



**COLUMBUS**  
CITY SCHOOLS

# **Transportation Employee Kronos Guide**

Revised July 2024

UKG Ready (Kronos) records your time and attendance and prepares your time records for Payroll to process. This Kronos guide is for bus drivers, transportation aides, and transportation child care attendants. In this guide you'll learn:

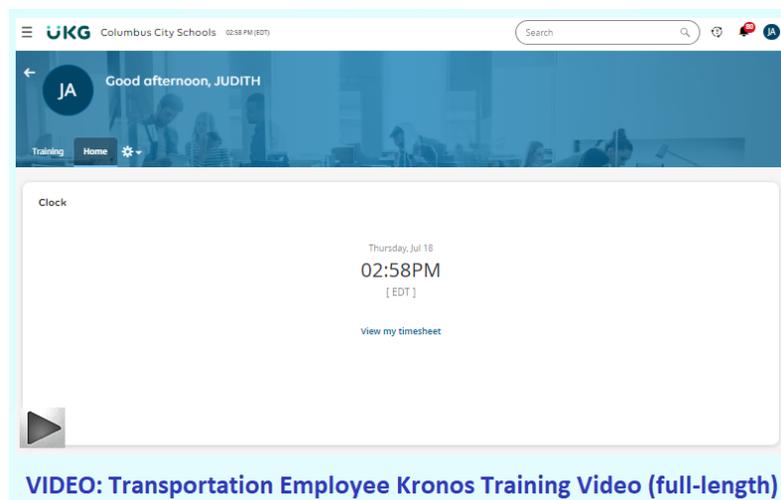
- How to login to Kronos ([pages 3 – 4](#))
- Basic information about your Kronos dashboard and timesheet ([pages 5 – 7](#)), and
- The submission windows for your Kronos requests ([page 8](#)).

You'll also learn how to use Kronos to:

- Request time off ([pages 9 – 15](#))
  - Cancel time off ([pages 16 – 17](#))
  - Request to modify time off ([pages 18 – 20](#))
- Request to add a missed punch
  - Request to add a missed punch in for a punch missed at the start of your workday ([pages 21 – 23](#))
  - Request to add a missed punch out for a punch missed at the end of your workday ([pages 24 – 26](#))
  - Request to add a missed punch from the Clock widget ([page 27](#))
- Request to add a time entry (a new request type)
  - If you worked on a particular day but failed to punch in at all during that day ([pages 28 – 32](#))
  - If you clocked in and out for the morning and afternoon shifts but forgot to press the blue buttons ([pages 33 – 35](#))
- Request to modify a time entry (a new request type) and add a time entry
  - If you clocked in for the morning shift and clocked in and out for the afternoon shift but **did not** clock out for the morning shift ([pages 36 – 39](#))
  - If you clocked in and out for the morning shift and clocked out for the afternoon shift but **did not** clock in for the afternoon shift ([pages 40 – 43](#))
- Check your Kronos timesheet near the end of each pay period ([page 44](#))

This document will show you how to perform Kronos self-service functions using a smartphone, tablet, computer or laptop. At the end of this document are directions for how to perform Kronos self-service functions using a Kronos clock ([pages 45 – 49](#)).

If you're reading this guide on an electronic device, such as a phone, tablet or computer, you can click on the video clips located throughout this guide to watch step-by-step instructions for performing Kronos functions. These video clips are excerpts from the full-length Transportation Employee Kronos Training Video, which is listed below.





## Punching in/out

- To clock (punch) in/out:
  - Hold your employee badge flat against the Kronos clock card reader area until the punch registers.
  - Ensure that no other cards are close to the employee badge when placing it on the Kronos clock.
- If your punch attempt is successful, the Kronos clock will make a sound and the Kronos clock screen will turn green with the message “Accepted”.
- If your punch attempt is unsuccessful you’ll get one of the following two results:
  - Rejected punch: If a punch is rejected, the Kronos clock will make a different sound, the screen will turn red, and the reason for the rejection will appear on the screen.
  - No punch: If the Kronos clock doesn’t pick up any signal from the badge, the Kronos clock won’t make any sound and the screen will not change.
- For new hires, please note that it generally takes 2 business days from the date you picked up your new badge or from your hire date, *whichever is the later date*, for your new badge to work at the Kronos clocks.
- For existing employees picking up replacement badges, please note that it generally takes 2 business days from the date you picked up your replacement badge for your new badge to work at the Kronos clocks.
- If your badge is consistently not registering successful punches at Kronos clocks, email [kronos@columbus.k12.oh.us](mailto:kronos@columbus.k12.oh.us) and note each of the 3 items below (for new hires, please wait at least 2 business days after picking up your badge or 2 days after your hire date, whichever is the later date, before emailing; for existing employees picking up replacement badges, please wait at least 2 business days after picking up your new badge before emailing):
  - Your employee ID number
  - The 6-digit number on the back of your employee badge which starts with “2”
  - Whether you’re receiving a red error message on the Kronos clock when trying to clock in/out
- Never clock in/out for another person (aka “buddy punch”).
- Only clock in/out at locations where you are authorized by your supervisor to work, receive professional development, attend a meeting, and/or perform some other-work related task as directed by your supervisor.
- Avoid failing to clock in/out multiple times within a short time frame.
- Always submit truthful and accurate Kronos requests, including any missed punch requests. Never submit requests with false information.



## Span Tracking

On scheduled work days during the school year, follow the instructions below to ensure proper span tracking:

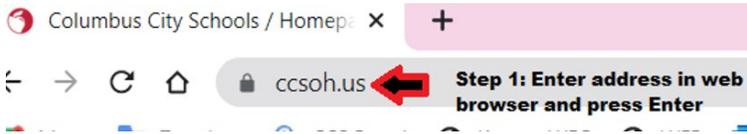
- When clocking out at the end of your a.m. trip, tap the End of First Shift button on the Kronos clock and then place your employee badge flat against the Kronos clock card reader until the punch registers.
- When clocking in at the start of your p.m. trip, tap the Start of Second Shift button on the Kronos clock and then place your employee badge flat against the Kronos clock card reader until the punch registers.

The End of First Shift and Start of Second Shift clock buttons are also referred to in this document as the ‘blue buttons.’

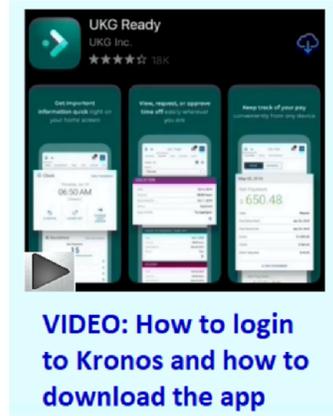
## How to Login to Kronos

You can login to Kronos from a computer, laptop, tablet or smartphone by opening a web browser, such as Google Chrome, Safari, Microsoft Edge, or the like and then taking the following steps:

- Open the <https://www.ccsok.us/> website



- Then click MENU (this step may not always be necessary)
- Then click STAFF
- Scroll down to the Staff Quick Links area and click KRONOS



### STAFF

### STAFF QUICK LINKS

Canvas LMS Resources	<a href="#">Curriculum</a>
Employee Benefits	<a href="#">CCS Email</a>
Intranet	<a href="#">CCS PD System (PDS)</a>
Staff Email	<a href="#">ESS - Employee Self Service</a>
Wellness	<a href="#">Grant Information</a>
Zoom Best Practices	<a href="#">IEP Anywhere</a>
Volunteer Hub	<a href="#">I/LEAD Evaluation</a>
	<a href="#">CCS Portal</a> (please click "Use Light Version")
	<a href="#">CCS Zoom Page</a>
	<a href="#">Hoonuit Dashboard</a>
	<a href="#">Red Rover Absence Management System</a>
	<a href="#">Infinite Campus Staff Login</a>
	<a href="#">Infinite Campus Dashboard</a>
	<a href="#">Infinite Campus Support Requests</a>
	<a href="#">IT Self Service</a>
<b>Step 4: Click KRONOS</b> 	<a href="#">KRONOS</a>
	<a href="#">Learning Circle</a>
	<a href="#">eSIS Archives</a>

When you click KRONOS, you'll be redirected to a login screen. To log-in, enter your full CCS email username (including the "@columbus.k12.oh.us") and your CCS email password.

(FYI - If you have logged onto a computer or laptop at a district site by entering your username and password, when you click KRONOS, the KRONOS screen may open without you needing to re-enter your username and password.)

The district's KRONOS web address, which comes up when you click the "KRONOS" link in the Staff Quick Links area is <https://secure4.entertimeonline.com/ta/6079644.login> You may wish to bookmark this address on your smartphone or tablet.

Please note: The system may require an extra step to verify that you are who you say you are. This step may involve sending a code to your cell phone or email, and asking you to type in the code to login to Kronos.

If you have trouble logging in, contact the CCS helpdesk at 614-365-8425.

## How to Download the Kronos Mobile App

### Download the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.

#### Access the application

1. On your mobile device, open **Google Play** or the **Apple App Store**.
2. Search for **UKG Ready Mobile**.
3. Install the application.

#### Application setup

4. Open the application on your device.
5. Select **North America** from the list.
6. Type the following as the district's Shortname: 6079644
7. Select **Continue**
8. Enter your full CCS email username (including the "@columbus.k12.oh.us") and your CCS email password.
9. Select **Login**.



UKG Ready Mobile for iPhone



UKG Ready Mobile for Android



Possible error with workaround: Sometimes when people try to download the app while being connected wirelessly to the CCS network they receive a white screen and can't go past it. This may be due to restrictions on the wireless network. If this happens to you, remove and delete the app from your device. Then try downloading the app again using a wireless network which does not have such restrictions; or, by turning off wi-fi on your device and using cell data to download the app.

Reminder: The district's Kronos "shortname" is a number, 6079644

## Navigating your Kronos dashboard and timesheet

After you log in to Kronos you will see your Kronos Dashboard. The Dashboard contains a link to your timesheet, a link to request time off, and shows your accrual balances.



Clock

Friday, Apr 19  
09:04AM  
[ EDT ]

[View my timesheet](#)  **Link to your timesheet**

My schedule » **My time off**  **Link to request time off**

APR 2024

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

FRI APR 19  
Scheduled Hrs: 08:00 / Standard Hrs: 08:00

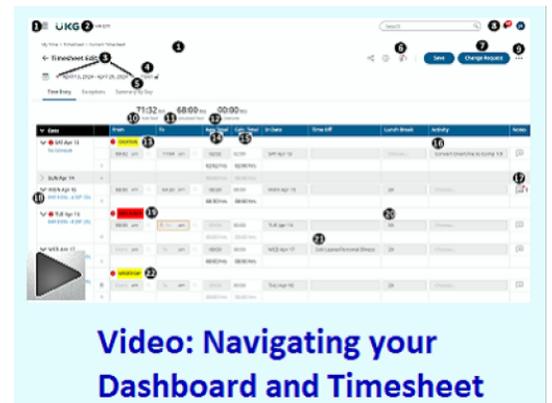
### My accrual balances »

Comp ⓘ  
**0:00** hours available  
Jul 1, 2023 - Jul 1, 2024

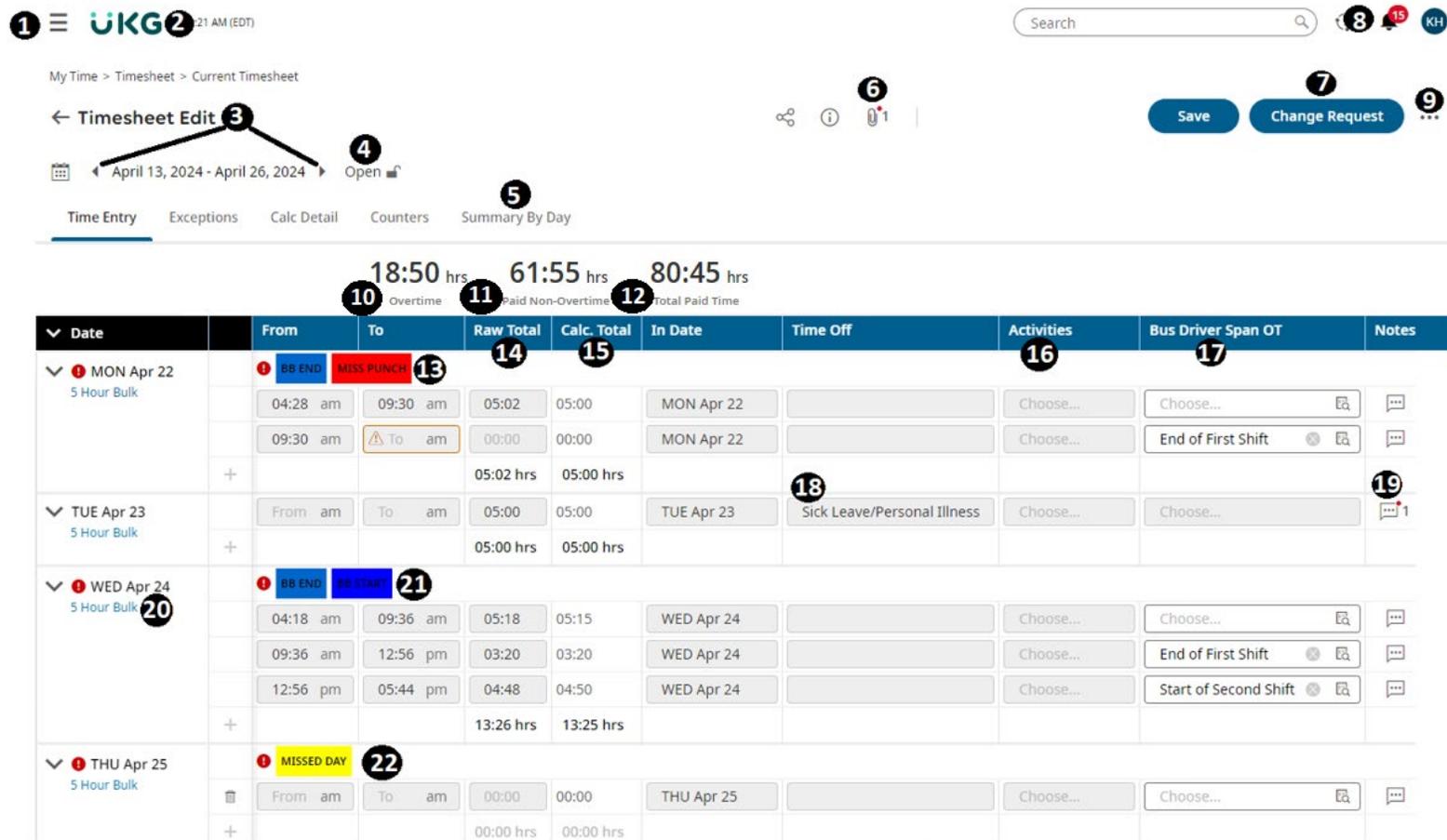
Personal Leave ⓘ  
**20:00** hours available  
Jul 1, 2023 - Jul 1, 2024

Sick Leave ⓘ  
**321:30** hours available  
Jul 1, 2023 - Jul 1, 2024

Vacation ⓘ  
**0:00** hours available  
Jun 29, 2023 - Jun 29, 2024



To see your timesheet, click [View my timesheet](#) on your dashboard. A timesheet example is marked up below and explanations are provided this page and the next page.



The screenshot displays the UKG Timesheet Edit interface. At the top, there is a navigation bar with a menu icon (1), the UKG logo (2), and the current time (2:21 AM EDT). Below this is a search bar (8) and user profile information (KH). The main header shows the current timesheet period (April 13, 2024 - April 26, 2024) and an approval status (4). A navigation menu (5) includes options like Time Entry, Exceptions, Calc Detail, Counters, and Summary By Day. The main table displays time entries for dates from Monday, April 22 to Thursday, April 25. Each entry row includes columns for Date, From, To, Raw Total, Calc. Total, In Date, Time Off, Activities, Bus Driver Span OT, and Notes. Callouts 10-12 indicate Overtime, Paid Non-Overtime, and Total Paid Time at the top of the table. Callouts 13-19 point to specific entries, including missed punches, activities, and time off. Callout 20 points to a missed day on Thursday, April 25.

