

SOP Purpose: To clarify how employees request a change to their current timesheet.

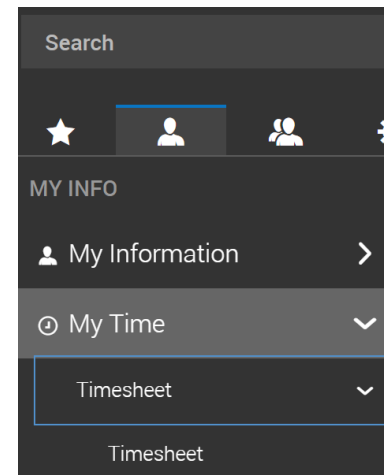
Applicability: All Staff

Policies:

- Timesheet Change Requests are for errors in the current timesheet such as missed punch in, missed punch out or edit time entered.
- Timesheet Change Requests can be completed for the current pay period. They may not be requested for previous pay periods.
- Timesheet Change Requests must be approved by the employee's supervisor for the time change to be reflected on the timesheet.

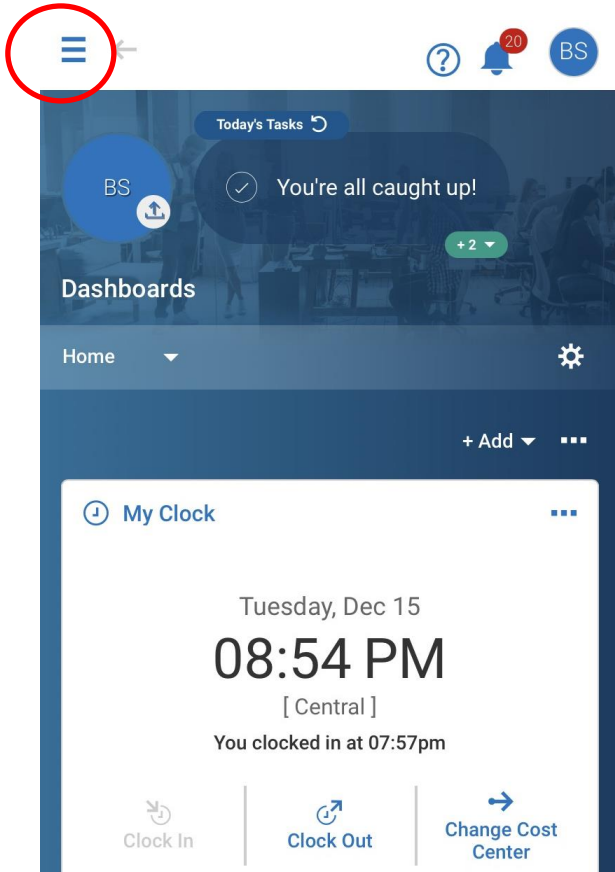
To request timesheet change on a desktop computer:

1. Login to Kronos
2. From the home screen:
 - OPTION 1: In the teal widgets, hover over MY INFO - 'TIMESHEET' and click Current Timesheet
 - OPTION 2: **Click the three lines on the top left side to open up your menu, Click the individual person icon, and navigate to My Account > My Timesheet > My Current Timesheet**
3. From your current timesheet, click CHANGE REQUEST blue button on the top right toolbar.
 - Change Type: chose the type of change you are requesting
 - Date: chose the date the change request pertains to
 - Time: enter the correct time your timesheet should reflect. Double check AM/PM.
 - Comments: add any comments your supervisor should be aware of regarding the timesheet change request
 - Click SUBMIT CHANGES
4. Once the time request has been approved or rejected, you will receive an email, and a notification will appear next to the bell on the top, right corner of the home screen in Kronos.

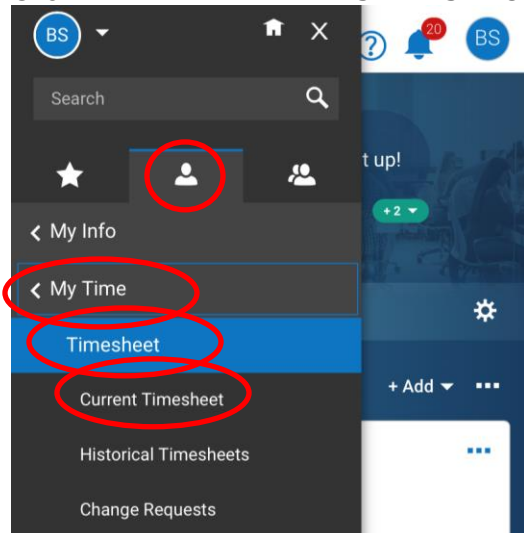


Screenshots in mobile app:

1. Login to the app
2. Click the three lines in the top left corner to access your menu:



3. Click MY TIME > MY TIMESHEETS > Current Timesheet



- 4. Click the "... " and it will bring up the Change Request button. DO NOT CLICK SUBMIT on your timesheet, this button submits your timesheet to your manager to process payroll and will result in you being unable to punch in/out for the rest of the pay period. The Change Request Pop-Up box is Self-explanatory. Select the option you wish to change (modify time entry, add punch in, add punch out, add time entry, etc.), and be sure to list the correct date(s) and double check the time (especially AM/PM) is correct before submitting your request.

