

How to Submit A Change Request at Each Time Clock

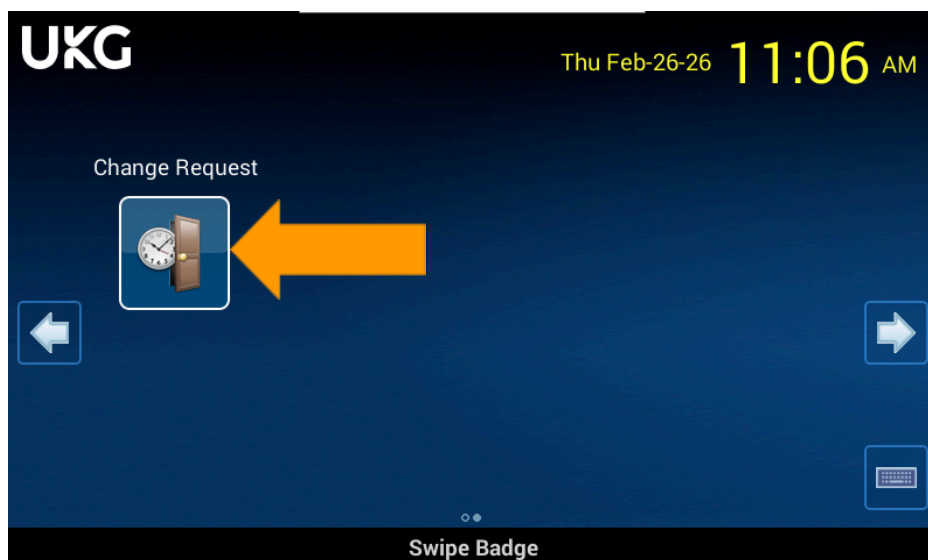
These instructions include **both** time clock models.



- 1) [Older Time Clock](#)
- 2) [Newer Time Clock](#)

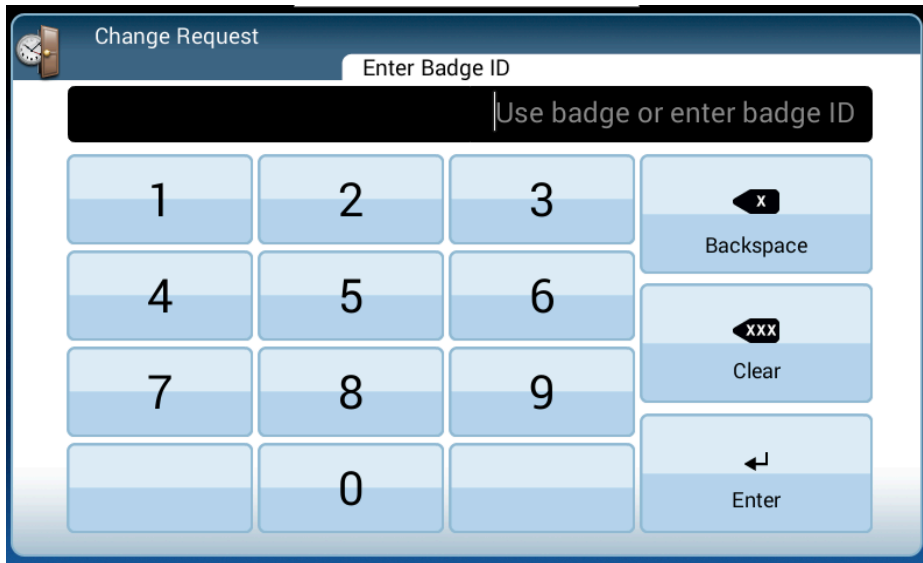
Older Time Clock

Use the arrows to scroll over and select the “Change Request” button.