1. Clicking the  icon opens a box which allows you to access many of the same options available on the Timesheet Edit screen and available on your dashboard.
2. Clicking the  logo will you back to the main dashboard (Home screen).
3. The timesheet pay period. You can click the left-facing arrow to go to a prior timesheet period and click the right-facing arrow to go to a future timesheet period.
4. Timesheet approval status.
5. Click the Summary By Day tab to see hours for the timesheet pay period summarized by pay type and/or time off type.
6. If there is an attachment, you'll see a number next to the paperclip icon . To see the attachment, click the paperclip icon.
7. Click on Change Request to request an add punch in, add punch out, add time entry, and to cancel or modify leave requests.
8. Clicking the bell icon will show you notifications you've received, such as for approvals of time off and timesheet change requests.
9. Clicking the 3 dots  will open a box giving you options to see, among other things, your timesheet audit trail, and the option to print your timecard.
10. Overtime at the top of the timesheet is the accumulated daily and span overtime for the timesheet period.
11. Paid Non-Overtime is the accumulated paid non-overtime for the timesheet period. It includes all forms of paid time other than overtime.

A timesheet example is marked up below and explanations are provided this page and the previous page.

1 2 **UKG2** 21 AM (EDT)

My Time > Timesheet > Current Timesheet

← Timesheet Edit 3

4 Open

5 Summary By Day

6 1

7 Save 8 Change Request 9

18:50 hrs 61:55 hrs 80:45 hrs

10 Overtime 11 Paid Non-Overtime 12 Total Paid Time

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Activities	Bus Driver Span OT	Notes
MON Apr 22 5 Hour Bulk	04:28 am	09:30 am	05:02	05:00	MON Apr 22		Choose...	Choose...	
	09:30 am	MISS PUNCH 13	00:00	00:00	MON Apr 22		Choose...	End of First Shift	
			05:02 hrs	05:00 hrs					
TUE Apr 23 5 Hour Bulk	From am	To am	05:00	05:00	TUE Apr 23	Sick Leave/Personal Illness 18	Choose...	Choose...	
			05:00 hrs	05:00 hrs					
WED Apr 24 5 Hour Bulk 20	04:18 am	09:36 am	05:18	05:15	WED Apr 24		Choose...	Choose...	
	09:36 am	12:56 pm	03:20	03:20	WED Apr 24		Choose...	End of First Shift	
	12:56 pm	05:44 pm	04:48	04:50	WED Apr 24		Choose...	Start of Second Shift	
			13:26 hrs	13:25 hrs					
THU Apr 25 5 Hour Bulk	From am	To am	00:00	00:00	THU Apr 25		Choose...	Choose...	
			00:00 hrs	00:00 hrs					

12. Total Paid Time is the accumulated total of the Overtime and Paid Non-Overtime for the timesheet period.

13. A missed punch exception **MISSED PUNCH** will occur when there is an odd number of punches for a prior day.

14. Raw Total in this column is either the:

- Length of time elapsed between the punch in and the punch out; OR
- Amount of time entered for time off, including holidays, or for an activity.

15. Calc. Total in this column is the raw total less unpaid span tracking and adjusted for rounding.

16. Activity field includes types of works, such as staff development.

17. Bus Driver Span OT column can show End of First Shift or Start of Second Shift. For work days during the school year in which a five-hour driver worked a.m. and p.m. shifts, there should be an End of First Shift and a Start of Second Shift listed.

18. Time off can include paid and unpaid time off. Paid time off includes such time off types as personal illness and holidays. Unpaid time off includes LWOP and “unpaid non-scheduled days”. Unpaid non-scheduled days are used in Kronos to denote weekdays an employee is not scheduled to work.

19. If there is a note, you’ll see a number next to the note icon 1. Notes will include any comments you make in your requests.

20. Your daily work schedule as listed in Kronos. A schedule will always show your standard hours per day.

21. Blue button flags. For worked days in which a person worked a.m. and p.m. shifts, there should be 2 blue button flags.

22. A missed day exception **MISSED DAY** will occur when there are no punches for a past day. This might have happened because the employee was absent or because the employee worked but had no punches.

### Submission window for time off requests

Kronos allows you to submit time off requests (including modifications) for:

- Dates within the current or future pay periods
- Dates in the most recent past pay period if:
  - Your timesheet hasn't yet been approved. Timesheets are generally approved on the Monday following end of a pay period.
  - Your timesheet hasn't yet been locked. Timesheets for each pay period are locked on the Wednesday following the end of a pay period.

As a general rule, submit time off requests for a past absence within 3 days of the absence or by the last day of the pay period, whichever is earlier.

### Submission window for timesheet change requests

Kronos allows you to submit timesheet change requests for:

- The current date and past dates within the current pay period
- Dates in the most recent past pay period if:
  - Your timesheet hasn't yet been approved. Timesheets are generally approved on the Monday following the end of a pay period.
  - Your timesheet hasn't yet been locked. Timesheets for each pay period are locked on the Wednesday following the end of a pay period.

As a general rule, submit timesheet change requests within 3 days of the occurrence or by the last day of the pay period, whichever is earlier.

Summary of time periods for which you can make a request

Most recent past pay period, if <ul style="list-style-type: none"> <li>• Your timesheet for the most recent past pay period has not yet been approved, <b>AND</b></li> <li>• The timesheets in the pay period have not been locked.</li> </ul>	Current pay period	Future pay periods
Add Punch In	Add Punch In*	
Add Punch Out	Add Punch Out*	
Add Time Entry	Add Time Entry	Add Time Entry
Request Time Off	Request Time Off	Request Time Off
Cancel Time Off	Cancel Time Off	Cancel Time Off
Modify Time Off	Modify Time Off	Modify Time Off
Modify Cost Center	Modify Cost Center*	

\*You can't request an Add Punch In, Add Punch Out, or Modify Cost Center (cancel your lunch break deduction or convert overtime to comp time) for a date in the future, even for a date in the future for the current pay period.

## Background info about requesting time off

Time off may be requested in 5-minute increments. Broadspire (not Kronos) is the district's system of record for documenting FMLA usage and balances. FMLA balances are not kept in Kronos. FMLA-related paid time off codes in Kronos deduct from paid time off balances, not from an FMLA balance. Submit FMLA-related time off requests in Kronos **only if** you have received HR approval for your FMLA leave request; also, any such FMLA-related time off requests in Kronos must conform to any stipulations outlined in HR's approval letter to you.

Unpaid time off codes and some less commonly used paid time off codes are not available for selection using Kronos self-service. If you need to request unpaid time off, such as unpaid FMLA, or need to request a paid time off type that's not listed in Kronos self-service, send a written request to your approver (email or on paper). Approved requests for such time off will be added to Kronos by your timekeeper or approver.

## How to request time off

Login to Kronos. Upon logging in, scroll down the screen to the "My Accrual Balances" section (on a mobile device click the down arrow and select). Check to see you have sufficient leave balance to request time off using that leave type.

### My accrual balances ↗

<p>Comp ⓘ</p> <p><b>0:00</b> hours available</p> <p>Jul 1, 2023 - Jul 1, 2024</p>
<p>Personal Leave ⓘ</p> <p><b>20:00</b> hours available</p> <p>Jul 1, 2023 - Jul 1, 2024</p>
<p>Sick Leave ⓘ</p> <p><b>337:30</b> hours available</p> <p>Jul 1, 2023 - Jul 1, 2024</p>
<p>Vacation ⓘ</p> <p><b>0:00</b> hours available</p> <p>Jun 29, 2023 - Jun 29, 2024</p>

My Time > Time Off > Request

← Time Off Request

Time Off Type

Choose... [Search]

Start Request

▼ Accrued Balances Details

▶ Sick Leave ▼

**VIDEO: How to request time off**

After checking your balances, scroll to the "My Schedule / My Time Off" section and click "My Time Off".

My schedule ↗ **My time off ↗**

◀ APR 2024 ▶

SAT	SUN	MON	TUE
30	31	1	2

Select (click or tap) the date you want to take time off for.

- If you wish to select multiple days, select the first day of the request and select the last of the request. This will select all the days in that range. If you select multiple days please keep in mind:
  - The dates must be consecutive days within the same week. Make sure your request doesn't include, or span, a day on a weekend, a holiday, a non-scheduled day, or a day with any time entry. For example,
    - Monday – Friday = OK
    - Thursday – Tuesday = not OK, because it spans a weekend
  - For multiple day entries, the time off taken each day will equal the hours in your standard work day.

In this example, a single date, 4/9/24, is selected.

UKG 11:43 AM (EDT) Search [?] 59 JA

Time Off Type  
Choose... [magnifying glass icon]

Start Request

▼ Accrued Balances Details

Apr 4, 2024 Comp ▼

00:00 hrs Taken    00:00 hrs Current Balance    00:00 hrs Scheduled

◀ APR 2024 ▶ Today

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1 Holidays (08:00 hrs)	2 Holidays (08:00 hrs)	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Click the icon in the "Time Off Type" field.

UKG 11:43 AM (EDT)

Time Off Type  
Choose... [magnifying glass icon]

▼ Accrued Balances Details

Apr 4, 2024 Comp ▼

00:00 hrs Taken    00:00 hrs Current Balance    00:00 hrs Scheduled

◀ APR 2024 ▶ Today

SAT	SUN	MON	TUE
30	31	1 Holidays (08:00 hrs)	2 Holidays (08:00 hrs)
6	7	8	9

Click the button next to the leave type you wish to use.

1 of 1 10 Rows

	Name	Full Path
<input type="radio"/>	Comp Used	Comp/Comp Used
<input type="radio"/>	Death in Family	Sick Leave/Death in Family
<input type="radio"/>	FMLA - Family Illness	Sick Leave/FMLA - Family Illness
<input type="radio"/>	FMLA - Personal Illness	Sick Leave/FMLA - Personal Illness
<input type="radio"/>	FMLA - Personal Leave	Personal Leave/FMLA - Personal Leave
<input type="radio"/>	FMLA - Vacation	Vacation/FMLA - Vacation
<input type="radio"/>	Family Illness	Sick Leave/Family Illness
<input type="radio"/>	Personal Illness	Sick Leave/Personal Illness
<input type="radio"/>	Personal Leave (Personal Leave)	Personal Leave/Personal Leave (Personal Leave)

Close

After you make the selection, the leave type will appear in the “Time Off Type” box. Then click “Start Request”.

My Time > Time Off > Request

← Time Off Request

Time Off Type

 Start Request

Accrued Balances Details

Apr 4, 2024 Comp

00:00 hrs Taken    00:00 hrs Current Balance    00:00 hrs Scheduled

APR 2024 Today

SAT	SUN	MON	TUE	WED	THU	FRI
30	31	1 Holidays (08:00 hrs)	2 Holidays (08:00 hrs)	3	4	5
6	7	8	9	10	11	12

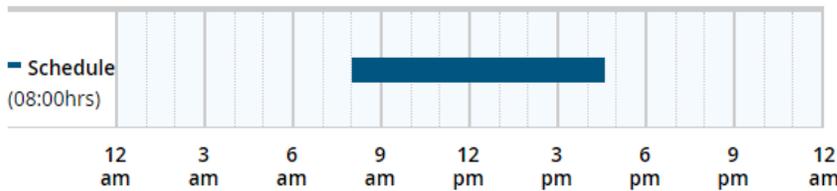
After you click “Start Request” a “Request Time Off Box” will pop up. Click in the “Request Type” box and select one of the options:

- **Full Day:** If you select “Full Day”, the time off taken will equal the hours in your standard work day.
  - For example, if you’re an 8/hour a day employee, and select “Full Day”, the time off taken will total 8 hours.
  - If you select “Full Day”, the date requested off cannot be a day on a weekend, a holiday, a non-scheduled day, or a day with any time entry.
    - If you want to request time for part of a day, select “Partial Day (Bulk)”; see below.
  
- **Multiple Days:** See information on previous pages. Please note that if you selected multiple days on the calendar, the Request Type of “Multiple Days” will default in and can’t be changed unless you redo the request.
  
- **Partial Day (Bulk):** If you select “Partial Day (Bulk)”, enter the number of hours you wish to take off for your selected day.
  - The number of hours you wish to take off plus any combination of other time you worked on that day or other time off you requested for that day shouldn’t exceed the hours in your standard work day.
  - If you select “Partial Day”, the date requested off cannot be a day on a weekend, a holiday, or a non-scheduled day

## Request Time Off



TUE APR 9



Time Off Type \*

Personal Illness

Request Type \*

- Full Day
- Multiple Days
- Partial Day (Bulk)

Upload Document

Comment

[Disclaimer](#)

Time off may now be requested in 5-minute increments.

Broadspire (not Kronos) is the district's system of record for documenting FMLA usage and

In this example, “Full Day” is selected. When you select a “Request Type”, the “Date” field appears. The date you selected on the calendar will default in. If you want to change your selection, click the calendar icon and select a date. In this example, the date is not changed.

Sometimes people wish to attach documentation to support their time off request, such as a doctor’s excuse. If you wish to attach a document to your time off request, click the paper clip icon.

Time Off Type *	Request Type *
<input type="text" value="Personal Illness"/>	<input type="text" value="Full Day"/>
Date *	Total
<input type="text" value="04/09/2024"/>	<input type="text" value="08:00"/>

Upload Document



Then click “Choose”. If you’re using a mobile device you may have the options below to select a file to upload. If you’re using a computer or laptop you’ll be prompted to select an existing file to upload.

Supporting Documents ×

*i* A maximum of 5 files are allowed to be selected per upload.

Upload Document

**Choose** No file chosen

- Photo Library
- Take Photo or Video
- Choose Files

After selecting the file, click “Upload”

Supporting Documents ×

File 1

[Note For April 9.Pdf](#)

Display Name

Document Type

**Upload**

**Close**

When the document successfully uploads, it'll appear in a manner similar to what's shown below. Now, click "Close".

## Supporting Documents



 A maximum of 5 files are allowed to be selected per upload.

 Upload Document

Choose

No file chosen

  Note for April 9.pdf (75 KB)  
Created: 04/17/2024 by JUDITH M. AINSWORTH



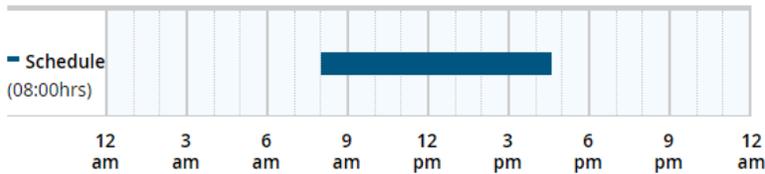
Close

After reviewing your time off request for accuracy, click "Submit Request"

## Request Time Off



TUE APR 9



Time Off Type \*

Personal Illness

Request Type \*

Full Day

Date \*

04/09/2024

Total

08:00

Upload Document



Comment

 Disclaimer

Cancel

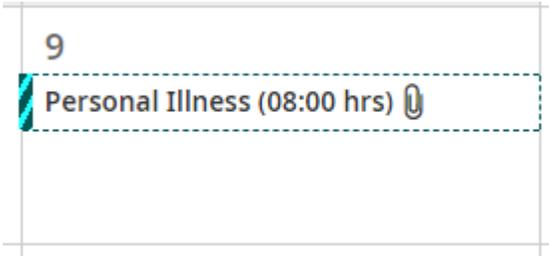
Submit Request

After you click Submit Request you should get the following notification

 **Done!**  
Request submitted successfully

OK

Your time off request will be sent to your Kronos timesheet approver for approval, and your Kronos timekeeper will be copied on the request. After you make the time off request but before the request is approved, the date on the calendar requested off will have a dotted line around the request.



When your Kronos timesheet approver approves your time off request you'll receive an email noting that.



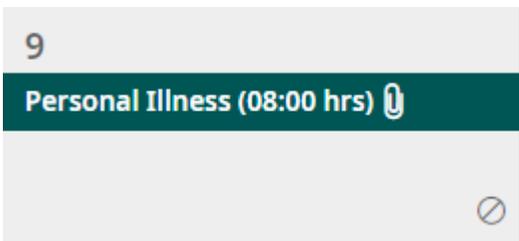
To  
 ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

**Caution:** This email originated from outside the district. Do not click links or open attachments unless you recognize the sender and know the con

Hi JUDITH,

Your request of Personal Illness time in the amount of 8:00 hour(s) on 04/09/2024 has been approved with the following comment:

You'll also see in the Time Off Calendar that the dotted line around the request is changed to a solid block.



