

Kronos: Change Requests

Use a Change Request to correct errors on your timesheet. Requests are sent to your supervisor for approval before changes are applied.

Note: Change Requests can only be submitted for timesheets with an **Open**, **Submitted**, or **Rejected** status. You cannot submit a Change Request for a timesheet with an **Approved** status.

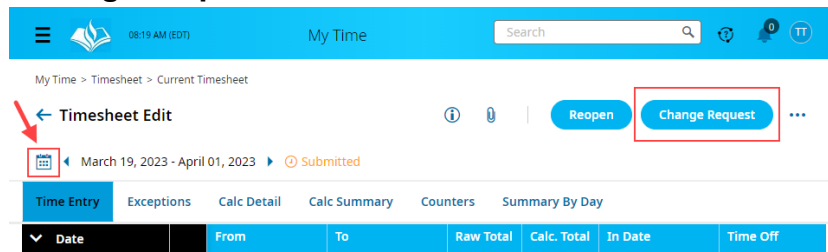
When to Submit a Change Request

Submit a Change Request for:

- Missed punches
- Incorrect clock-in/out times
- Time entry corrections
- Changes to approved time off for past dates

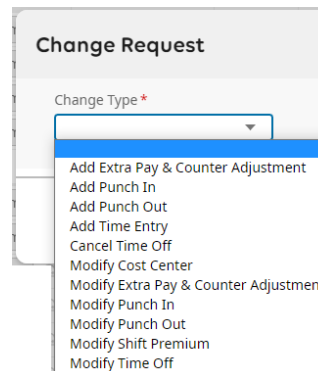
Submit a Change Request

1. From the **User Dashboard**, go to the **Links** widget.
2. Select **Current Timesheet**.
3. Select the pay week or date to update.
4. Click the blue **Change Request** button.

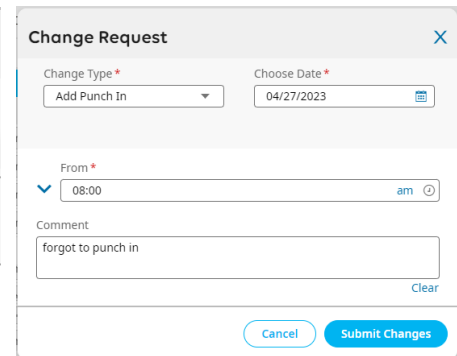


The screenshot shows the Kronos 'My Time' dashboard. The 'Timesheet Edit' section is active, showing a calendar for March 19, 2023 - April 01, 2023. The status is 'Submitted'. A red box highlights the 'Change Request' button in the top right corner of the 'Timesheet Edit' section.

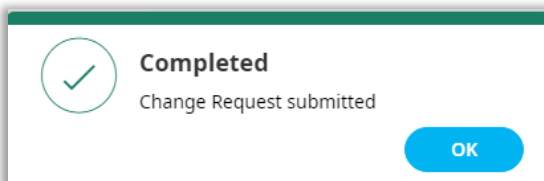
5. Select the **Change Type**.
6. Enter the updated information.
7. Enter a **Comment** explaining the reason for the request.
8. Click the blue **Submit Changes** button.
9. Click **OK** to confirm.



The screenshot shows the 'Change Request' modal with the 'Change Type' dropdown menu open. The options listed are: Add Extra Pay & Counter Adjustment, Add Punch In, Add Punch Out, Add Time Entry, Cancel Time Off, Modify Cost Center, Modify Extra Pay & Counter Adjustment, Modify Punch In, Modify Punch Out, Modify Shift Premium, and Modify Time Off.



The screenshot shows the 'Change Request' modal with the 'Choose Date' field set to 04/27/2023 and the 'From' field set to 08:00 am. The 'Comment' field contains the text 'forgot to punch in'. The 'Submit Changes' button is highlighted in blue.



The screenshot shows a 'Completed' dialog box with a green checkmark icon. The text reads 'Completed' and 'Change Request submitted'. There is an 'OK' button at the bottom right.

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What Happens Next

- Your request is sent to your supervisor for approval.
- Changes appear on your timesheet only after approval.

Important Reminders:

- Submit requests as soon as errors are identified.
- Verify the correct pay week or date is selected before submitting.
- Include clear comments to avoid delays.
- Check your timesheet after approval to confirm the update.

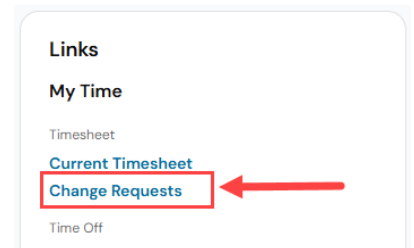
Manage Submitted Change Requests

View Submitted Change Request

You can view all submitted change requests, including requests related to time-off adjustments.

1. From the **User Dashboard**, go to the **Links** widget.
2. Under **Timesheet**, select **Change Requests**.
3. All submitted change requests are displayed.

