

Kronos: Process Change Requests

Change Requests allow employees (or managers on an employee's behalf) to request edits, additions, or corrections to a timesheet. Requests are routed directly to the employee's manager for review and approval to help ensure payroll accuracy.

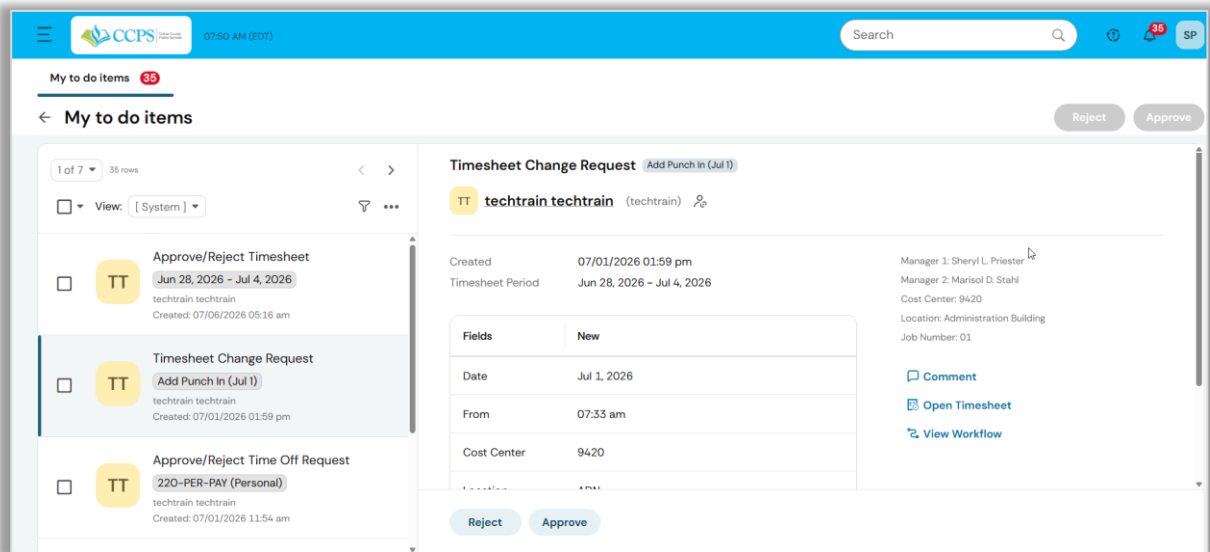
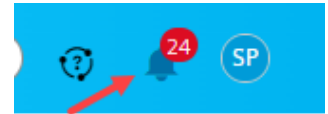
How It Works

- Employee submits a change request.
- Manager approves or rejects the request.
- Employee receives notification of approval status.
- Approved time is added to the employee's timesheet.

Access Change Requests

Employee requests appear in your Kronos mailbox.

1. Select the **My Mailbox** (bell) icon in the upper right portion of the page.
2. Review pending requests on the **My to do items** page.



Requests can only be approved when the pay week status is Open, Submitted, or Rejected.

If the timesheet has an **Approved** status, **Reject** the timesheet before processing the request.

Approve or Reject Change Requests

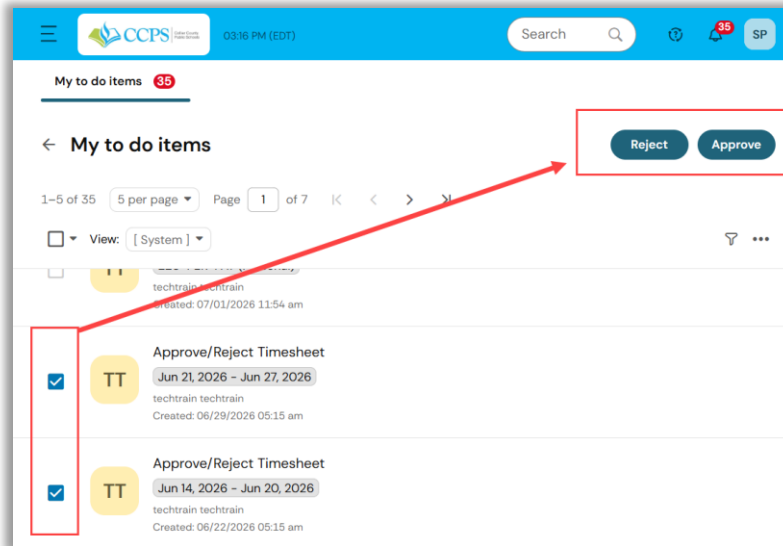
1. Select the **My Mailbox** (bell) icon.
2. Select a request from the left panel.
3. Review the request details.
4. Use additional options as needed:
 - a. **Comment** – View request comments.

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b. **Open Timesheet** – View or edit the employee's timesheet.

5. Select **Approve** or **Reject**.

Tip: To process multiple requests, select the checkboxes and choose **Approve** or **Reject** (in the upper right portion of the screen).

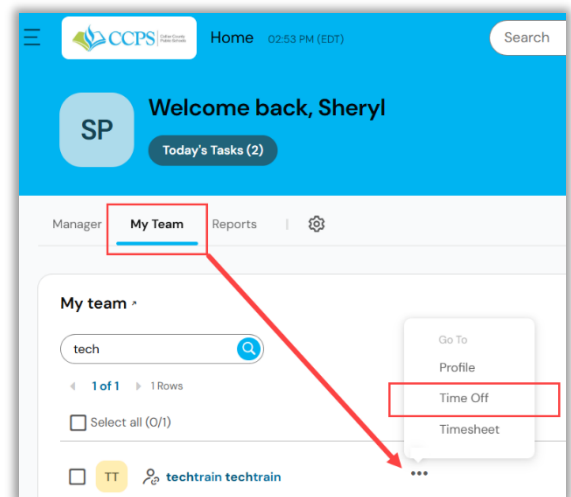


Reminder: Approved requests are added to the employee's timesheet and removed from your **To Do** list.

Submit a Change Request for an Employee

Managers can submit a request on an employee's behalf.

1. From the **User Dashboard**, select the **My Team** tab.
2. Select the **Actions (...)** menu next to the employee's name and choose **Timesheet**.
3. Select the pay week or date.
4. Select the **Change Request** button (upper right).
5. Choose the **Change Type**.
6. Enter the updated information.
7. Enter a **Comment** explaining the reason for the request.
8. Select the **Submit Changes** button.
9. Click **OK** to confirm.



Reminder: Manager-submitted requests must still be approved before they are applied.