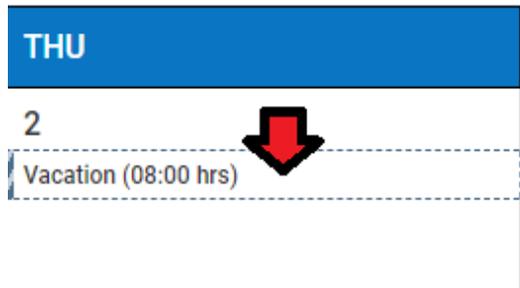
Finally, in your timesheet you'll see the time off added to the requested day.

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Lunch Break	Activity
			08:00 hrs	08:00 hrs				
▼ TUE Apr 9 8HR 8:00A - 4:30P :30L	From am	To am	08:00	08:00	TUE Apr 9	Sick Leave/Personal Illness	30	Choose...
			08:00 hrs	08:00 hrs				

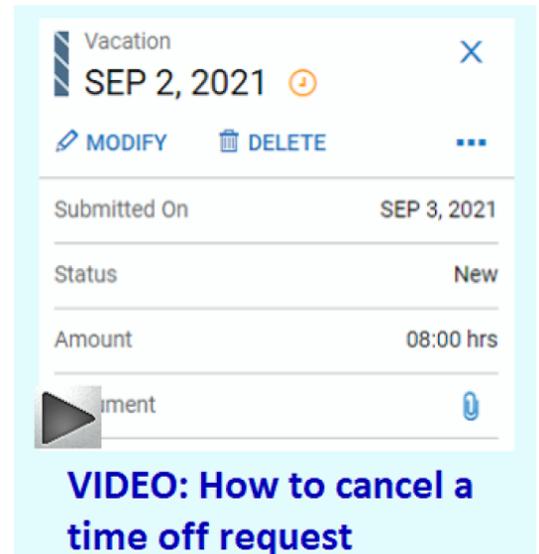
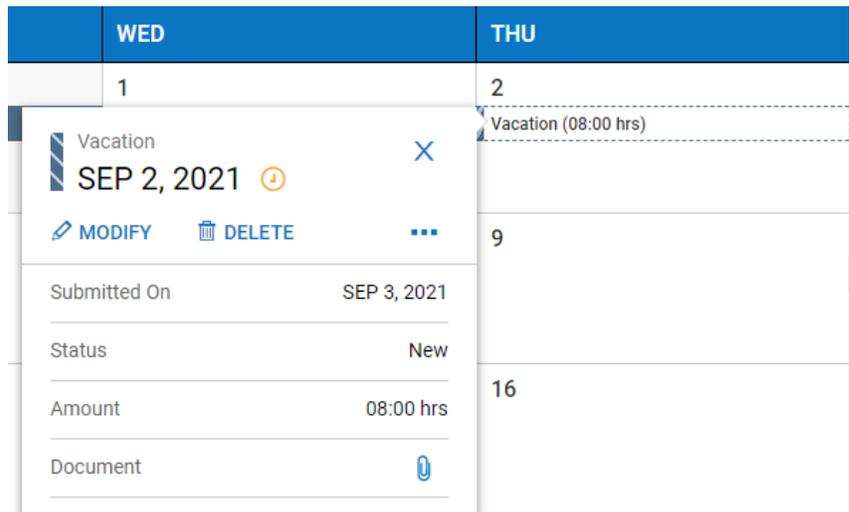
## How to cancel an unapproved time off request

You can cancel an unapproved time off request up until the time your timesheet is approved or the pay period is locked, whichever is sooner (for more details see [page 8](#)). To cancel an unapproved time off request, scroll to the “My schedule / My time off” section and click “My time off”.

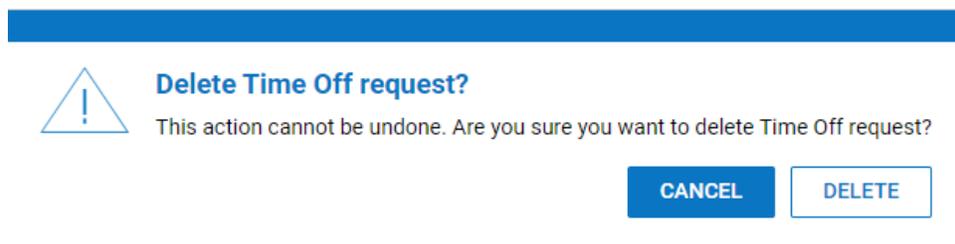
Click on the unapproved time of request on the calendar, such as shown below. An unapproved time off request has a dotted line around it.



When you click on the request a box will pop up. To cancel the time off request, click “Delete”.



A box will then pop up asking if you want to delete the time off request. Click “Delete”.



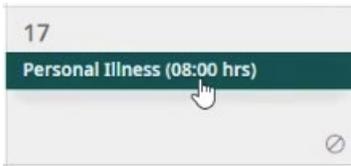
The time off request will no longer appear on your calendar.

FYI - Deleting a time off request entry does not inform the Kronos approver of the deletion, so you may choose to email your approver to let them know you cancelled your time off request.

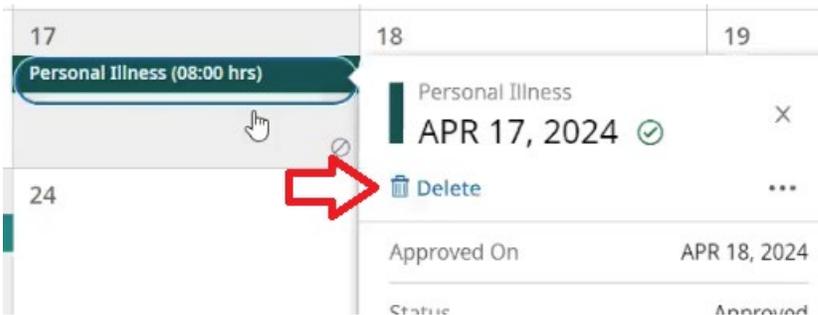
### How to request the cancellation of an approved time off request

You can request the cancellation of an approved time off request up until the time your timesheet is approved or the pay period is locked, whichever is sooner (for more details see [page 8](#)). To request the cancellation of an approved time off request, scroll to the “My schedule / My time off” section and click “My time off”.

Click on the approved time off request on the calendar. An approved time off request does not have a dotted line around it; rather, it’s a solid color, such as the example below.



Then click Delete.



Then enter a brief comment explaining the reason for the cancellation and click Request.

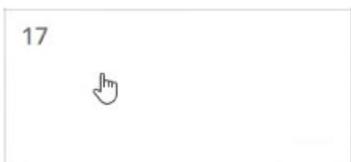
#### Cancel Time Off request?

Please enter reason for requesting a timesheet change.

Reason

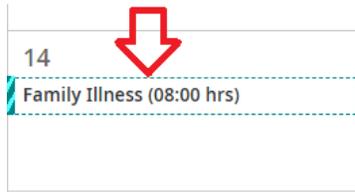


Your time off cancellation request will be sent to your Kronos timesheet approver for approval, and your Kronos timekeeper will be copied on the request. When your Kronos timesheet approver approves your time off request you’ll receive an email noting that. You’ll see in the Time Off Calendar that the request is removed, like the example below.

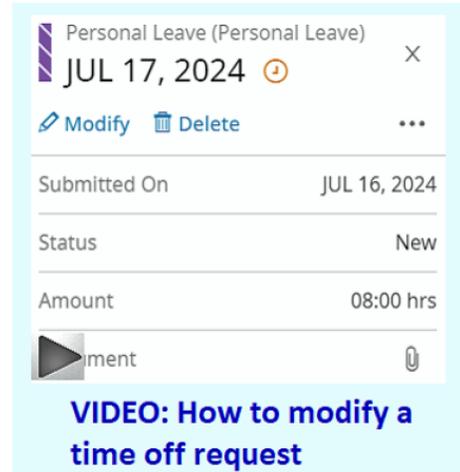
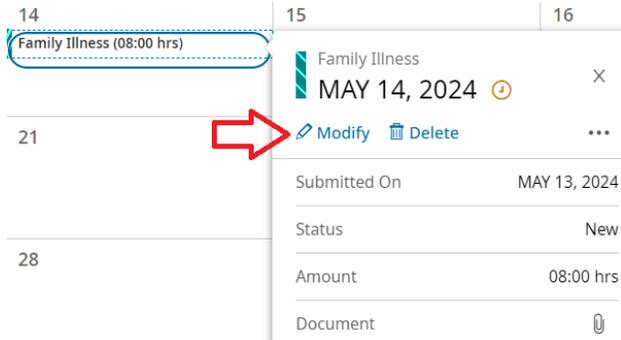


## How to modify an unapproved time off request

You can modify an unapproved time off request up until the time your timesheet is approved or the pay period is locked, whichever is sooner (for more details see [page 8](#)). To modify an unapproved time off request, scroll to the “My schedule / My time off” section and click “My time off”. Click on the unapproved time off request on the calendar, such as shown below. An unapproved time off request has a dotted line around it.



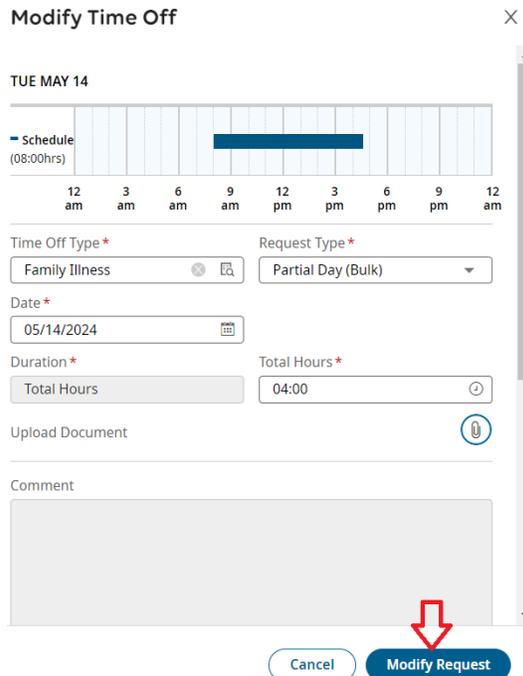
Then click Modify.



A Modify Time Off box will then pop up. You can modify the time off request in one or more of the following ways:

- Time Off Type (such as changing time off type from Personal Leave to Family Illness)
- Request Type. (If your original Request Type selection was Multiple Days, you cannot here modify the entry to Full Day or Partial Day (Bulk). You must delete the request and then enter a new Time Off Request.)
- Date (or dates if you choose Multiple Days).
- If you choose Partial Day (Bulk) as the Request Type, you can also change the number of hours requested.

Modifications must follow the same guidelines as Time Off Requests ([page 12](#)). In this example, Request Type was changed from Full Day to Partial Day and Total Hours was changed to 4. After making the changes, click Modify Request.



When your Time Off Request is approved you’ll receive an email noting the approval and the modified time off entry will be added to your timesheet (see [page 15](#) for more details).

## How to request modifications to an approved time off request

You can request a modification of an approved time off request up until the time your timesheet is approved or the pay period is locked, whichever is sooner (for more details, see [page 8](#)).

An approved time off request can be modified in one or both of the following ways:

- Time Off Type (such as changing time off type from Personal Leave to Family Illness)
- Number of hours requested for a particular day.

You cannot request the modification of the date of an approved time off request. To change the date of an approved time off request, you must request the cancellation of the time off request (see [page 17](#)), and then submit a new time off request (see [pages 9 – 15](#)).

To modify an approved time off request, login to Kronos and click [View my timesheet](#). The timesheet for the current pay period will open. To request a modification to an approved time off request, you must have open the Kronos timesheet which contains the date of the time off request. If necessary, you can use the left-facing arrow to go to the past period and the right-facing arrow to go to a future pay period (for more details, see picture and notes on [page 6](#)).

In this example, the time off request is within the current pay period. Click **Change Request**.

My Time > Timesheet > Current Timesheet

← Timesheet Edit



Save

Change Request



◀ May 11, 2024 - May 24, 2024 ▶ Open

Time Entry Exceptions Summary By Day

25:00 hrs Raw Total    24:00 hrs Calculated Total    00:00 hrs Overtime

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Lunch Break	Activity	Notes
> SAT May 11			00:00 hrs	00:00 hrs					
> SUN May 12			00:00 hrs	00:00 hrs					
▼ MON May 13 8HR 8:00A - 4:30P :30L	From am	To am	08:00	08:00	MON May 13	Sick Leave/Personal Illness	30	Choose...	
			08:00 hrs	08:00 hrs					

A Change Request box will pop up. Click the down arrow below “Change Type” and select **Modify Time Off**.

### Change Request

Change Type \*

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Cost Center
- Modify Time Off**

Cancel

Click the date of the time off request. Then select the time off by clicking the right-facing arrow.

**Change Request** X

Change Type \*

^ Collapse All

SAT	May 11	00:00 hrs
SUN	May 12	00:00 hrs
<b>MON</b>	<b>May 13</b>	<b>08:00 hrs</b>

(08:00 hrs)  
 Time Off: Sick Leave/Personal Illness >

To change the Time Off type, click the icon in the Time Off field and select a different Time Off type. In this example, Time Off type is changed from Personal Illness to Personal Leave. To change the Total time requested, delete the amount of time listed and enter the revised time off requested. In this example, Total hours is changed from 8 to 4. Do Not enter time in the "From" or "To" areas. Enter a brief comment explaining the request and click "Submit Changes".

**Change Request** X

Change Type \*

May 13, 2024 ← Back To List

Time Off \*  
 ↓

From  X To  X Total \*  ↑

Comment \*  
 →

Clear

↓

After you click Submit Request, you should receive a notification. When your timesheet change request is approved, you'll receive an email noting such. Looking back at the timesheet you'll see that the time off has been modified.

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Lunch Break	Activity	Notes
MON May 13 8HR 8:00A - 4:30P :30L	<input type="text" value="From am"/>	<input type="text" value="To am"/>	04:00	04:00	MON May 13	Personal Leave/Personal Leave (Personal Leave)	30	Choose...	1
			04:00 hrs	04:00 hrs					

## How to make a timesheet change request to add a punch in for a missed punch at the start of your workday

Upon logging in, click [View my timesheet](#). This will open your timesheet for the current pay period.

Clock

Monday, Feb 19  
**04:58PM**  
 [ Eastern ]

 [View my timesheet](#)

### Change Request

Change Type \*

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

**VIDEO: How to request to add a missed punch for the start of your workday**

If you're missing a swipe in, choose "Add Punch In". If you're missing a swipe out, choose "Add Punch Out". In the example below, there is a missing in punch on Monday, March 6. To correct this, you'd click "Change Request".

Time Entry								Save	Change Request
Date	From	To	Raw Total	Calc. Total	In Date	Activities	Bus Driver Span OT	Notes	
SUN Mar 5			00:00 hrs	00:00 hrs					
MON Mar 6 5 Hour Bulk	From	am e 09:19 am	00:00	00:00	MON Mar 6	Choose...	Choose...	1	
		e 09:19 am	e 01:11 pm	03:52	03:55	MON Mar 6	Choose...	End of First Shift	
		e 01:11 pm	e 05:07 pm	03:56	03:55	MON Mar 6	Choose...	Start of Second Shift	
			<b>07:48 hrs</b>	<b>07:50 hrs</b>					

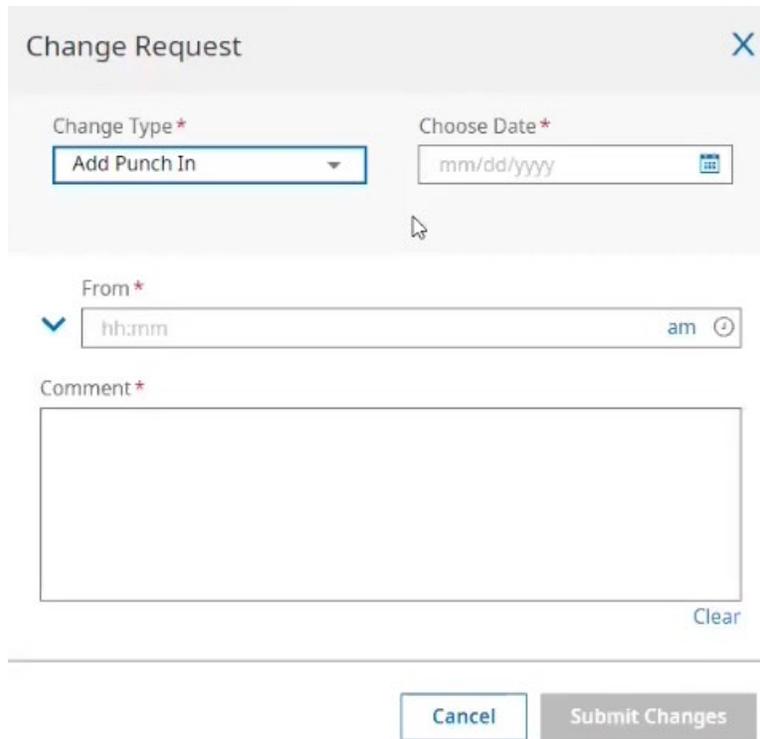
A Change Request box will pop up. Click the down arrow in the Change Type field.