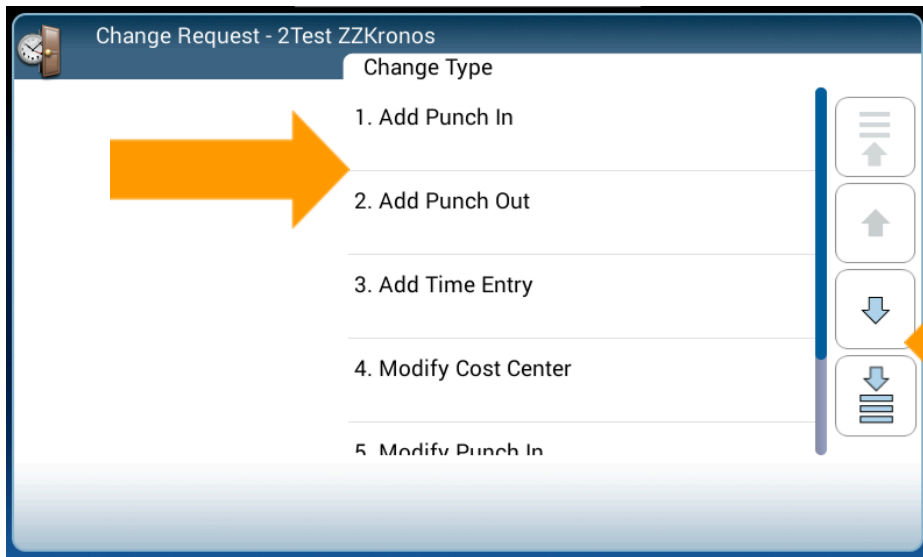
How to Submit A Change Request at Each Time Clock

Swipe your badge.



The screenshot shows a mobile application interface titled "Change Request". Below the title is a tab labeled "Enter Badge ID". A black input field contains the placeholder text "Use badge or enter badge ID". Below the input field is a numeric keypad with buttons for digits 1 through 9, 0, a Backspace button (labeled "Backspace"), a Clear button (labeled "Clear"), and an Enter button (labeled "Enter").

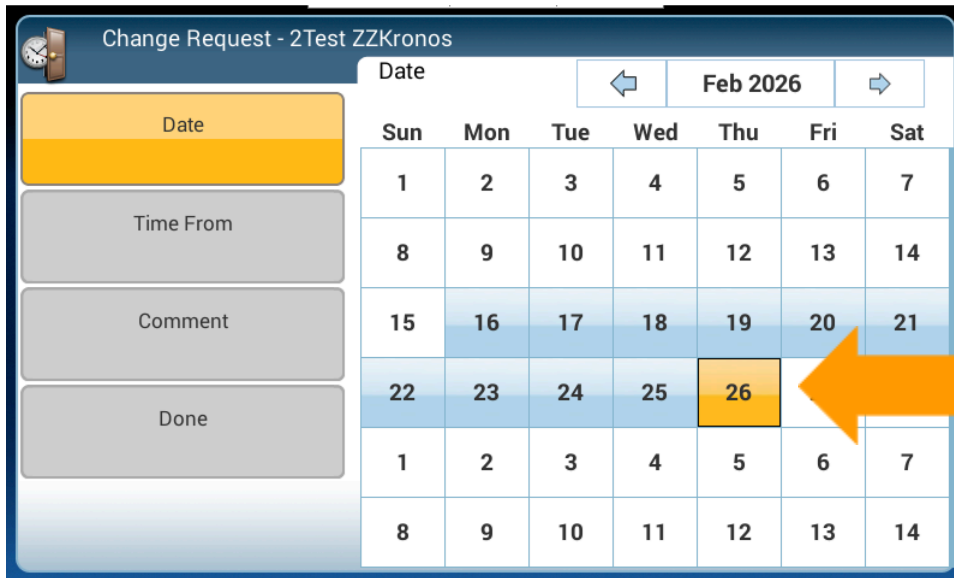
Choose the applicable Change Request type you are needing to use. An explanation of the different Change Types available to you are found [here](#). Click the arrows to see more options.



The screenshot shows a mobile application interface titled "Change Request - 2Test ZZKronos". Below the title is a tab labeled "Change Type". A list of five options is displayed: "1. Add Punch In", "2. Add Punch Out", "3. Add Time Entry", "4. Modify Cost Center", and "5. Modify Punch In". To the right of the list is a vertical scroll bar with four arrow buttons: a menu icon, an up arrow, a down arrow, and a list icon. An orange arrow points to the "1. Add Punch In" option, and another orange arrow points to the down arrow button in the scroll bar.

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Select the applicable date you need.



