A Beginner's Guide to Kronos

Employee Version

Kronos is the timekeeping/leave tool used by Clemson University. Kronos handles time accurately, consistently, and fairly across the campus. It provides managers/supervisors with effective tools to monitor and control labor proactively. Kronos tracks an employee's worked time in one timecard and calculates times using rules for rounding punches, working on a holiday, and time-off for employees in one place. It allows managers/supervisors to see all scheduled work shifts and time off for employees in one place also. Kronos assists with compliance for international students and Affordable Care Act requirement. Payroll approval processes are streamlined because of Kronos' capabilities.

Log in to Kronos using your Clemson username and password: https://kronos.clemson.edu/wfc/navigator/logon

Workfo	rce Central [®] Version 6	3
LOG ON		
User Name		Kronos Workforce Central 6.3
		Clemson PRODUCTION Instance
Password		

To Record Time:

As a non-exempt employee, you will clock in at beginning of your work day, out at lunch/meal break, in from lunch/meal break and out at the end of your day.

1. Click on the **Record Timestamp** button.

*If this is not what your home screen looks like, choose *My Information* from the *Workspace* carousel located at the top right corner of the screen.

- 2. Click on **Refresh** to see the time entry in the *My Timecard* workspace.
- 3. Sign out.

Timecard	1.1.14									11. The second se
13/2014, Sele	ted Data	63	(Refresh				Trand	fer	×
Date	Pay Code	Amount	In	Transfer	Out	Duily	Schedule		101	By Description
16 4/11						0.0	E00384-4:30944	Last Timestamp: Thurs	sday, April 10, 2014	
								1.05PM Eeste	em Time	MyLeave
									1	Terr and Leave Details
										1.00
										A Design of the second second
									3	My Reports
								+	<u>s</u>	Request Time Off
								C Record To	S I	My Reports Request Time Off Kromos Knowledge Pas
								Record To	medump	My Reports Request Tase Off Request Tase Off Romos Enowledge Pas Ade Hil.
								Record To	en e	My Reports Request Time Off Krows Knowledge Pay Ask-Hit
								Record To	metang	My Reports Request Time Off Kounos Knowledge Pae Aak HR
								Record To	mestamp	My Reports Request Time Off Kromos Knowledge Pae Ask-Hill
								Record To	mestamp	Mr Reports Request Time Off Komos Kniwskedge Par Adk Hil
								Preced To	mestamp	Me Request Time Off Request Time Off Romos Related ge Par Add Hill
				-				Preced To	mestang	My Reports Request Time Off Request Time Off Remote Area off Adde Hill
otah Detaih	for Fr: 4/11/2014	Al								May Imports Brequests Time Cell Results Resulting # Fa Ault HB
otah Detaih Loca	for Fr: 6/11/2004	All Job		Account		ny Code	Amount			My Imports Respond Taxes Off Yourness Knowledger Par Adds Hill
otah Detaih Loca	for Fri 4/11/2014 Bon	Al Ad		Account		ny Code	Amount	Present To	instang	May Pasports Bengund Tame Off Provins Krosekelige Par Addr HE
otah Detaih Loca	for Fri 4/11/2014	(AN Job		Account	•	ey Code	Amount	Freed 7	inestang	May Haparshi Bangarshi Tanac Affi Prannin Kotomboligar Pau Adde HE
otah Detaih Loca	for F= 4/11/2014	(Al Job		Account		ny Code	Amount	Proof T	sectory (My Haports Bequera Tane Off Forums Knowledge Pyr Ade 68
otah Detaih Loca	for F= 6/11/2004	(AN Job	× (4	Account		ey Code	Amount	Freed T		May Pasports Bengunar Tamo Off Provensk Krounkeliger Pas Ault Hill
iotals Details Loca	for 7+4/11/2014	(4.8 .546		Arcount		ey Code	Amount	Freed 7	irrestang	May Pasports Bengund Tame Off Provins Knowledge Pau Auk HE

Requesting Time Off:

As a non-exempt, full-time employee, you may request time off (annual, sick, optional holiday, etc.).

- Click on the Request Time Off widget located on the right-side of the screen.
 *If you manage employees, your "home page" view will be that of a manager; therefore, go to the *Workspace* carousel and click on the down arrow to go to *My Information*. Click on Request Time Off.
- 2. A *Request Time Off* box will pop-up.