### Change Request

Change Type \*

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

In this example, the employee selects “Add Punch In”. When you make the selection, the box will expand with more selections.



Change Request

Change Type \*  
Add Punch In

Choose Date \*  
mm/dd/yyyy

From \*  
hh:mm am

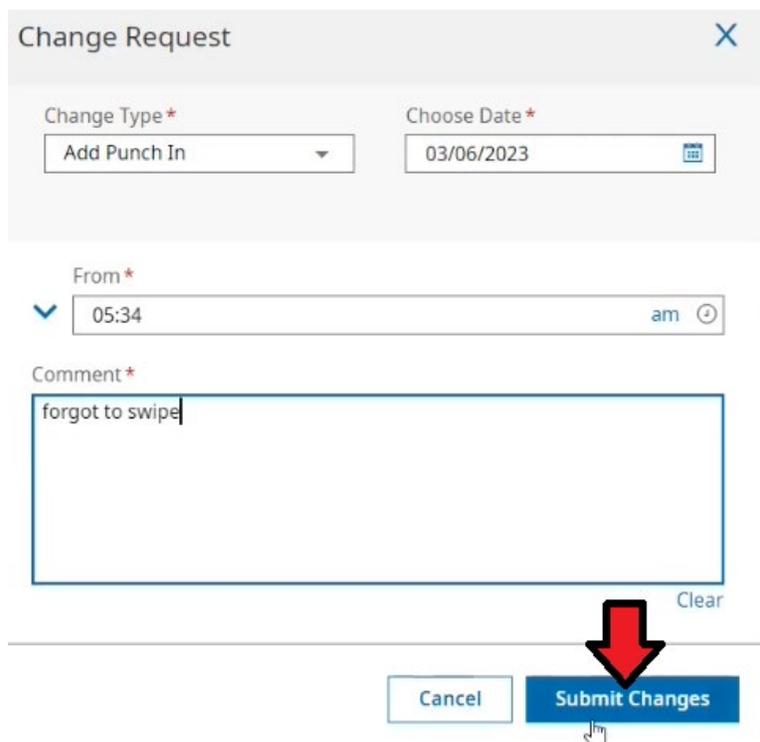
Comment \*

Clear

Cancel Submit Changes

In this example, the employee

- Enters the date 03/06/2023 in the “Choose Date” box. The date can be entered by clicking the calendar icon  or typing the date directly in the “Choose Date” box in “mm/dd/yyyy” format.
- Enters the time they started work for the day, which was 5:34am.
- Enters a Comment. A comment is required for all change requests.
- After entering each of these fields, the “Submit Changes” button will become active. You can click “Submit Changes”.



Change Request

Change Type \*  
Add Punch In

Choose Date \*  
03/06/2023

From \*  
05:34 am

Comment \*  
forgot to swipe

Clear

Cancel Submit Changes

After you click Submit Request you should get the following notification.



## Completed

Change Request submitted

OK

Your timesheet change request will be sent to your Kronos timesheet approver for approval, and your Kronos timekeeper will be copied on the request. When your Kronos timesheet approver approves your timesheet change request you'll receive an email noting that, such as listed below (email example is from a different punch request).



Thu 9/2/2021 12:39 PM

noreply@kronos.com

[External] Timesheet Change Request Approved

To [Redacted]

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

**Caution:** This email originated from outside the district. Do not click links or open attachments unless you recognize the s

Hi JUDITH,

Your request for 'Add Punch Out' on 08/25/2021 has been approved with the following comment:

forgot to swipe

Looking back at the timesheet you'll see that the missed in punch has been added and you're receiving the correct number of hours worked for the day.

<b>MON Mar 6</b> 5 Hour Bulk		<b>BB END</b> <b>BB START</b>							
	05:34 am	e 09:19 am	03:45	03:45	MON Mar 6	Choose...	Choose...		
	e 09:19 am	e 01:11 pm	03:52	03:55	MON Mar 6	Choose...	End of First Shift		
	e 01:11 pm	e 05:07 pm	03:56	03:55	MON Mar 6	Choose...	Start of Second Shift		
+			11:33 hrs	11:35 hrs					

## How to make a timesheet change request to add a punch out for a missed punch at the end of your workday

Upon logging in, click [View my timesheet](#). This will open your timesheet for the current pay period.

Clock

Monday, Feb 19  
**04:58PM**  
 [ Eastern ]

 [View my timesheet](#)

### Change Request

Change Type \*

▼

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

**VIDEO: How to request to add a missed punch for the end of your workday**

If you're missing a swipe out, choose "Add Punch Out". In the example below, there is a missing out punch on Tuesday, March 7. To correct this, you'd click "Change Request".

← Timesheet Edit
📄 📄

Save
Change Request

📅 ◀ March 04, 2023 - March 17, 2023 ▶ Open 📄

Time Entry
Exceptions
Counters
Summary By Day

Date	From	To	Raw Total	Calc. Total	In Date	Activities	Bus Driver Span OT	Notes
			27:56 hrs	05:55 hrs				
			Raw Total	Calc Total (Excludes Span Tracking)				
					01:50 hrs			
					Overtime			
Date	From	To	Raw Total	Calc. Total	In Date	Activities	Bus Driver Span OT	Notes
▶ SAT Mar 4	+		00:00 hrs	00:00 hrs				
▶ SUN Mar 5	+		00:00 hrs	00:00 hrs				
▼ ⚠ MON Mar 6	BB END							
5 Hour Bulk								
	05:34 am	e 09:19 am	03:45	03:45	MON Mar 6	Choose...	Choose...	🔍
	e 09:19 am	e 01:11 pm	03:52	03:55	MON Mar 6	Choose...	End of First Shift	🔍
	e 01:11 pm	e 05:07 pm	03:56	03:55	MON Mar 6	Choose...	Start of Second Shift	🔍
	+		11:33 hrs	11:35 hrs				
▼ ⚠ TUE Mar 7	BB END							
5 Hour Bulk								
	e 05:28 am	e 09:00 am	03:32	03:30	TUE Mar 7	Choose...	Choose...	🔍
	e 09:00 am	e 01:39 pm	04:39	04:40	TUE Mar 7	Choose...	End of First Shift	🔍
	e 01:39 pm	To am	00:00	00:00	TUE Mar 7	Choose...	Start of Second Shift	🔍
	+		08:11 hrs	08:10 hrs				
▼ ⚠ WED Mar 8	MISSED DAY							

In this example, the employee selects “Add Punch Out”. When you make the selection, the box will expand with more selections.

Change Request
✕

Change Type \*

Add Punch Out ▼

Choose Date \*

mm/dd/yyyy

To \*

hh:mm am

Comment \*

Clear

Cancel

Submit Changes

In this example, the employee

- Enters the date 03/07/2023 in the “Choose Date” box. The date can be entered by clicking the calendar icon or typing the date directly in the “Choose Date” box in “mm/dd/yyyy” format.
- Enters the time they left work for the day, which was 3:30.
- Clicks the **am** box once. This changes it from am to pm. (If you wish a punch in or out to be am, just leave the **am** as is).
- Enters a Comment. A comment is required for all change requests.
- After entering each of these fields, the “Submit Changes” button will become active. You can click “Submit Changes”.

Change Request
✕

Change Type \*

Add Punch Out ▼

Choose Date \*

03/07/2023

To \*

05:21 pm

Comment \*

forgot to swipe

Clear

Cancel

Submit Changes



After you click Submit Request you should get the following notification.



## Completed

Change Request submitted

OK

Your timesheet change request will be sent to your Kronos timesheet approver for approval, and your Kronos timekeeper will be copied on the request. When your Kronos timesheet approver approves your timesheet change request you'll receive an email noting that, such as listed below (email example is from a different punch request).



Thu 9/2/2021 12:39 PM

noreply@kronos.com

[External] Timesheet Change Request Approved

To [Redacted]

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

**Caution:** This email originated from outside the district. Do not click links or open attachments unless you recognize the s

Hi JUDITH,

Your request for 'Add Punch Out' on 08/25/2021 has been approved with the following comment:

forgot to swipe

Looking back at the timesheet you'll see that the missed out punch has been added and you're receiving the correct number of hours worked for the day.

<b>TUE Mar 7</b> 5 Hour Bulk		<b>BB END</b> <b>08/25/21</b>								
e 05:28 am	e 09:00 am	03:32	03:30	TUE Mar 7	Choose...	Choose...				
e 09:00 am	e 01:39 pm	04:39	04:40	TUE Mar 7	Choose...	End of First Shift				
e 01:39 pm	05:21 pm	03:42	03:45	TUE Mar 7	Choose...	Start of Second Shift				1
+		11:53 hrs		11:55 hrs						

## How to report missed punches from the Clock widget

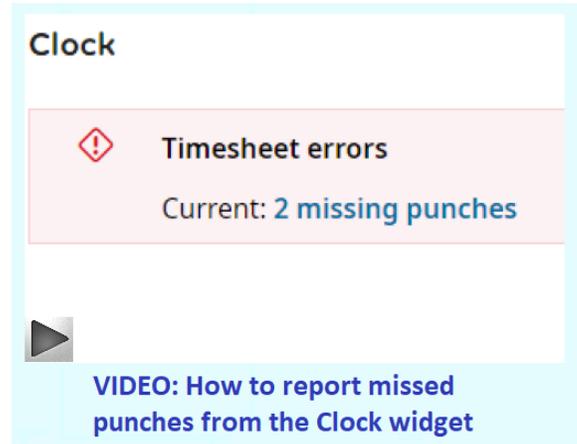
There is an alternative method to report missed punches. If you have any correctable missed punch exceptions they will be listed on your Kronos Home screen under the header, "Timesheet errors". After "Current:" and/or "Previous:" there will be a hyperlinked message noting the number of missing punches. To report the missing punches click the hyperlinked message noting the number of missing punches.

### Clock



Monday, Apr 22  
**10:29AM**  
 [ EDT ]

[View my timesheet](#)



An "Edit current timesheet" box will open. To report the missing punch(es) enter the time in the empty From or To boxes. A comment is required for each missed punch reported. Then click Submit.

### Edit current timesheet

 You have 2 missing punches. [View Timesheet](#)

#### Mon Apr 15

8HR 8:00A - 4:30P :30L

From  am  pm To\*

Comment\*

#### Tue Apr 16

8HR 8:00A - 4:30P :30L

From  am  pm To\*

Comment\*



After you click Submit Request you'll receive a notification that your Change Request has been submitted. When your Kronos timesheet approver approves your Change Request, you'll receive an email noting the approval and the missed punches will be added to your timesheet.

**How to make a timesheet change request for an Add Time Entry** if you worked on a particular day but failed to punch in at all during that day. Using Add Time Entry you can report all missed punches for a particular day in one request.

Upon logging in, click [View my timesheet](#). This will open your timesheet for the current pay period.  
Clock

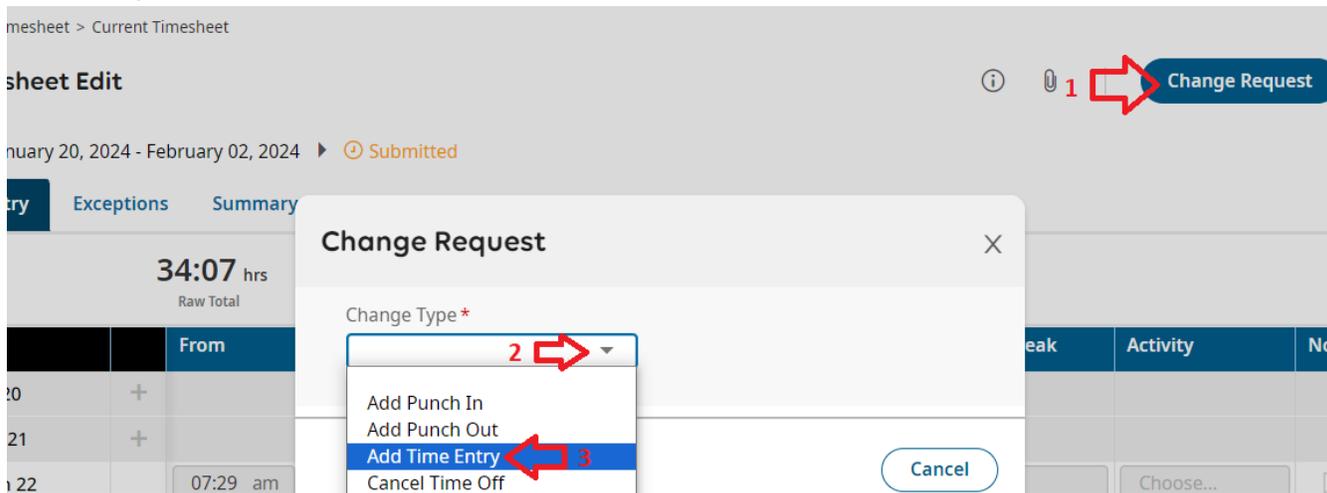
Monday, Feb 19  
**04:58PM**  
[ Eastern ]

 [View my timesheet](#)

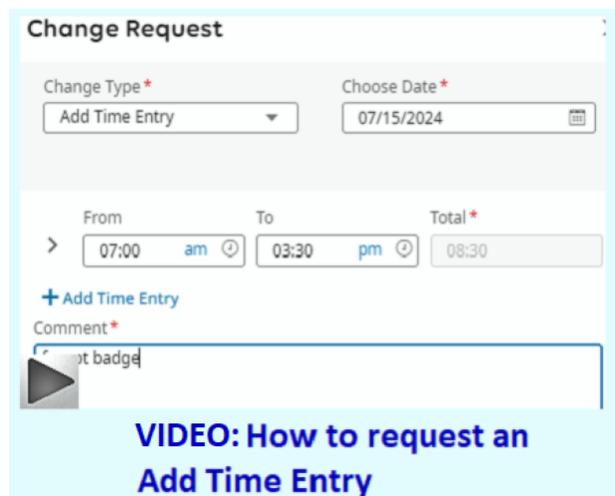
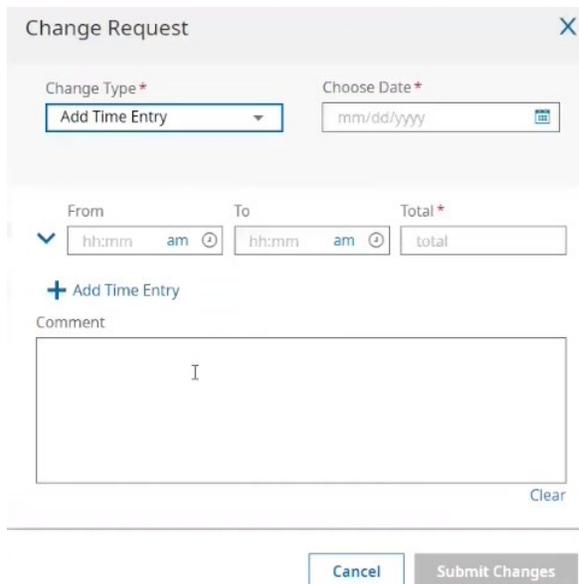
In this example, the five-hour transportation employee worked the morning and afternoon shifts on Wed, March 8, but didn't punch in or out all day. Therefore, there is a Missed Day exception.



To report the missed punches, click Change Request. Then click the down arrow under Change Type. Then click Add Time Entry.