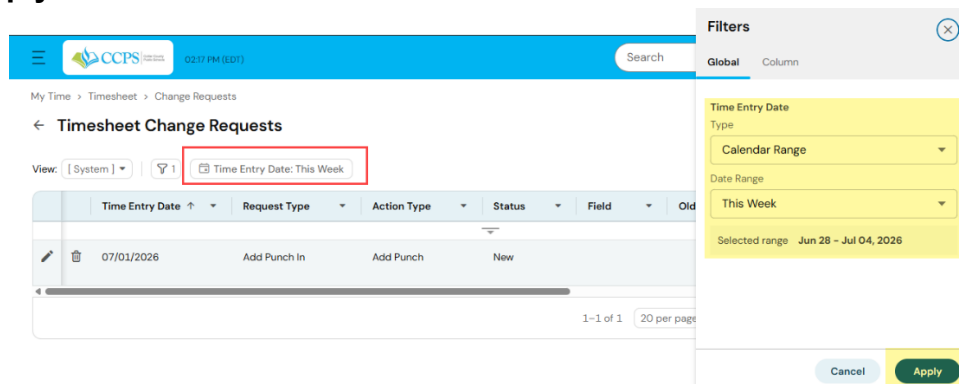
Time Entry Date	Request Type	Action Type	Status	Field	Old Value	New Value
07/01/2026	Add Punch In	Add Punch	New			07:35a; Cost Center=942 Location=ADN; Job=01



Filter Change Requests by Date

The **Time Entry Date** filter will automatically default to the “This Week” (the current week).

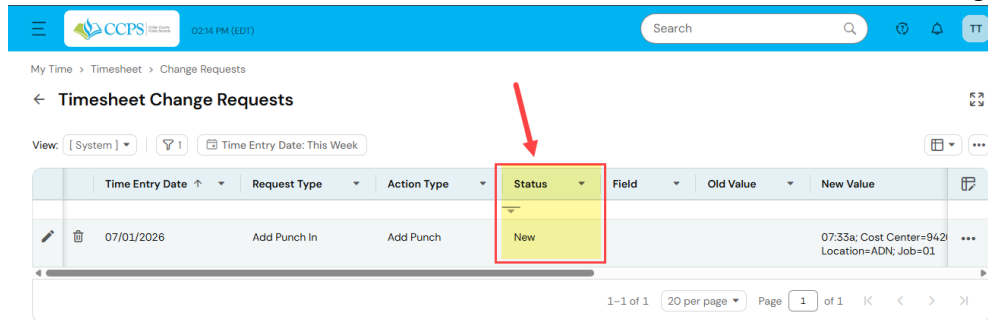
1. Click Time Entry Date filter.
2. Select the desired **Calendar Range**.
3. Select the desired **Date Range**.
4. Click **Apply**.



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Check the Status of a Change Request

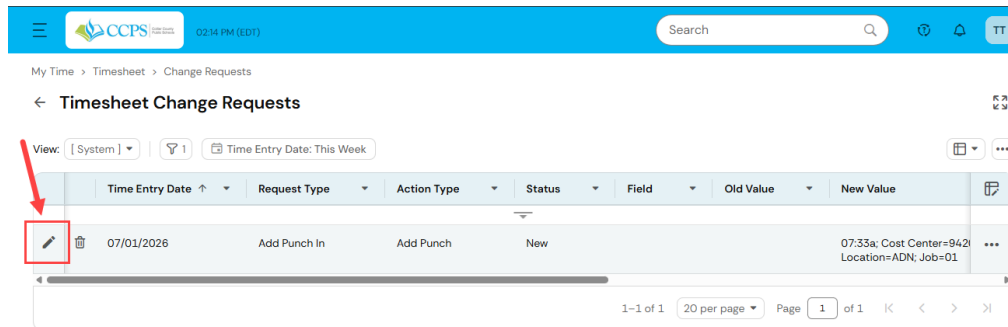
Refer to the **Status column** to view the current status of each submitted Change Request.



Time Entry Date	Request Type	Action Type	Status	Field	Old Value	New Value
07/01/2026	Add Punch In	Add Punch	New			07:33a; Cost Center=942; Location=ADN; Job=01

View or Edit a Change Request

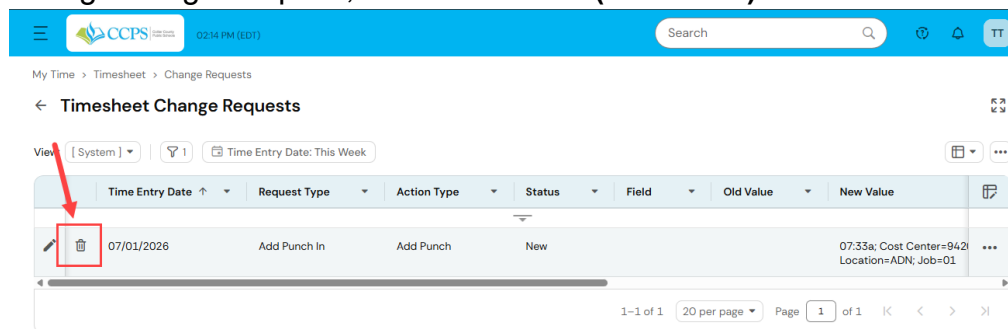
To view or modify a pending or approved Change Request, click the **View/Edit (pencil)** icon next to the request.



Time Entry Date	Request Type	Action Type	Status	Field	Old Value	New Value
07/01/2026	Add Punch In	Add Punch	New			07:33a; Cost Center=942; Location=ADN; Job=01

Delete a Pending Change Request

To delete a pending Change Request, click the **Delete (trash can)** icon next to the request.



Time Entry Date	Request Type	Action Type	Status	Field	Old Value	New Value
07/01/2026	Add Punch In	Add Punch	New			07:33a; Cost Center=942; Location=ADN; Job=01