Managers:
Requesting Time Off
Managing Time Off Requests
Logging on

Log in using your Clemson Primary* Username and Password.
URL: https://clemson.kronos.net
(*To determine your Primary Username, go to http://whoami.clemson.edu/ and login with any Clemson Username)
**Kronos Terms**

- **Workspace** – page view to accomplish business process
- **Workspace tab** – multiple business processes open
- **Workspace carousel** – access point for employee with more than one role
- **Related Items Pane** – list of actions (widgets)
- **Widget** – task oriented function
- **Schedule period** – Clemson University official work week is Sunday through Saturday
- **Refresh** – updates Kronos workspace
Manager View to Request Time Off

- If you manage employees, your “home page” view will be that of a manager.
- To enter a time off request, go to the Workspaces carousel and click on the down arrow to go to “My Information”.
Click on My Information, which will open a new workspaces tab as shown below.
Manager View to Request Time Off

- Click on Request Time Off. A Request Time Off box will pop-up (next slide).
Entering the Leave Request Details

- From the Type drop-down, no action is necessary unless requesting time off without pay.
- 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 (next slide).

* VERY IMPORTANT CHANGE!!! 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. Examples can be found on slide 8.
Examples

- If you are requesting a week off, Monday 9/14/15 – Friday 9/18/15 and you typically work a 7.5 hour day starting at 8:00 am.
  - Start Date 9/14/15, End Date 9/18/15, 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 9/17/15 and also be out Friday 9/18/15 and you typically work a 7.5 hour day 8am-12noon and 1pm-4:30pm. In this example, you submit two requests.
  - Start Date 9/17/15, End Date 9/17/15, Start Time 1:00 pm, Length 3.5 hours
  - Start Date 9/18/15, End Date 9/18/15, Start Time 8:00 am, 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.

- If you have a work schedule that crosses midnight, you must submit a separate leave request for each portion of a 24 hour day.

- Payroll **REQUIRES** that any leave taken during the pay period be entered **BY THE END** of the pay period.
Submitted Leave

After you submit the request, it is added to your calendar view. You can click the request to view the details, and if needed, to retract (cancel) your request.

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.
Submitted Leave

• An e-mail will go to your leave approver when your leave request is submitted.
• Employee receives an email when your leave approver has taken action to approve or refuse the leave request.
Retracting Leave

- Once leave is submitted details of the leave cannot be changed (hours, date, type).
- You may retract leave that has not been approved.
- In the Request Time Off calendar, hover on leave request and click on the arrow to bring up action options.
- Click retract.
Retracting Leave

- Retract Time Off Request box opens.
- Click submit to retract.
Retracting Leave

- Retracted leave is indicated by “X” in left corner.
- Retracted leave remains in your Kronos schedule period for audit trail purposes only.

- An employee cannot retract approved leave. Only a leave approver or manager can change leave that has been approved.
Managing Time Off Requests

• Alert advises manager of pending leave requests.

• Click Manage Time Off Requests widget.
Managing Time Off Requests

• Current schedule period is the default; use drop down box to change to pay period or calendar to extend time period.

• Highlight employee by clicking on name and select desired action.

• If you prefer to review employee leave record before taking action click Request Time Off button.
Managing Time Off Requests

- Select employee to review from employee drop down box.
- Employee leave record is displayed.

Click cancel to return to action view.
Managing Time Off Requests

- Highlight an employee. Click on desired action (approve or refuse). A pop up box will appear. Select action in box.

Continue taking action until all alerts are cleared.
Important Manager/Approver Kronos Responsibilities

• Best practice is to take action (approve or refuse) on leave requests daily.
• It is **required** that action on all leave requests for the pay period be completed by the 1\textsuperscript{st} and the 16\textsuperscript{th} of each month.
• **You** are responsible for entering any leave your employees failed to enter during the pay period.
  – For employees with timesheets, any leave on a timesheet must be in Kronos.
  – For employees not required to track time, you must make certain all leave has been recorded in Kronos.
• When you are done, be sure to **Sign Out** before closing your browser!
Other Information

- URL links:
  - Bookmark the Kronos link as it is sent (not after you log-in)
  - You can also create a Shortcut on your desktop for easy log-in
  - Training documents can be found at: http://www.clemson.edu/employment/payroll/kronos/index.html

- You can use the Kronos application from an off-campus computer without a VPN connection.
Questions

• If you have questions regarding use of the Kronos application, please submit a question to Ask-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.