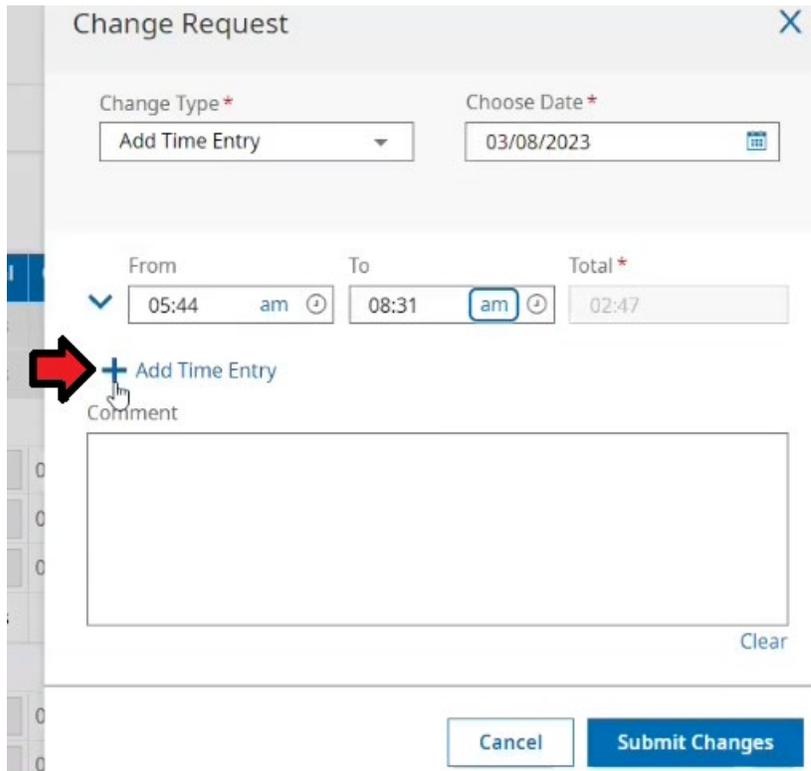


When you make the selection, the box will expand with more selections.

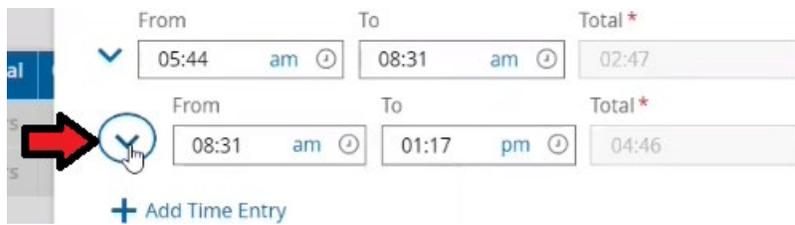


Enter the date in the Choose Date field. The date can be entered by clicking the calendar icon  or typing the date in “mm/dd/yyyy” format.

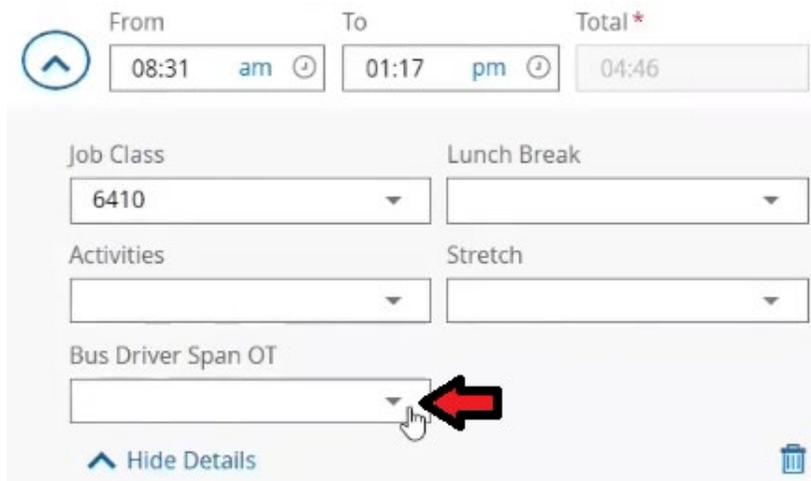
Enter the morning shift clock in time in the From box and the clock out time in the To box. Then click the + sign next to Add Time Entry.



Enter the non-working middle period (between the afternoon and morning shifts). Enter the clock out time for the morning in the From box and the clock in time for the afternoon in the To box. To change **am** to **pm**, click **am** once. Then click the down arrow next to the time entry.



Click the down arrow in the Bus Driver Span OT field.



Select End of First Shift. If you don't see that option click Browse and you'll see it.

From 08:31 am To 01:17 pm Total\* 04:46

Job Class: 6410 Lunch Break: [ ]

Activities: [ ] Stretch: [ ]

Bus Driver Span OT: [ ]

+ Browse...  
Start of Second Shift  
End of First Shift

Then click the down arrow next to the time entry.

From 05:44 am To 08:31 am Total\* 02:47

From 08:31 am To 01:17 pm Total\* 04:46

Job Class: 6410 Lunch Break: [ ]

Activities: [ ] Stretch: [ ]

Bus Driver Span OT: End of First Shift

Hide Details

+ Add Time Entry

Enter the afternoon shift. Enter the clock in time for the afternoon in the From box and the clock out time for the day in the To box. To change am to pm, click am once. Then click the down arrow next to the time entry.

From 05:44 am To 08:31 am Total\* 02:47

From 08:31 am To 01:17 pm Total\* 04:46

Job Class: 6410 Lunch Break: [ ]

Activities: [ ] Stretch: [ ]

Bus Driver Span OT: End of First Shift

Hide Details

From 01:17 pm To 05:36 pm Total\* 04:19

+ Add Time Entry

Select Start of Second Shift. If you don't see that option click Browse and you'll see it.

From  To  Total\*

Job Class  Lunch Break

Activities  Stretch

Bus Driver Span OT



Then note a brief Comment and then click Submit Changes.

Change Request ✕

[Hide Details](#) 

From  To  Total\*

Job Class  Lunch Break

Activities  Stretch

Bus Driver Span OT

[Hide Details](#) 

[+ Add Time Entry](#)

Comment

[Clear](#)



After you submit the change request you should receive the following notification.



## Completed

Change Request submitted

OK

When your Kronos timesheet approver approves your timesheet change request you'll receive an email noting that, such as listed below (email example is from a different punch request).



Mon 1/29/2024 3:59 PM

noreply@saashr.com

[External] Timesheet Change Request Approved

To

If there are problems with how this message is displayed, click here to view it in a web browser.

**Caution:** This email originated from outside the district. Do not click links or open attachments unless you receive a request to do so.

Hi JUDITH,

Your request for 'Add Time Entry' on 01/29/2024 has been approved with the following comment:

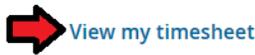
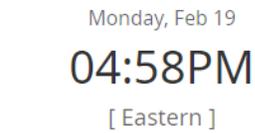
forgot to punch in and out

After your request has been approved, looking back at the timesheet you'll see that the punches have been added, such as the example below.

WED Mar 8 5 Hour Bulk		BB END							
e 05:44 am	e 08:31 am	02:47	02:50	WED Mar 8	Choose...	Choose...			1
e 08:31 am	e 01:17 pm	04:46	04:45	WED Mar 8	Choose...	End of First Shift			1
e 01:17 pm	e 05:36 pm	04:19	04:20	WED Mar 8	Choose...	Start of Second Shift			1
+		11:52 hrs		11:55 hrs					

**How to make a timesheet change request for an Add Time Entry** if you clocked in and out for the morning and afternoon shifts but forgot to press the blue buttons.

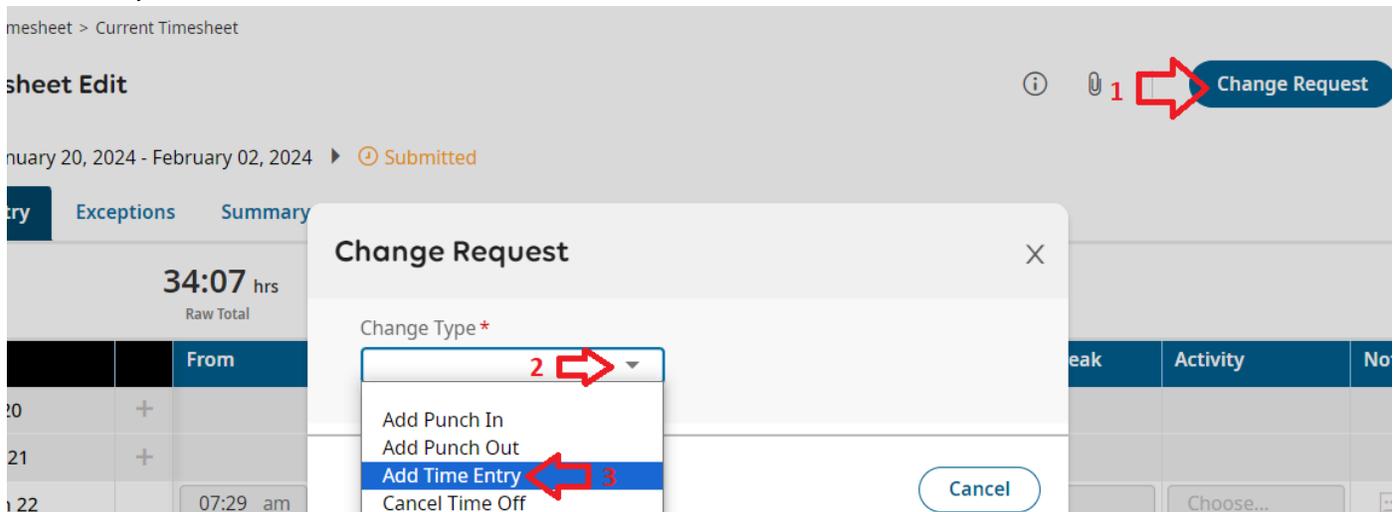
Upon logging into Kronos, click [View my timesheet](#). This will open your timesheet for the current pay period.



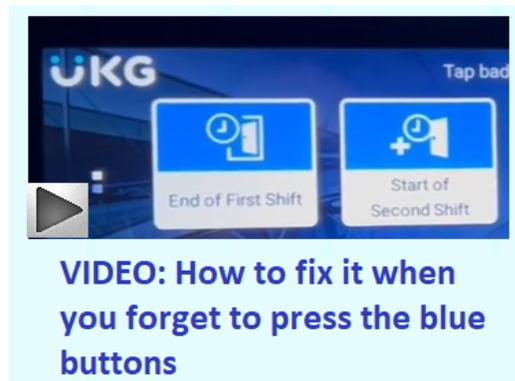
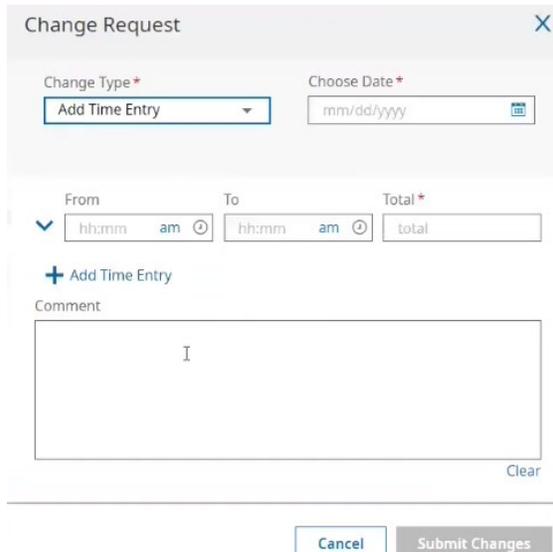
An example is shown below of clocking in/out for both shifts but failing to press the blue buttons.



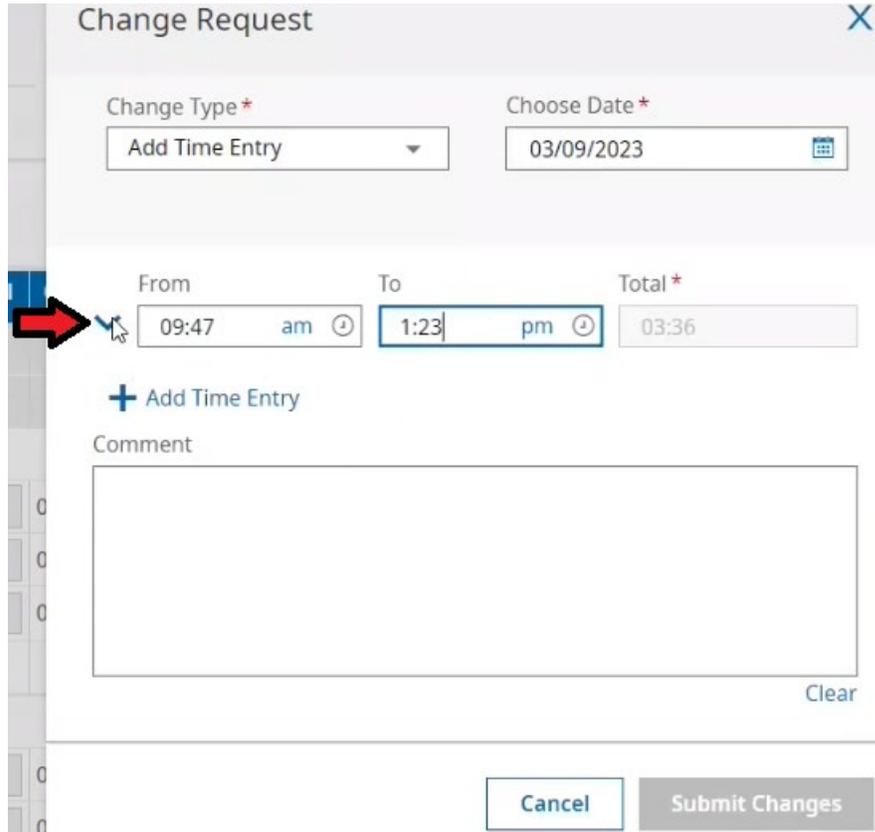
To report the missed punches, click Change Request. Then click the down arrow under Change Type. Then click Add Time Entry.



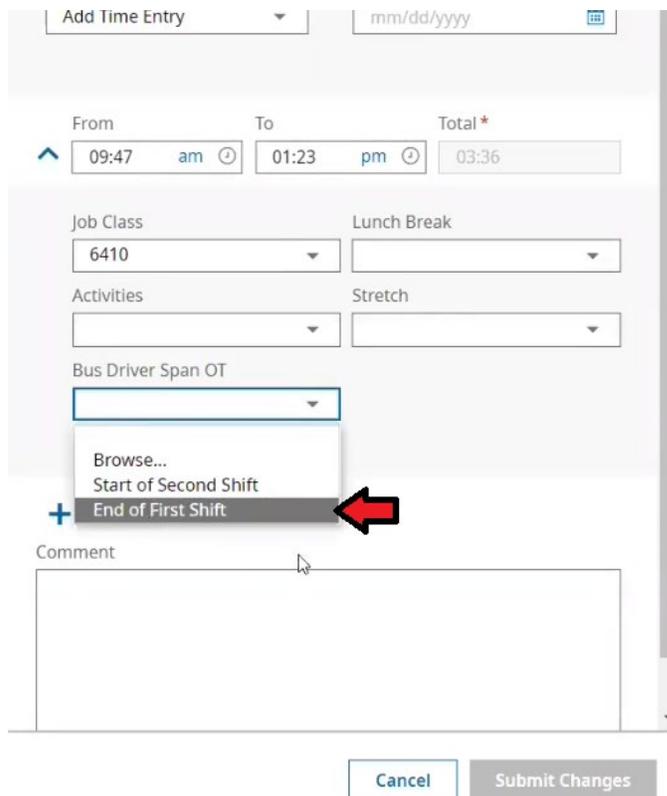
When you make the selection, the box will expand with more selections.



Enter the date in the Choose Date field. The date can be entered by clicking the calendar icon  or typing the date in “mm/dd/yyyy” format. Enter the non-working middle period (between the afternoon and morning shifts). Enter the clock out time for the morning in the From box and the clock in time for the afternoon in the To box. To change am to pm, click am once. Then click the down arrow next to the time entry.



Select End of First Shift. If you don't see that option, click Browse and you'll see it. Then note a brief comment and click Submit Changes.



