

Editing a Timesheet - Adding a New Time Entry

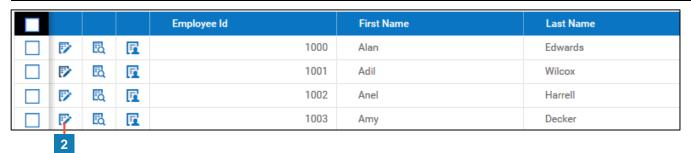
Time entries can be added when needed to a timesheet. This may be needed if an employee forgets to punch in and out. This job aid covers how to add a new row to a day within the timesheet and enter the time entry information using available fields.

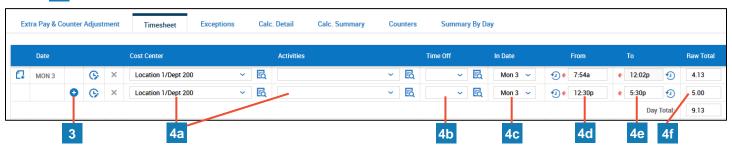
Adding a new time entry for an hourly employee

- 1 Click Show Menu , click the Team tab, then navigate to Time > Timesheets > All Timesheets > Manage Timesheets and select Current. (Note: Other menu options can be selected to edit past or future timesheets.)
- 2 Click the Edit Timesheet Dicon for the employee you wish to edit.
- Next to the date, click the **Add Row** icon.
- In the new row:
 - a. For each Cost Center field, select an appropriate value using the drop down or lookup icon.

Note: Cost Center columns may be labelled differently based on your organization's reporting terminology.

- b. Click the **Time Off** drop down and select a time off type (if applicable).
- c. Click the In Date drop down and select the previous or next day if the start time of the entry occurs on a day other than the date of the time entry.
- d. In the From field, enter the start time of the time entry. (This field can be skipped if you are entering a bulk amount of hours.)
- e. In the **To** field, enter the end time of the time entry. (This field can be skipped if you are entering a bulk amount of hours.)
- f. In the Raw Total field, enter the total hours of the time entry. (This field can be skipped if times were entered in the From and To fields.)
- Click Save.

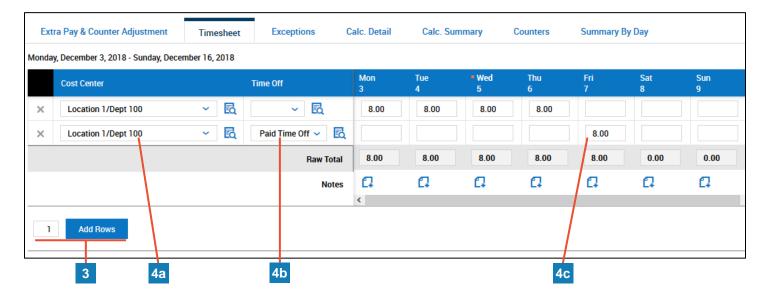




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Adding a new time entry for a salaried employee

- 1 Click Show Menu , click the Team tab, then navigate to Time > Timesheets > All Timesheets > Manage Timesheets and select Current. (Note: Other menu options can be selected to edit past or future timesheets.)
- 2 Click the **Edit Timesheet** vicon for the employee you wish to edit.
- 3 Click the Add Rows.
- 4 In the new row:
 - a. For each **Cost Center** field, select an appropriate value using the drop down or lookup icon.
 - **Note:** Cost Center columns may be labelled differently based on your organization's reporting terminology.
 - b. Click the **Time Off** drop down or click the lookup circon and select a time off type (if applicable).
 - c. In the applicable **Date** column, enter the total hours of the time entry.
- 5 Click Save.



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