How do I correct a timesheet after it has been approved in Kronos WFR?

Tell Me

1. Supervisors or departmental timekeepers can correct a timesheet after it has been approved.
2. The supervisor or departmental timekeeper will need to locate the timesheet period that needs to be corrected by going to Manage Time > Manage Timesheets > By Pay Period.
3. The supervisor or departmental timekeeper must first re-open the timesheet by clicking the reject or correct button located on the green action bar in the top right corner of the employee's timesheet.

Related FAQs

Content by label

There is no content with the specified labels