When your Kronos timesheet approver approves your timesheet change request you'll receive an email noting the approval. After your request has been approved, looking back at the timesheet you'll see that the punches have been added, such as the example below. However, you'll also note that there is only one blue button for the day and that there is no "Start of Second Shift".

To correct this, click the  icon next to the last shift for the day.

THU Mar 9 5 Hour Bulk		BB END									
e 05:38 am	e 09:47 am	04:09	04:10	THU Mar 9	Choose...	Choose...					
e 09:47 am	e 01:23 pm	03:36	03:35	THU Mar 9	Choose...	End of First Shift			1		
e 01:23 pm	e 05:26 pm	04:03	04:05	THU Mar 9	Choose...	Choose...					
		11:48 hrs	11:50 hrs								

Then click "Start of Second Shift"

<input type="radio"/>	End of First Shift
<input type="radio"/>	Start of Second Shift

Then click Save.

Time Entry												
Date	From	To	Raw Total	Calc. Total	In Date	Activities	Bus Driver Span OT	Notes				
THU Mar 9 5 Hour Bulk	BB END											
	e 05:38 am	e 09:47 am	04:09	04:10	THU Mar 9	Choose...	Choose...					
	e 09:47 am	e 01:23 pm	03:36	03:35	THU Mar 9	Choose...	End of First Shift			1		
	e 01:23 pm	e 05:26 pm	04:03	04:05	THU Mar 9	Choose...	Start of Second Shift					
		11:48 hrs	11:50 hrs									

After you click Save you'll see that both blue buttons are present as well as "Start of Second Shift".

Time Entry												
Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Activities	Bus Driver Span OT	Notes			
THU Mar 9 5 Hour Bulk	BB END											
	e 05:38 am	e 09:47 am	04:09	04:10	THU Mar 9		Choose...	Choose...				
	e 09:47 am	e 01:23 pm	03:36	03:35	THU Mar 9		Choose...	End of First Shift			1	
	e 01:23 pm	e 05:26 pm	04:03	04:05	THU Mar 9		Choose...	Start of Second Shift				
		11:48 hrs	11:50 hrs									

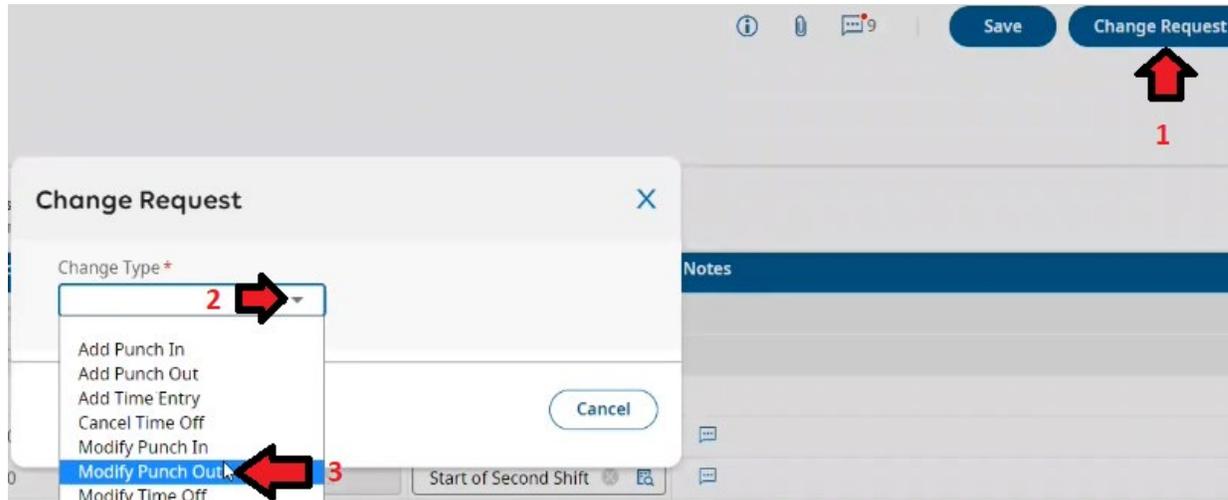
**How to make a timesheet change request for a Modify Time Entry and an Add Time Entry** if you clocked in for the morning shift and clocked in and out for the afternoon shift but **didn't** clock out for the morning shift.

Below is an example of this scenario. First, she needs to correct the out punch for the morning shift, as noted below.

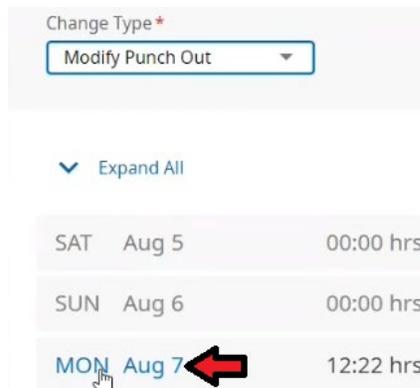
MON Aug 7 5 Hour Bulk	e 05:07 am	e 01:36 pm	08:29	08:30	MON Aug 7	Choose...	Choose...
		e 01:36 pm	e 05:29 pm	03:53	03:50	MON Aug 7	Choose...
			12:22 hrs	12:20 hrs			

*wants to change this to 10:30am* (with arrow pointing to 01:36 pm)

To do so, click Change Request. Then select Modify Punch Out.



Then click the date you wish to modify; in this example, Mon, Aug 7.



Then click the right-facing arrow for the shift time you're trying to modify.



**Change Request**

Change Type \*

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

**VIDEO: How to fix it when you didn't clock out for your morning shift**

Then highlight the time you're changing; in this example, 1:36 pm.

Change Type \*  
Modify Punch Out

Mon, Aug 7

From 05:07 am To \* 01:36 pm

Comment



Then type in the correct punch out time for the shift. If necessary, click the pm to make it change to am, such as shown below.

Mon, Aug 7 [← Back To List](#)

From 05:07 am To \* 10:30 am Total 05:23

Comment



Then note the reason for the change and then click Submit Changes.

**Change Request** ✕

Change Type \*  
Modify Punch Out

Mon, Aug 7 [← Back To List](#)

From 05:07 am To \* 10:30 am Total 05:23

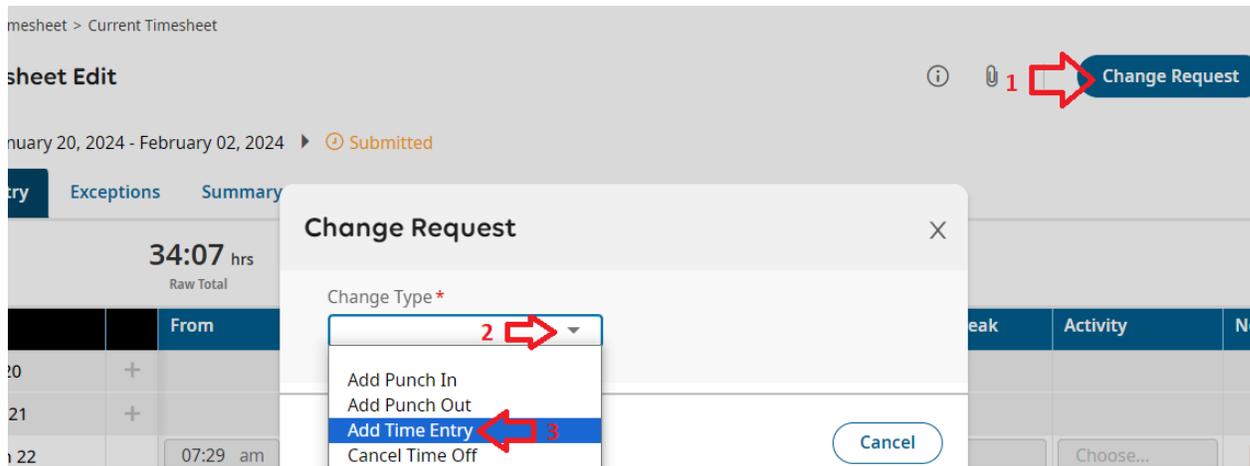
Comment  
forgot to swipe out at end of morning shift

Clear

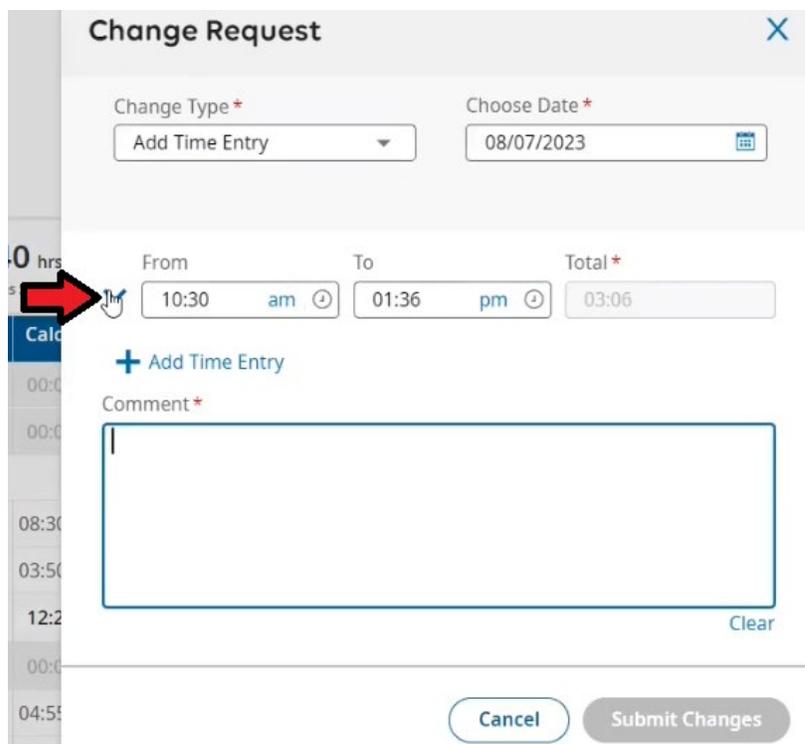
[Cancel](#) [Submit Changes](#)



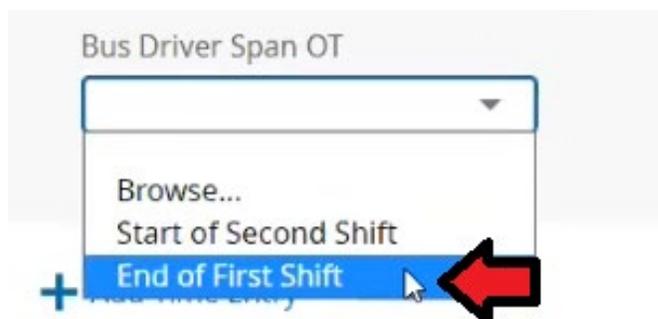
The request will be sent off for approval. Next, submit a timesheet change request for an Add Time Entry for the middle non-working period between the morning and afternoon shifts. Click Change Request. Then click the down arrow under Change Type. Then click Add Time Entry, as shown on the next page.



Enter the date in the Choose Date field. The date can be entered by clicking the calendar icon or typing the date in “mm/dd/yyyy” format. Enter the non-working middle period (between the afternoon and morning shifts). Enter the clock out time for the morning in the From box and the clock in time for the afternoon in the To box. To change am to pm, click am once. Then click the down arrow next to the time entry.



Select End of First Shift. If you don't see that option, click Browse and you'll see it.



Then note a brief comment and click Submit Changes.

### Change Request ✕

Change Type \*

Choose Date \*

From  To  Total \*

Job Class

Activities

Bus Driver Span OT

[^ Hide Details](#)

Lunch Break

Stretch

[+ Add Time Entry](#)

Comment \*

When your Kronos timesheet approver approves your timesheet change requests to Modify [your] Punch Out and Add [a] Time Entry you'll receive emails noting the approval. After both your requests have been approved, looking back at the timesheet you'll see that the punches have been added, such as the example below.

MON Aug 7 5 Hour Bulk		BB END		BB START							
e 05:07 am	10:30 am	05:23	05:20	MON Aug 7	Choose...	Choose...					
10:30 am	e 01:36 pm	03:06	03:10	MON Aug 7	Choose...	End of First Shift					
e 01:36 pm	e 05:29 pm	03:53	03:50	MON Aug 7	Choose...	Start of Second Shift					
		12:22 hrs	12:20 hrs								

**How to make a timesheet change request for a Modify Time Entry and an Add Time Entry** if you clocked in and out for the morning shift and clocked out for the afternoon shift but **didn't** clock in for the afternoon shift.

Below is an example of this scenario. First, she needs to correct the out punch for the morning shift, as noted below.

<p>WED Aug 9</p> <p>No Schedule</p> <p>wants to change this to 12:30pm</p>	<p>05:05 am</p>	<p>09:43 am</p>	<p>04:38</p>	<p>04:40</p>	<p>WED Aug 9</p>	<p>Choose...</p>	<p>Choose...</p>	<p>1</p>
	<p>09:43 am</p>	<p>05:19 pm</p>	<p>07:36</p>	<p>07:35</p>	<p>WED Aug 9</p>	<p>Choose...</p>	<p>End of First Shift</p>	<p>2</p>
			<p>12:14 hrs</p>	<p>12:15 hrs</p>				

To do so, click Change Request. Then select Modify Punch In.

The screenshot shows the Kronos interface with a 'Change Request' button highlighted by a red arrow labeled '1'. Below it, a 'Change Request' dropdown menu is open, showing options like 'Add Punch In', 'Add Punch Out', 'Add Time Entry', 'Cancel Time Off', 'Modify Punch In', 'Modify Punch Out', and 'Modify Time Off'. The 'Modify Punch In' option is highlighted in blue and pointed to by a red arrow labeled '3'. Another red arrow labeled '2' points to the dropdown arrow icon.

Then click the date you wish to modify; in this example, Mon, Aug 7.

**Change Request**

Change Type\*

Expand All

SAT	Aug 5	00:00 hrs
SUN	Aug 6	00:00 hrs
MON	Aug 7	12:22 hrs
TUE	Aug 8	13:18 hrs
WED	Aug 9	12:14 hrs

**Change Request**

Change Type\*

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Modify Punch In
- Modify Punch Out
- Modify Time Off

**Video: How to fix it when you didn't clock in for your afternoon shift**

Then click the right-facing arrow for the shift time you're trying to modify.

<b>WED Aug 9</b>	<b>12:14 hrs</b>
05:05 am - 09:43 am (04:38 hrs)	
09:43 am - 05:19 pm (07:36 hrs)	

Then highlight the time you're changing; in this example, 9:43 am.

Change Type \*  
Modify Punch In

Wed, Aug 9

From \*  am

To

Comment

Then type in the correct punch in time for the shift. If necessary, click the am to make it change to pm, such as shown below.

Change Type \*  
Modify Punch In

Wed, Aug 9

From \*  pm

To

Then note the reason for the change and then click Submit Changes.