Туре	Request for Time Off	•	
Start date	8/26/2013	Accruals on	8/30/2013
End date	8/26/2013	Accrual	Balance
Pay code	Annual	Annual	10.0 Hour
Duration		FMLA	0.0 Hour
Duration	Hours	Holiday Comp	0.0 Hour
Start time	8:00AM	Optional Hollay	0.0 Hour
Length	7.5	Sick Leave	10.0 Hour
		Sick-Family ave	0.0 Hour

- From the Type drop-down, select a request type
- Enter a Start Date and End Date
- From the Pay code drop-down list, select a leave type
- Duration will be Hours
- Select a Start Time (you can enter military time or hours as AM or PM)
- Enter a Length* (total hours needed for the day or part of the day. Do NOT enter total time needed. See below.)
- Click Submit when complete
- The system will return to your Request Time Off tab
 *Please note: The Length is the Amount of Time per day. Do NOT enter the total time needed. If the request is for 2 days, enter the hours per day, i.e. 7.5 or 8.0 (not 15.0 or 16.0). Also, the time should not cross over a weekend.
- 3. After you submit the request, it is added to your calendar view. You can click the request to view the details, retract or cancel your request.
- 4. Leave will project into the future and be reflected on leave balances.

Ay Information	Request Time Off								
est Time Off		_							4
		Current Pay	Period 💌 🎟		-	equest Time Off			
L E August 25 - 3	1 2012								
8/2	6/2013	8/26/2013	8/27/2013	8/28/2013	8/29/	013	8/30/2013	8/31/2013	
00AM									
MAN		IOAM - 3:30PM							
MA00	An	nual [7.5 h]							
00AM									
MA00									
00PM									
00PM	Sub	mitted Leave				,			
00PM	Jub	milleu Leave							
OOPM									
00PM									
00PM									
00PM									
				_					
Leave Type	Taken to Date	Current Balance	Projected Accruals	Planned Takings		Projected '	fear-End Balance		
ptional Holiday	0.0	0.0	0.0	0.0					0
loliday Comp	0.0	0.0	0.0	0.0					0
nnual	0.0	675.0	50.0	0.0					/25
ICK-Family Leave	0.0	225.0	0.0	0.0					225
ick Leave	0.0	245.0	50.0	0.0					205
CA LOOVE	0.0	243.0	30.0	0.0					

- **Note:** Icons appear in the left corner of the request so you can track the status of your Request. For example, a green check mark appears if your manager or supervisor has approved your request. An email to alert of the approval will also be received.
- 5. To return to the Time Entry Screen, hover over the Request Time Off tab to see and click on the X.
- 6. Be sure to **Sign Out** before closing the browser!

Examples of leave:

- If you are requesting a week off, Monday 4/21/14–Friday 4/25/14 and you typically work a 7.5 hour day starting at 8:00 am:
 - -Start Date 4/21/14
 -End Date 4/25/14
 -Start Time 8:00 am
 -Length 7.5 hours
 The system will populate 5 days of leave at 7.5 hours per day
- If you are requesting to leave early Thursday 4/24/14 and also be out Friday,4/25/14 and you typically work a 7.5 hour day 8am-12noon and 1pm-4:30pm. In this example, you submit two requests:

–Start Date 4/24/14	–Start Date 4/25/14
–End Date 4/24/14	–End Date 4/25/14
–Start Time 1:00 pm	–Start Time 8:00 am
-Length 3.5 hours	–Length 7.5 hours

 If you will be out on a Friday and Monday, you should also submit two requests since the time spans regular days off.

Retracting (Canceling Leave)

Once leave is submitted, it cannot be changed. It can, however, be retracted and resubmitted if it has not yet been approved. If leave needs to be changed after it is approved, your manager can complete that task.

Step 1: In the Request Time Off calendar, go to the leave you need to retract (cancel) and click on the \rightarrow to bring up an action box (next slide).



Step 2: Click on Retract. This will open up a Retract Time-Off window (next slide).





Once you have retracted the leave request, it will still show in your *Request Time Off* calendar, but when you hover over the request, it will indicate *Retracted*.

Request Tin	ne Off	_		_] 🔅
Curren	t Schedule Per	iod 💌 🛛		, 📖	▥,	Requ	est Time Off	
	October 27,	2013 - Nove	mber 2, 2013					
	10/27/2013	10/28/2013	10/29/2013	10/30/2013	10/31/2013	11/01/2013	11/02/2013	
7:00AM								•
8:00AM								1
9:00AM		Ĭ						
10:00AM								Ц
11:00AM								1
12:00PM								
1:00PM								=
2:00PM								
3:00 PM				3:00PM				
4:00PM				5:00PM				Г
5:00 PM				Re	etracted 3:00PN ck Leave-Family	1 - 5:00PM		
6:00PM								•
				_				-
Le	ave Type	Taken to	Date	Current Balance	ce Proj	ected Accruals	Plann	e

Questions?

If you have questions regarding use of the Kronos application, please submit a question to <u>AskHR</u>http://www.clemson.edu/employment/contact_hr/

-Choose KRONOS when prompted

-Type your question in the My Question / Comment section

-Click on Submit. Your question will be answered as quickly as possible.

My Q	uestion /	Comment	is	About:	

Kronos	•
My Question / Comment:	
I need help with	
Submit	

*Clemson Human Resources Service Center (HRSC) has <u>Kronos FAQs</u> located under Current Faculty/Staff then Payroll: http://www.clemson.edu/employment/hrsc/faq/.