. Key in the correct punch time (defaults to am).
      i. Type p after the number for pm OR
      ii. Key it in military time.
   e. Select the Submit Changes icon.
   f. Supervisor approves the Change Request, and it appears on your timesheet.

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

**Example**

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

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Related Articles

- How do I install the Kronos WFR Mobile App and login?
- What are the definitions of available Time Off categories in Kronos WFR?
- How do I request time off on my employee's behalf in Kronos WFR?
- How do I pay an employee overtime hours in Kronos WFR?
- How do I resolve Pending Approval requests in Kronos WFR?