Change Request - 2Test ZZKronos

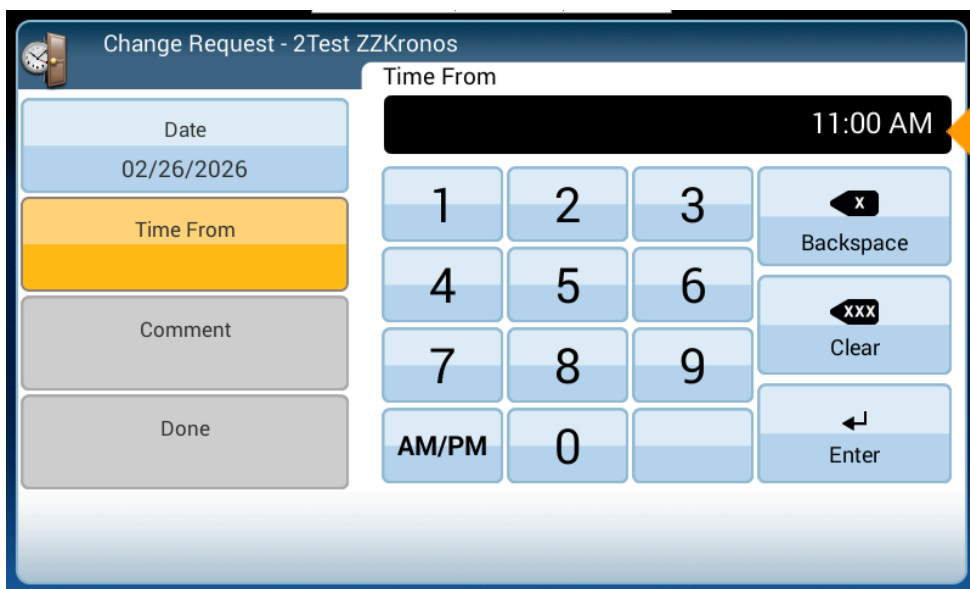
Date

Feb 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26		
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Buttons: Date, Time From, Comment, Done

Enter the applicable time(s).



Change Request - 2Test ZZKronos

Time From

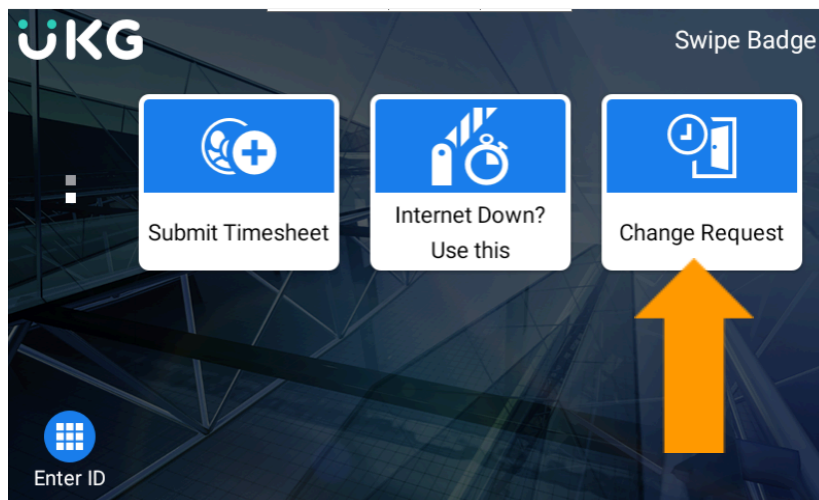
11:00 AM

Buttons: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, AM/PM, Enter, Backspace, Clear

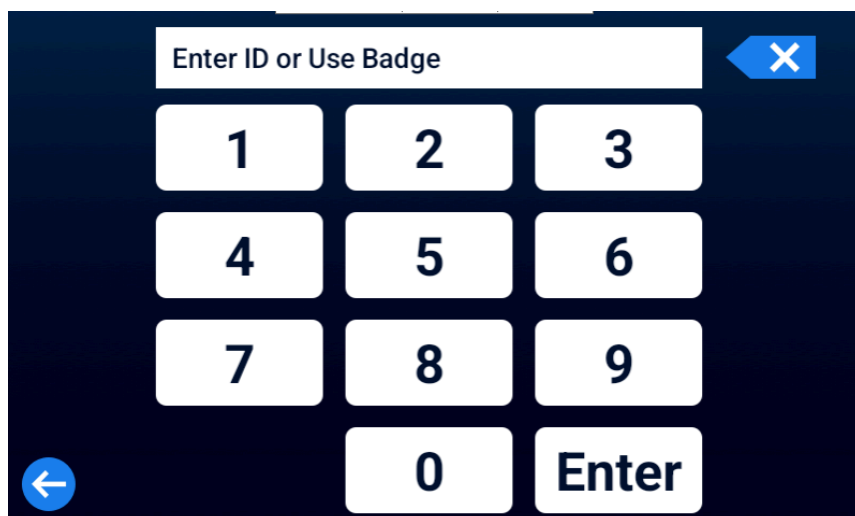
Enter a comment if needed and then press "Done"

Newer Time Clock

Scroll down and select the 'Change Request" button.