Change Type \*  
Modify Punch In

Wed, Aug 9 [← Back To List](#)

From \*  pm  pm

To

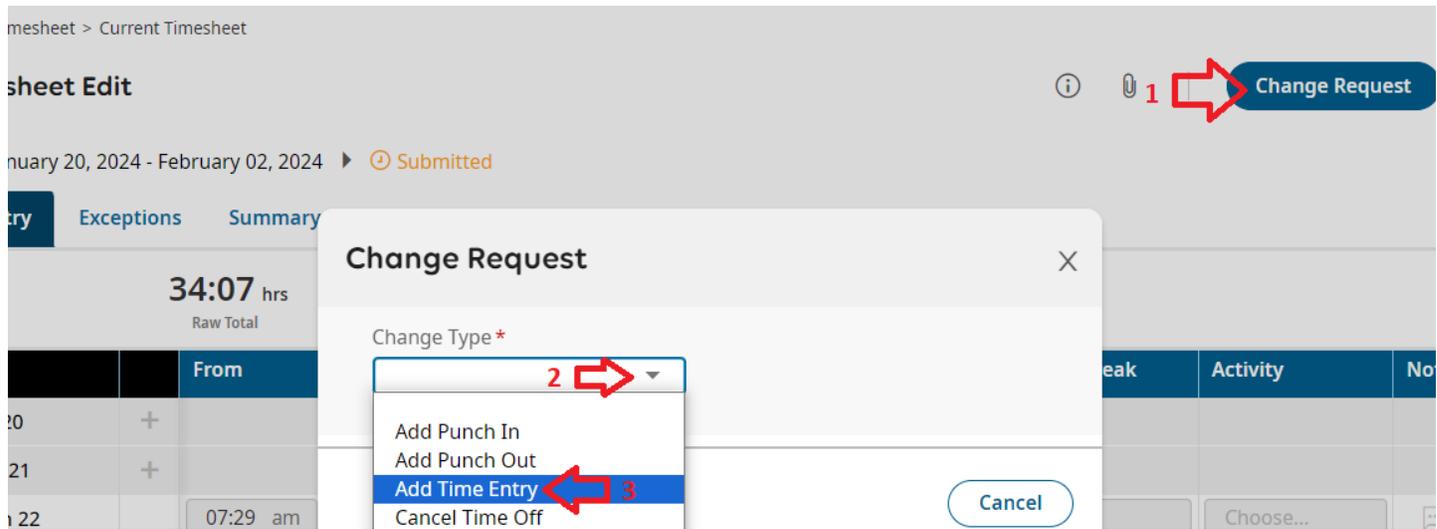
Total

Comment

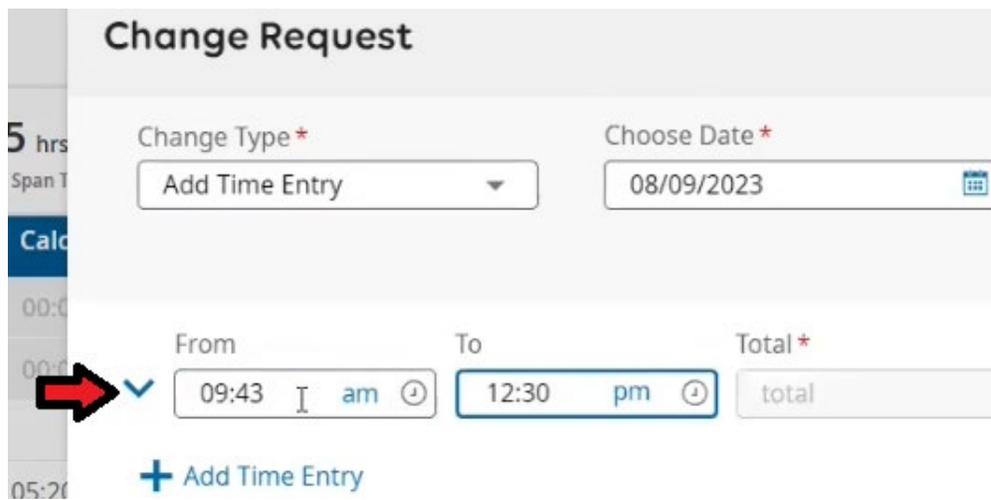
forgot to swipe in for afternoon shift

[Clear](#)

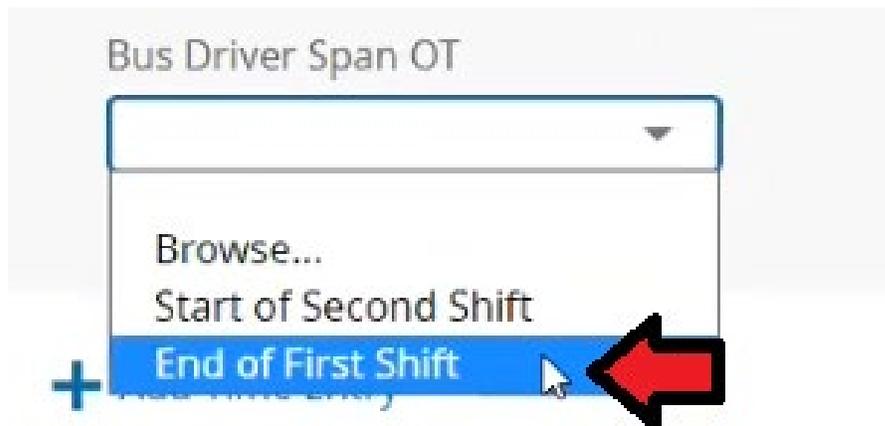
The request will be sent off for approval. Next, submit a timesheet change request for an Add Time Entry for the middle non-working period between the morning and afternoon shifts. Click Change Request. Then click the down arrow under Change Type. Then click Add Time Entry, as shown on the next page.



Enter the date in the Choose Date field. The date can be entered by clicking the calendar icon  or typing the date in “mm/dd/yyyy” format. Enter the non-working middle period (between the afternoon and morning shifts). Enter the clock out time for the morning in the From box and the clock in time for the afternoon in the To box. To change **am** to **pm**, click **am** once. Then click the down arrow next to the time entry.



Select End of First Shift. If you don't see that option, click Browse and you'll see it.



Then note a brief comment and click Submit Changes.

**Change Request** X

Change Type\* Choose Date\*

Add Time Entry 08/09/2023

---

From To Total\*

09:43 am 12:30 pm 02:47

---

Job Class Lunch Break

6110

---

Activities Stretch

---

Bus Driver Span OT

End of First Shift

[Hide Details](#)

---

[+ Add Time Entry](#)

Comment\*

forgot to swipe in for afternoon shift

Cancel Submit Changes

When your Kronos timesheet approver approves your timesheet change requests to Modify [your] Punch Out and Add [a] Time Entry you'll receive emails noting the approval. After both your requests have been approved, looking back at the timesheet you'll see that the punches have been added, such as the example below. In this example, this results in 2 records with "End of First Shift". To correct this, click the  icon next to the last shift for the day.

WED Aug 9 No Schedule		BB END		05:05 am	09:43 am	04:38	04:40	WED Aug 9	Choose...	Choose...		
		09:43 am	e 12:30 pm	02:47	02:45	WED Aug 9	Choose...	End of First Shift				1
		e 12:30 pm	05:19 pm	04:49	04:50	WED Aug 9	Choose...	End of First Shift				1
				12:14 hrs	12:15 hrs							

Then click "Start of Second Shift".

End of First Shift

Start of Second Shift

Then click Save for the timesheet.

[← Timesheet Edit](#)

22 | 
 Save
Change Request

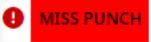
August 05, 2023 - August 18, 2023 Open

Time Entry Exceptions Counters Summary By Day

After you click Save you'll see that both blue buttons are present as well as "Start of Second Shift".

WED Aug 9 No Schedule		BB END		BB starts		05:05 am	09:43 am	04:38	04:40	WED Aug 9	Choose...	Choose...		
		09:43 am	e 12:30 pm	02:47	02:45	WED Aug 9	Choose...	End of First Shift				1		
		e 12:30 pm	05:19 pm	04:49	04:50	WED Aug 9	Choose...	Start of Second Shift				3		
				12:14 hrs	12:15 hrs									

Near the end of each pay period, check your timesheet for exceptions and for blue buttons.

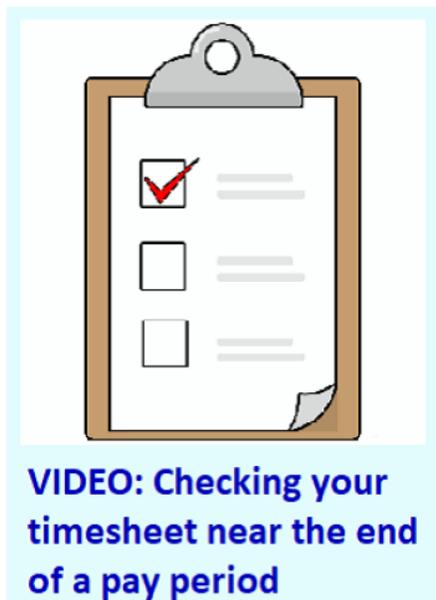
First, check for any  or  exceptions on your timesheet.

For each missed punch or missed day exception:

- If you've already submitted a request which addresses the exception, you don't need to taken any further action.
- If you haven't submitted a request yet to address the exception, do so prior to the end of the pay period or within the window of time noted on [page 8](#).

Second, for scheduled work days during the school year, check that both 'blue buttons'   are listed for each day you worked a morning shift and an afternoon shift. If one or both blue buttons are missing for such a day then:

- If you've already submitted a request to add the missing blue button(s), you don't need to taken any further action.
- If you haven't taken action to add the missing blue button(s), do so prior to the end of the pay period or within the window of time noted on [page 8](#).



### How to perform Kronos self-service functions using a Kronos clock

Using your finger tap the button on the clock for the type of function you wish to use. The most commonly chosen functions are Timesheet Change Request and Request Time Off.

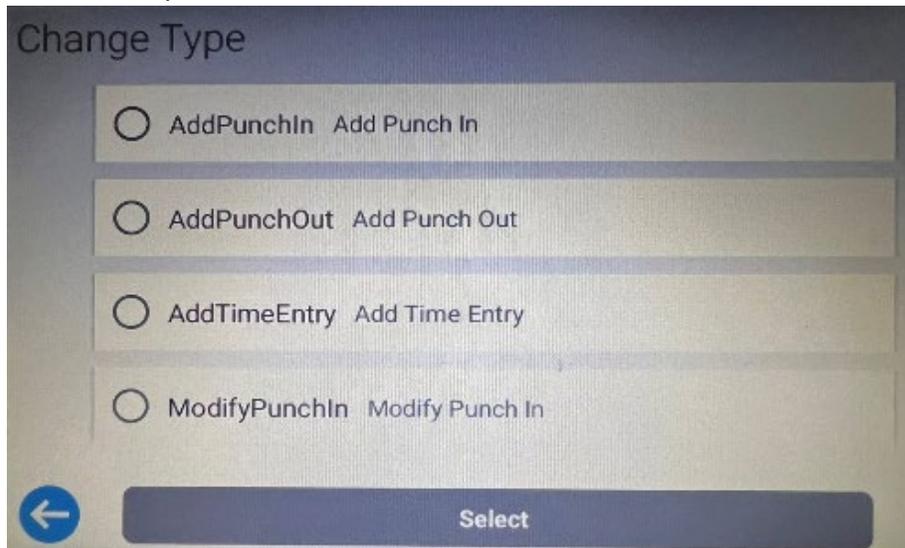
First, we'll look at an example of submitting a Timesheet Change Request. In this example, we're reporting a missed punch in, so use your finger to tap Timesheet Change Request.



You'll then be prompted to tap your badge. Tap your badge as you would to clock in/out.

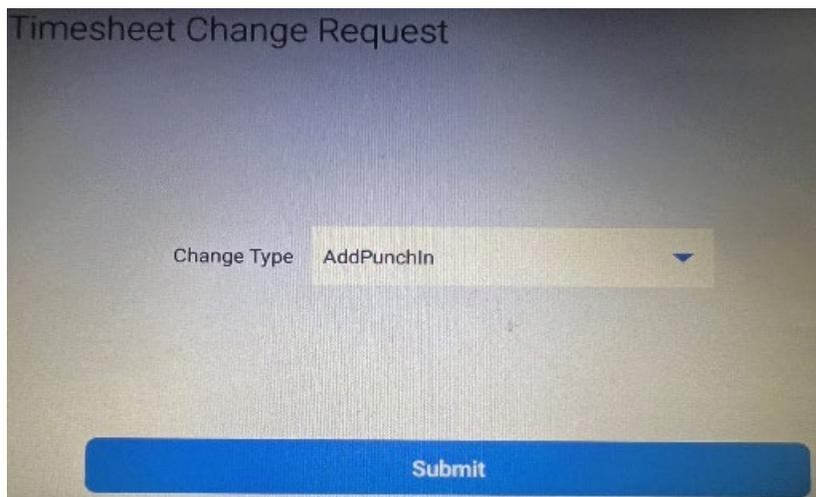


Then use your finger to tap the Change Type of your choice. In this example, AddPunchIn is selected.

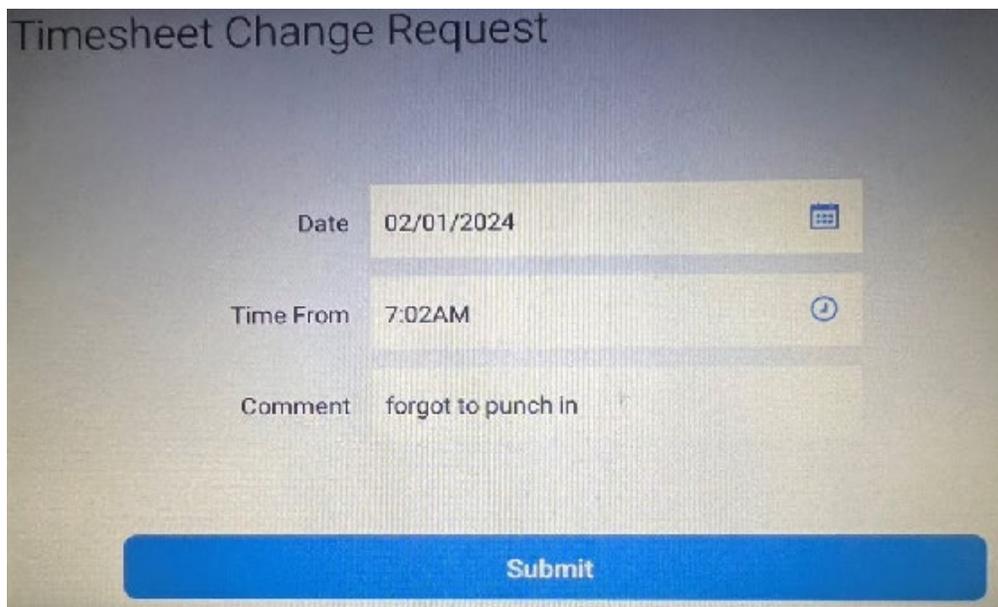


**VIDEO: How to use a Kronos clock to submit requests**

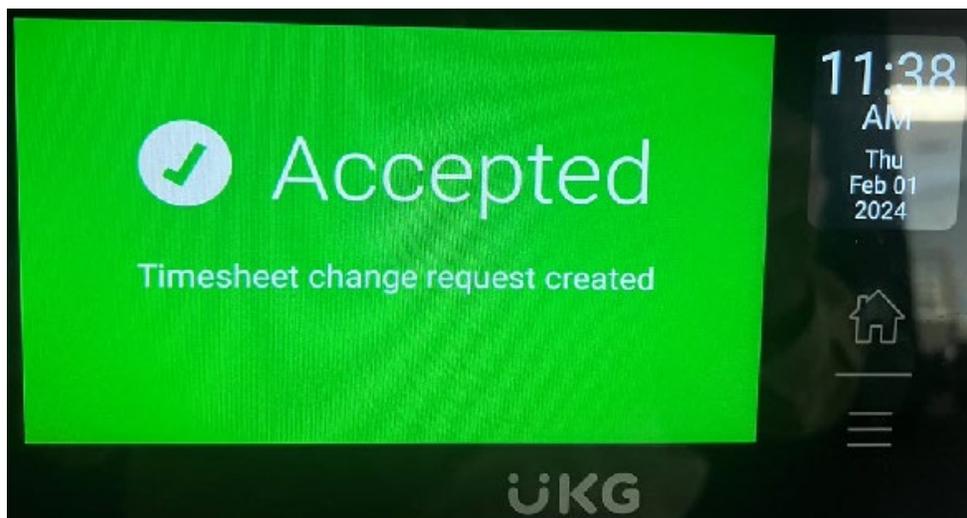
Then use your finger to tap Submit to verify your selection.



Next enter the requested information. In this case for an Add Time In, the required information is Date, Time From, and Comment. Use your finger to enter / select the information. Then click Submit.

