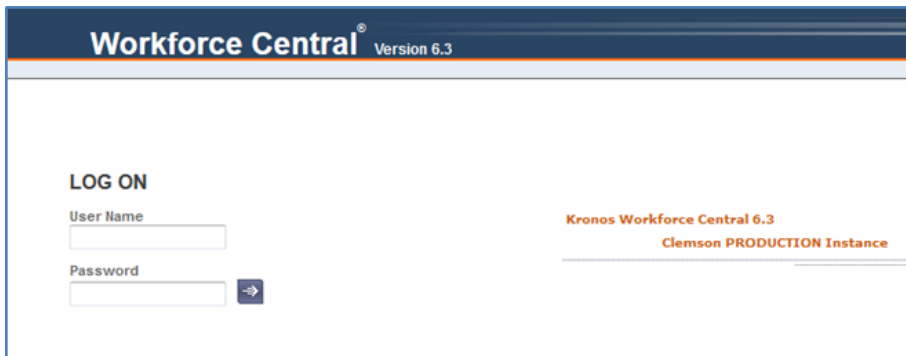


# A Beginner's Guide to Kronos

## 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.

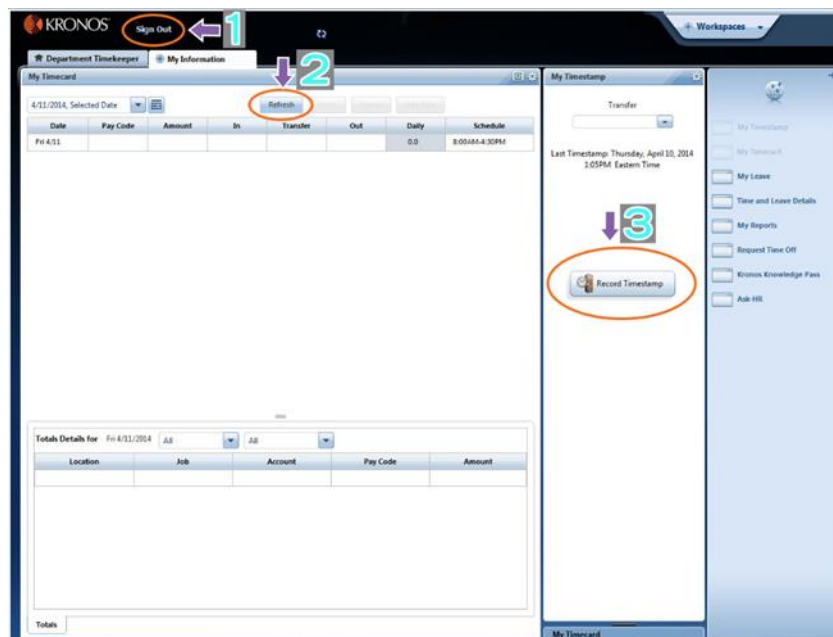
Log in to Kronos using your Clemson username and password: <https://kronos.clemson.edu/wfc/navigator/logon>



### 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.**



## Requesting Time Off:

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

1. 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.

Accrual	Balance
Annual	10.0 Hour
FMLA	0.0 Hour
Holiday Comp	0.0 Hour
Optional Holiday	0.0 Hour
Sick Leave	10.0 Hour
Sick-Family Leave	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.

Leave Type	Taken to Date	Current Balance	Projected Accruals	Planned Takings	Projected Year-End Balance
Optional Holiday	0.0	0.0	0.0	0.0	0.0
Holiday Comp	0.0	0.0	0.0	0.0	0.0
Annual	0.0	675.0	50.0	0.0	725.0
Sick-Family Leave	0.0	225.0	0.0	0.0	225.0
FMLA	0.0	0.0	0.0	0.0	0.0
Sick Leave	0.0	245.0	50.0	0.0	295.0

