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.

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.

**Related Articles**

- How do I request Administrative Leave COVID-19 in Kronos WFR?
- What are the definitions of available Time Off categories in Kronos WFR?
- How do I install the Kronos WFR Mobile App and login?
- 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?