

Kronos: Edit Time Entries

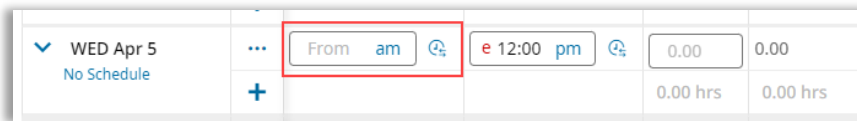
Managers and Timekeepers can edit employee timesheets to correct missed punches, add or delete entries, and update time allocations as needed.

Correct a Missed Punch

Use when an employee missed a punch and has not submitted a Change Request.

Remember, non-exempt and hourly employees, every **clock in** should have a corresponding **clock out**, and vice versa.

1. Open the employee's **Timesheet Edit** screen.
2. Enter the missing time in the **From** or **To** field..
3. Click **Save**.



Correct a Missed Punch (Using Change Punch Interpretation)

Use when a missed punch causes later punches to display incorrectly.

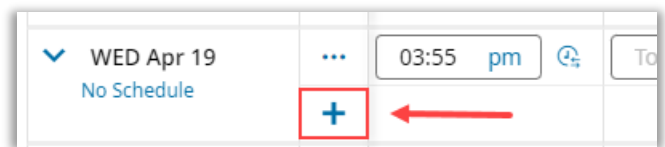
1. Open the employee's **Timesheet Edit** screen.
2. Select the **Change Punch In/Out Interpretation** icon next to the affected punch.
3. Verify later punches are corrected.
4. Enter the missing punch in the appropriate **From** or **To** field.
5. Click **Save**.



Add a New Time Entry

Use when an employee forgot to punch and did not submit a Change Request.

1. Open the employee's **Timesheet Edit** screen.
2. Locate the applicable date on the timesheet.
3. Click the **Add Row (+)** icon.
4. Enter:
 - a. **From:** start time
 - b. **To:** end time
 - c. **Time Off Type** (if applicable - leave blank for regular time).
 - d. Review **Cost Center, Location, Job**
5. Click **Save**.



> Date		From	To	Raw Total	Calc. Total
> SUN Jul 5	+			0.00 hrs	0.00 hrs
▼ MON Jul 6	...	07:00 am	04:00 pm	9.00	0.00
	+	From am	To am	0.00	0.00
				9.00 hrs	0.00 hrs

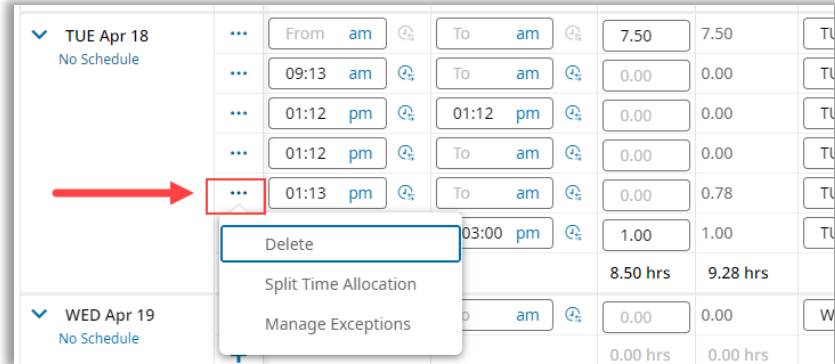
Tip: The **Calc. Total** field populates once the entry is saved.

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Delete a Time Entry

Only Managers/Timekeepers can delete entries (employees cannot submit requests to delete entries).

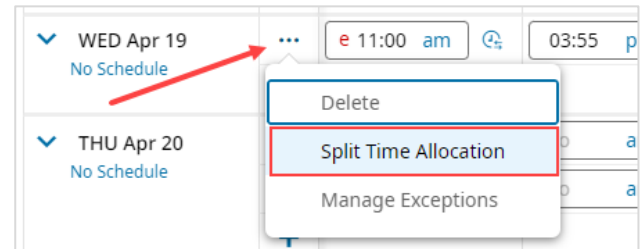
1. Open the employee's **Timesheet Edit** screen.
2. Locate the time entry to remove.
3. Click the **ellipsis** (three dots ...) and select **Delete**.
4. Click **Save**.



Split a Time Entry

Use this option to allocate time to a different cost center, location, or job.

1. Open the employee's **Timesheet Edit** screen.
2. Locate the time entry you want to split.
3. Click the **ellipsis** (three dots ...) and select **Split Time Allocation**.
4. The Split Time Allocation window will display.
5. Review the Cost Center, Location, and Job fields for correctness and make changes as needed.
6. Enter the time (when the new allocation should begin) in the **Split At** field.
7. Click **OK**.
8. Click **Save**.



Split Time Allocation

Cost Center
9420

Location
ADN

Job
01

From
11:00 am

To
03:55 pm

Split At *
hh:mm am

Cancel

OK