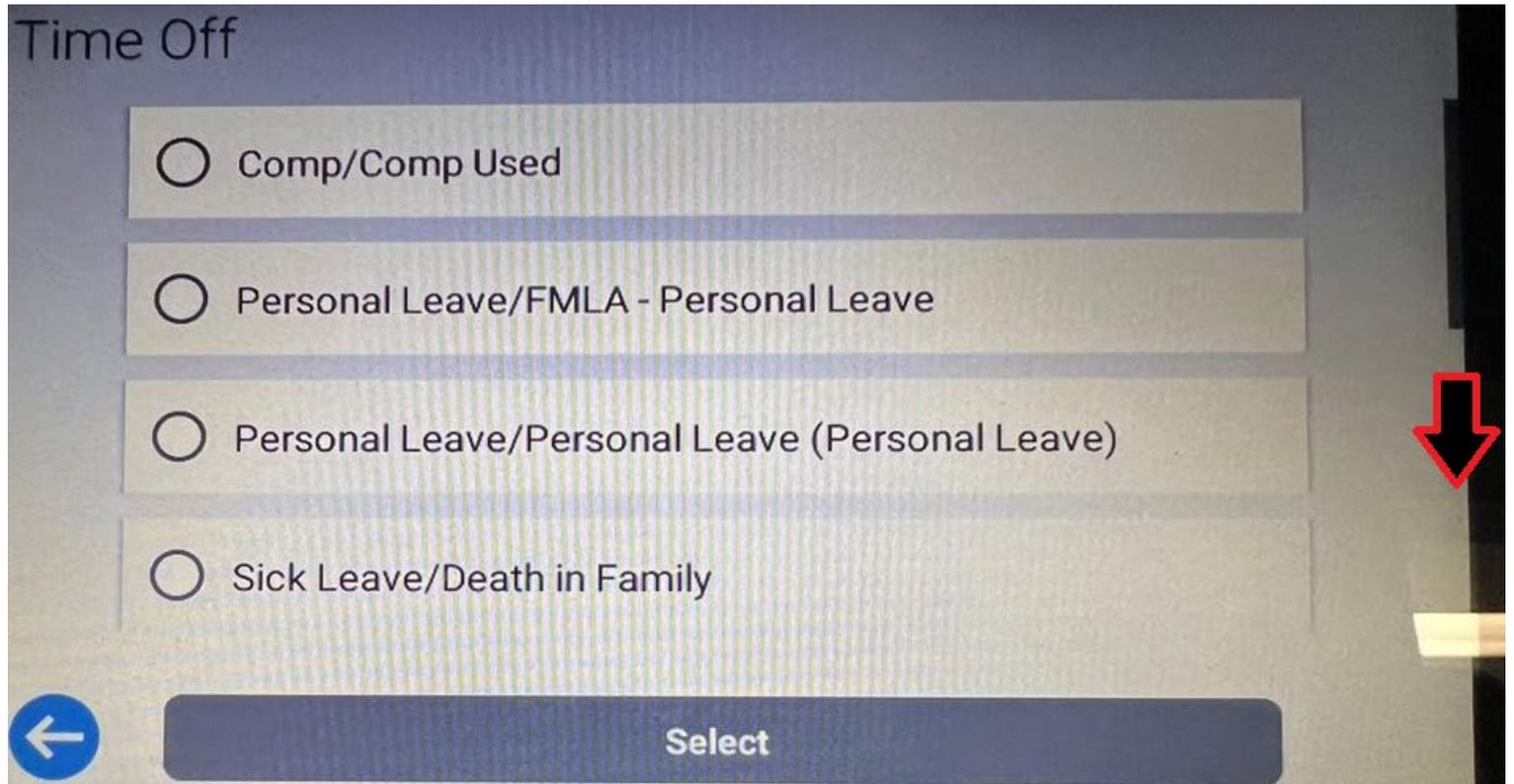


After you click Submit you'll receive a message noting the the timesheet change request has been created. Although the message notes 'Accepted', the change request will not change your timesheet until your approver approves the request.

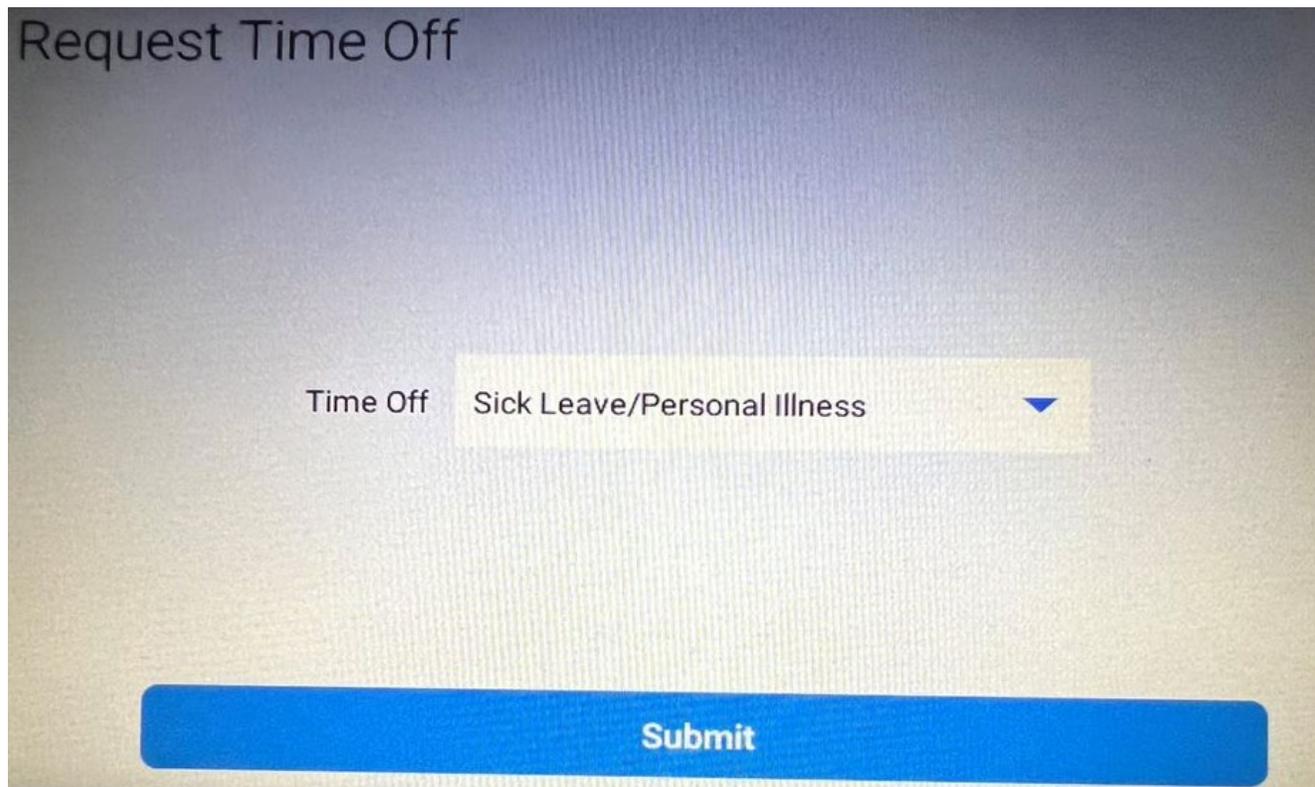


Finally, we'll look at an example of submitting a Time Off request from a Kronos clock. Using your finger, tap Request Time Off. Then, when prompted, tap your badge.

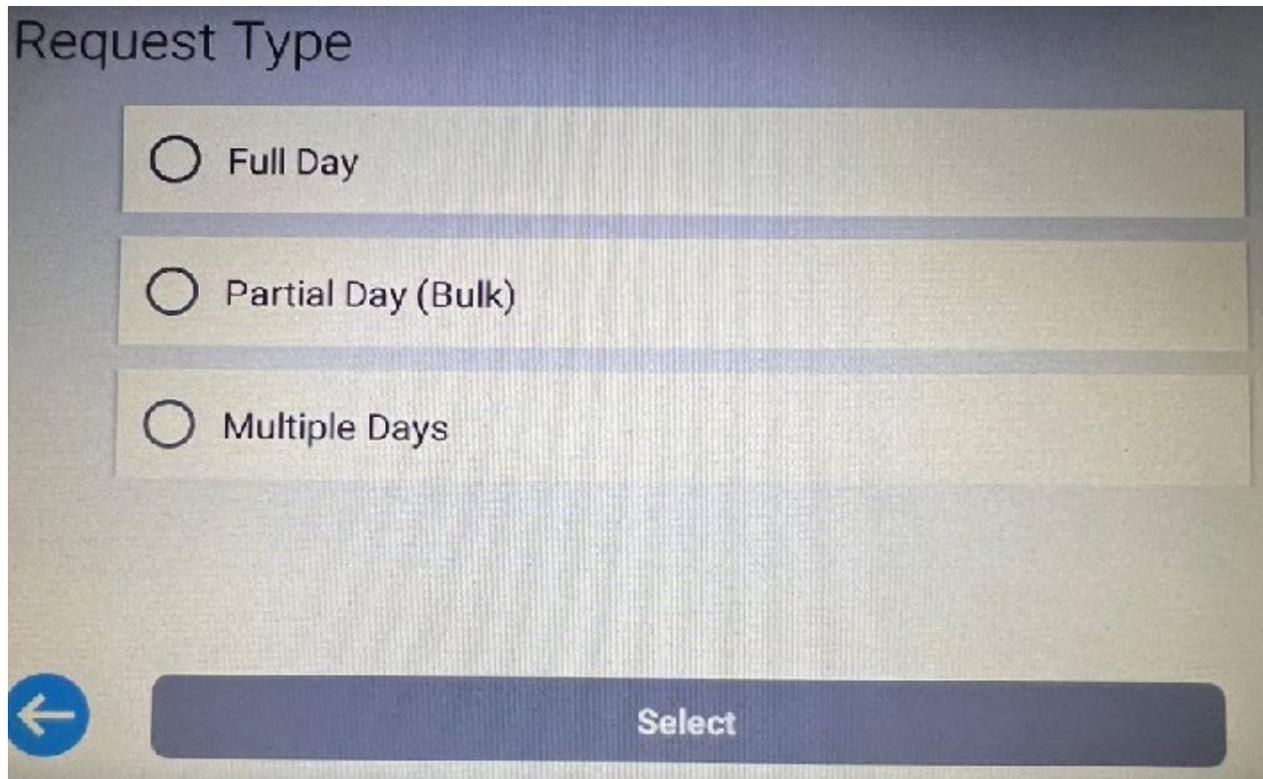
Select the time off type by using your finger to tap the button next to the time off name. If you want to see more selections, touch the screen and scroll down. After making your choice use your finger to tap Select.



Then use your finger to tap Submit to verify your request.



Choose whether you wish to request off Full Day, Partial Day or Multiple Days (see [page 12](#) for more info). Then use your finger to tap Select.



Request Type

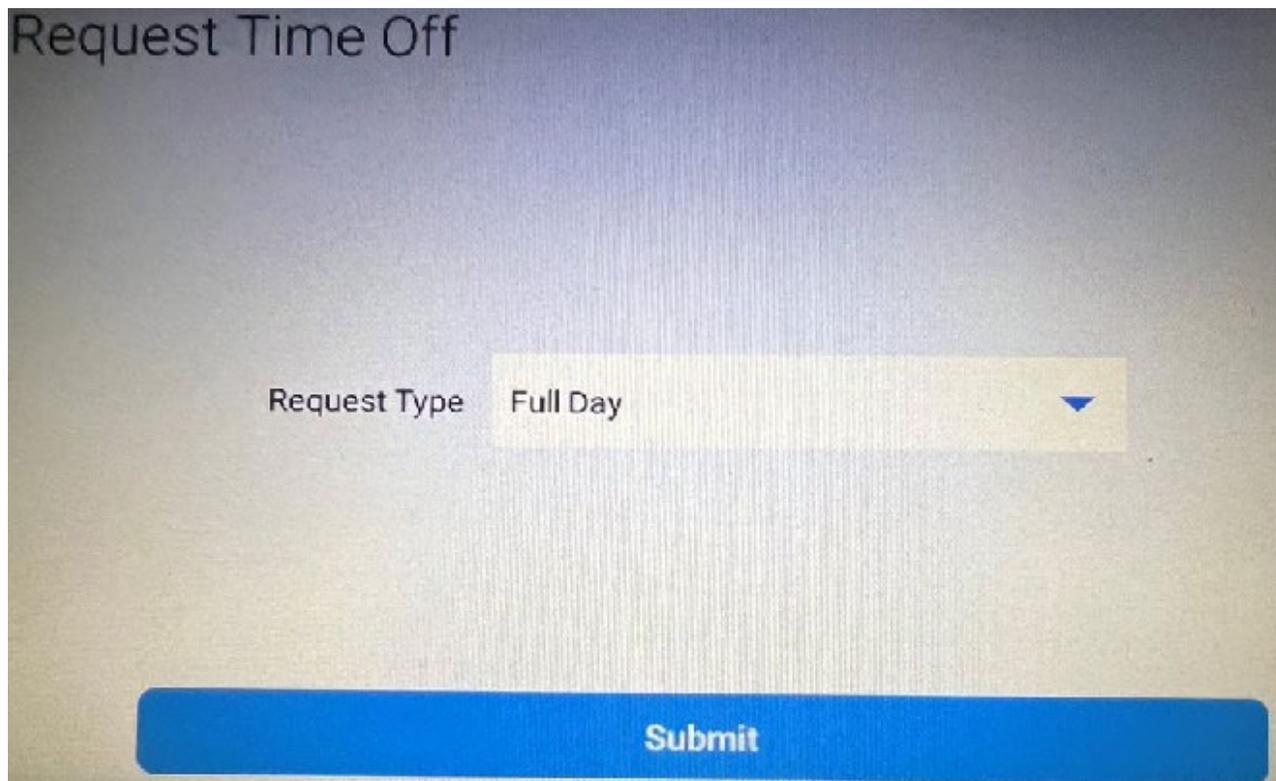
Full Day

Partial Day (Bulk)

Multiple Days

 **Select**

Then use your finger to tap Submit to verify your selection.

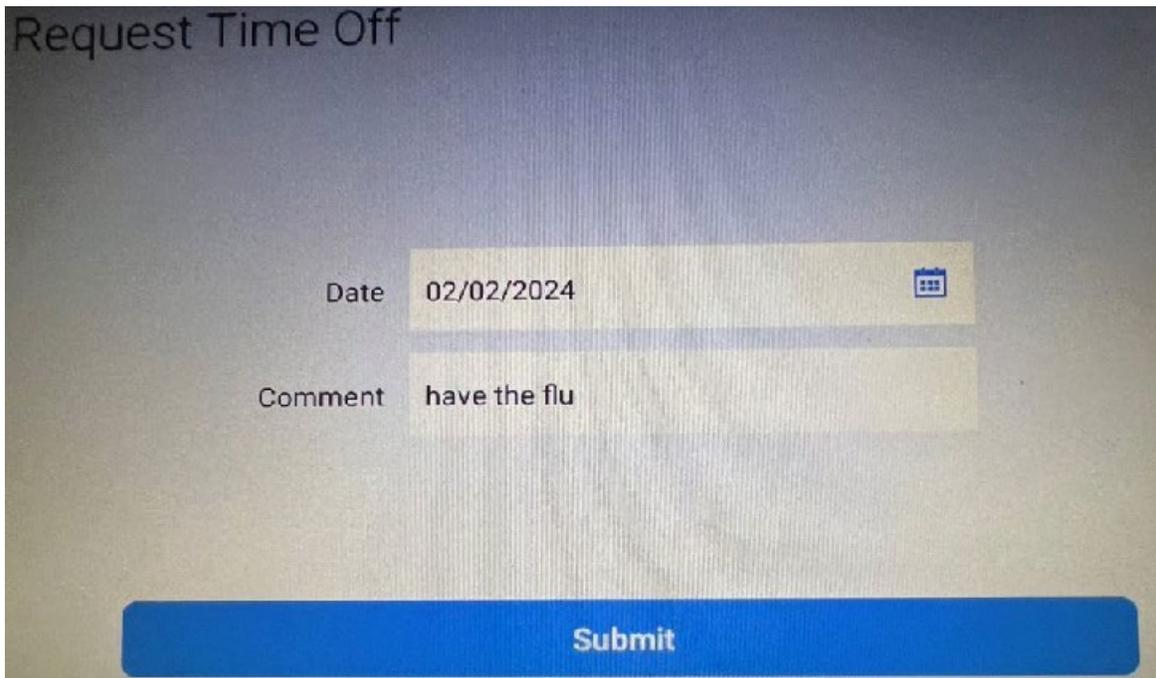


Request Time Off

Request Type Full Day 

**Submit**

Enter the date and a brief comment and then use your finger to tap Submit.



Request Time Off

Date 02/02/2024

Comment have the flu

Submit

After you click Submit you'll receive a message noting the the time off request has been created. Although the message notes 'Accepted', the time off will not be added to your timesheet until your approver approves the request.