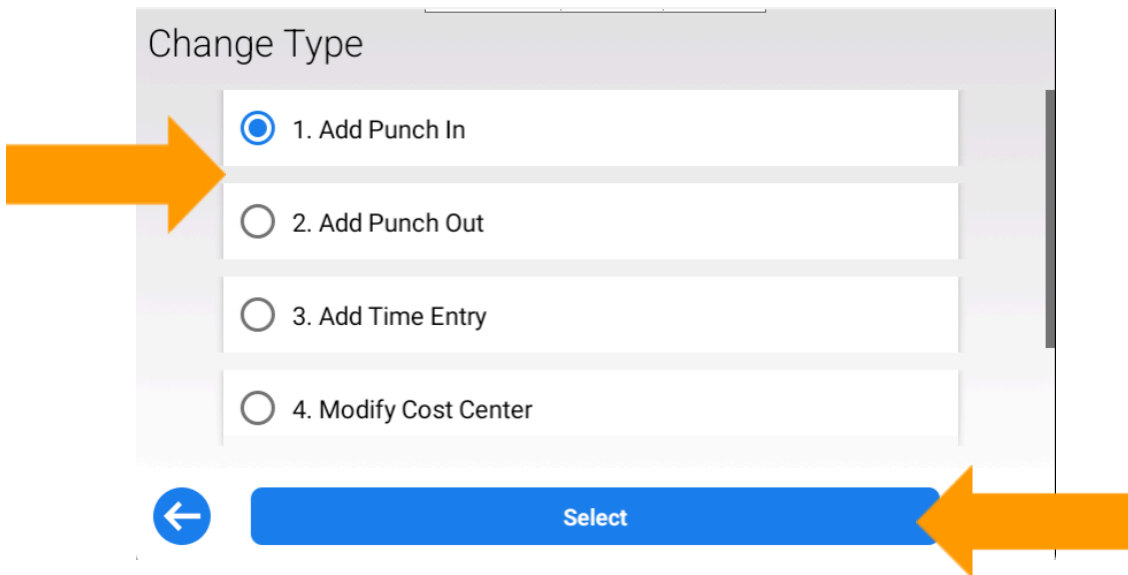


Swipe your badge



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Choose the applicable Change Request type you are needing to use . An explanation of the different Change Types available to you are found [here](#). Scroll down to see more options.

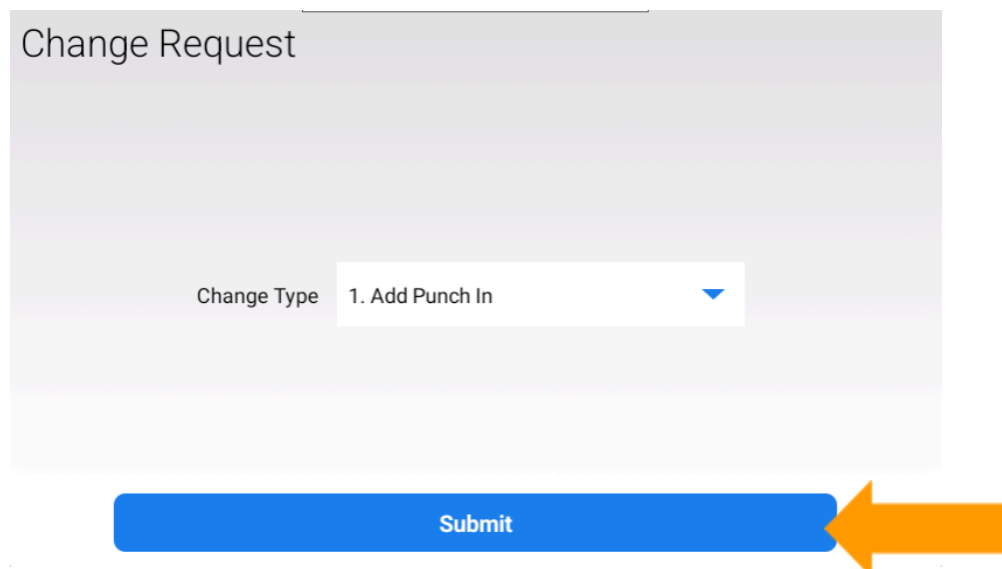


Change Type

- ☒ 1. Add Punch In
- ☐ 2. Add Punch Out
- ☐ 3. Add Time Entry
- ☐ 4. Modify Cost Center

← Select

Once selected, and press “Submit”



Change Request

Change Type 1. Add Punch In ▼

Submit

Select the date you are requesting the change on the calendar.