**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:

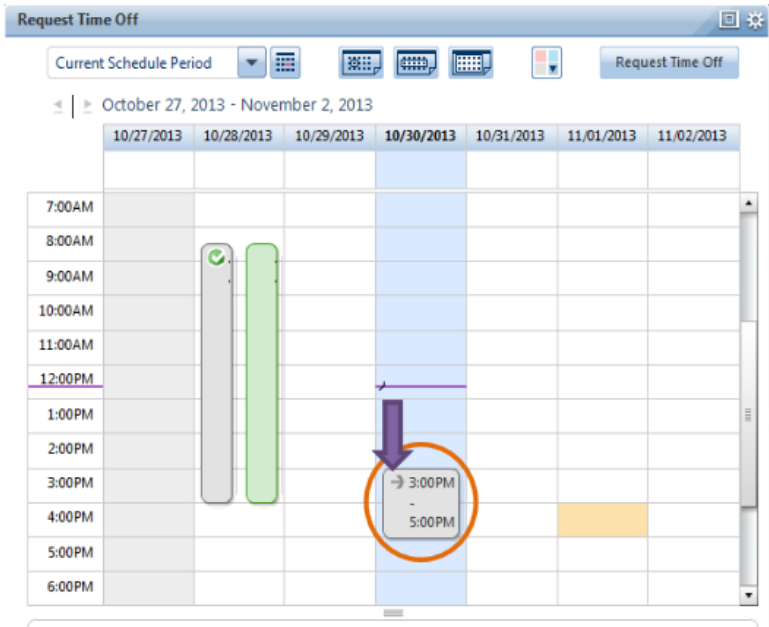
- If you are requesting a week off, Monday 4/21/14–Friday 4/25/14 and you typically work a 7.5 hour day starting at 8:00 am:
  - Start Date 4/21/14
  - End Date 4/25/14
  - Start Time 8:00 am
  - Length 7.5 hours
  - The system will populate 5 days of leave at 7.5 hours per day
  
- If you are requesting 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:
 

<ul style="list-style-type: none"> <li>–Start Date 4/24/14</li> <li>–End Date 4/24/14</li> <li>–Start Time 1:00 pm</li> <li>–Length 3.5 hours</li> </ul>		<ul style="list-style-type: none"> <li>–Start Date 4/25/14</li> <li>–End Date 4/25/14</li> <li>–Start Time 8:00 am</li> <li>–Length 7.5 hours</li> </ul>
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- If you will be out on a Friday and Monday, you should also submit two requests since the time spans regular days off.

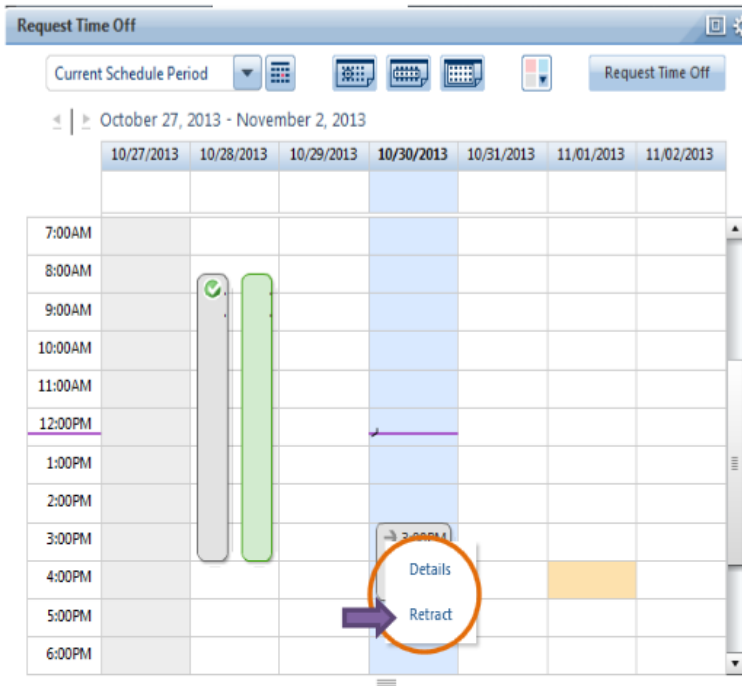
## Retracting (Canceling Leave)

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 → to bring up an action box (next slide).



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



**Step 3:** Click on Submit.

The screenshot shows the 'Request Time Off' application window. The main calendar displays a request for Sick Leave-Family on 10/30/2013 from 3:00PM to 5:00PM. A 'Retract Time-Off Request' dialog box is open, showing the request details: Submitted 10/30/2013-12:38:48PM, Modified by [redacted], Type Request for Time Off, Pay code Sick Leave-Family, Start date 10/30/2013, End date 10/30/2013, Duration Hours, Start time 3:00PM, Length 2.0 h. The 'Submit' button in the dialog is circled in orange, and a blue arrow points to it.

Leave Type	Taken to Date	Current Balance
Optional Holiday	0.0	0.0
Annual	15.0	417.33

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*.

The screenshot shows the 'Request Time Off' application window. The main calendar displays a request for Sick Leave-Family on 10/30/2013 from 3:00PM to 5:00PM. A tooltip is visible over the request, indicating it is retracted: 'Retracted 3:00PM - 5:00PM Sick Leave-Family (2.0 h)'. The calendar also shows a green checkmark on 10/28/2013.

Leave Type	Taken to Date	Current Balance	Projected Accruals	Planner
Optional Holiday	0.0	0.0		
Annual	15.0	417.33		

## Questions?

If you have questions regarding use of the Kronos application, please submit a question to [AskHR-  
http://www.clemson.edu/employment/contact\\_hr/](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 Question / Comment is About:

Kronos

My Question / Comment:

I need help with....

Submit

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