Change Request

Date 

Time From 

Comment

Submit

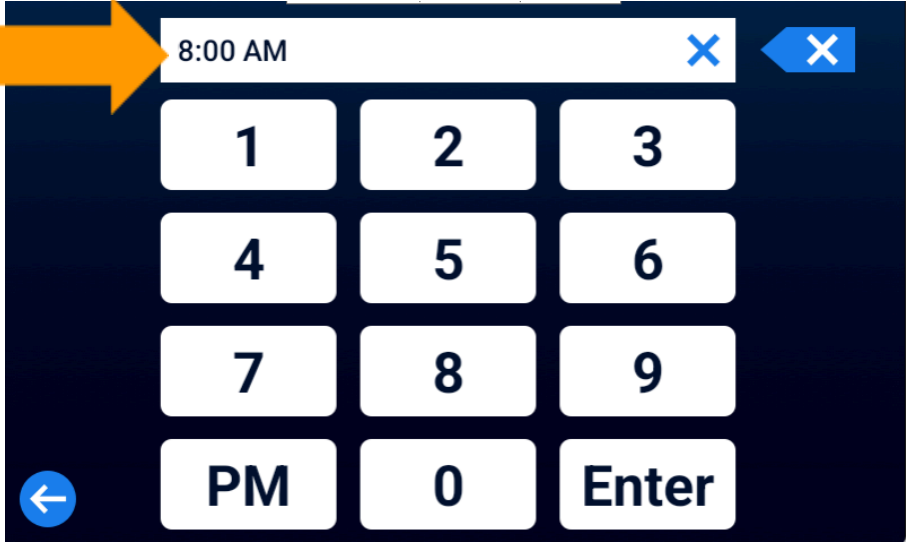


May 2026 [Cancel](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

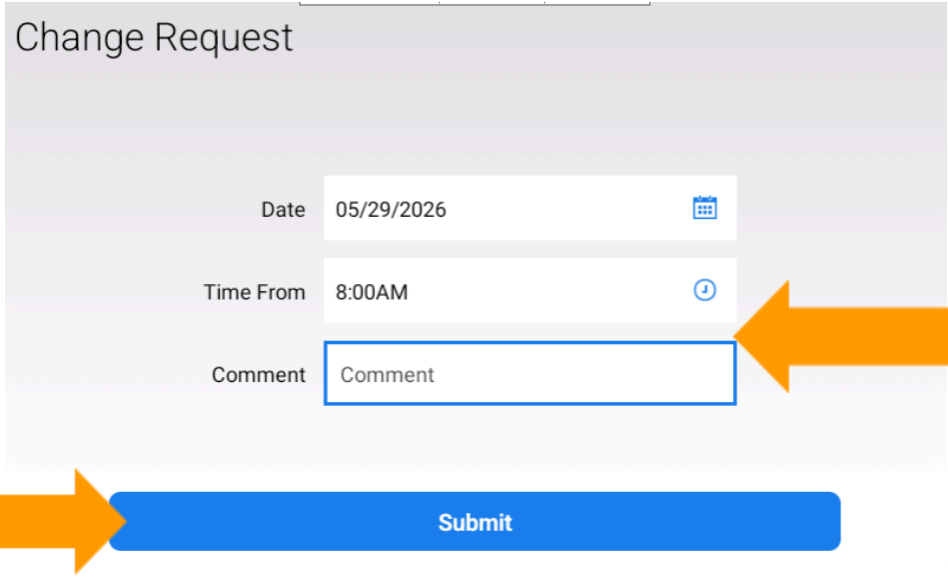


Enter the applicable time(s).



A time selection keypad with a dark blue background. At the top, a white input field contains "8:00 AM" with a blue "X" icon to its right. A large orange arrow points to the input field. Below the input field is a 3x3 grid of white buttons with black text: "1", "2", "3" in the first row; "4", "5", "6" in the second row; "7", "8", "9" in the third row. Below the grid are three white buttons: "PM", "0", and "Enter". A blue back arrow icon is to the left of the "PM" button. A blue "X" icon with a left-pointing arrow is to the right of the input field.

Enter a comment if needed and then press "Submit".



A "Change Request" form with a light gray background. It contains three input fields: "Date" with the value "05/29/2026" and a calendar icon; "Time From" with the value "8:00AM" and a clock icon; and "Comment" with the placeholder text "Comment". A large orange arrow points to the "Comment" field. Below the form is a blue "Submit" button. A large orange arrow points to the "Submit" button.