Basics of KRONOS Timekeeping for Supervisors
Managers should complete the following actions in Kronos:

### ON A DAILY BASIS
- Review and take action on employee exceptions
- Add missing punches
- Handle unexpected absences and missed time
- Approve/Deny Requests for Time Off

### ON A WEEKLY BASIS
- Review and take action on employee exceptions
- Midweek review for potential overtime
- Approve/Deny Requests for Time Off

### ON A PAY-PERIOD BASIS
- Ensure all Requests for Time Off for the previous pay period have been submitted and approved
- Review and approve timecards for both exempt and nonexempt employees
Basics of Timekeeping

- Employee punches in and out
- Supervisor reviews employee timecard
- Supervisor performs timecard edits as needed
- Supervisor reviews timecard for comp time and changes to overtime, if applicable
- Supervisor approves the timecard

Additional Information:
- The official Clemson University workweek (Kronos Schedule Period) is Sunday – Saturday.
- Pay periods are 1 – 15th and 16th – Last Day of the Month.
Basics of Requests for Time Off

- Employee requests time off
- Supervisor approves or denies the request for time off
- If the request is approved, the time is added to the employee’s schedule and timecard automatically
- Employee can retract a submitted request or cancel an approved request if it is within the current pay period
  - Supervisor approves or denies the employee’s retraction or cancellation 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)
As a supervisor, the Kronos home page defaults to Manage Exceptions

- Manage Exceptions provides a listing of your direct reports, based on the current pay period, with columns built in to show exceptions.
Common Exceptions to Timekeeping

**Missed Punch**
- Kronos system recognizes an *In Punch* but not an *Out Punch*.
- A missed punch exception will be represented by a solid red box on the employee’s timecard.
- These exceptions MUST be cleared for the employee to be paid accurately.

**Unexcused Absence**
- For an employee with a schedule, the system recognizes when there is no punch for a scheduled day.
- This could be due to the employee having to work off-site or if the employee is out for the day.
- An unexcused absence exception will be represented by a red highlighted date on the employee’s timecard.
- These exceptions MUST be cleared by either having time entered, if worked, or a Request for Time Off submitted, if absent.
Common Exceptions to Timekeeping

**Punch Exceptions**

- For an employee with a schedule, the system recognizes an *Early/Late In Punch* or an *Early/Late Out Punch*.
- A punch exception will be represented by a red highlighted punch time on the employee’s timecard.
- *These exceptions do not have to be cleared, but are visual indicators to the manager of early or late arrival.*

**Unscheduled Punch**

- For an employee with a schedule, the system recognizes work logged on an unscheduled day.
- An unscheduled punch exception will be represented by a red highlighted date on the employee’s timecard.
- *These exceptions do not have to be cleared, but are visual indicators to the supervisor of time worked on an unscheduled day.*
Common Exceptions to Timekeeping

Long Interval

- For an employee with a schedule, the system recognizes when 10 hours occur between an In Punch and Out Punch.
- Sometimes this is the result of a missed punch, for example, not logging out for lunch.
- A long interval exception will be represented by a red highlighted In Punch and Out Punch time on employee’s timecard.
- *These exceptions should be reviewed for accuracy.*
Navigating to an Exception

To manage or review an exception:
- Navigate to each employee’s individual exceptions by highlighting the employee’s name.
- Click View Details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Missed Punches</th>
<th>Unex Absences</th>
<th>Punch Exceptions</th>
<th>Unscheduled</th>
<th>Long Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duck, Donald</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duck, Daisy</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Mouse, Mickey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

View Details (1)
It is important to make note of the visual indicators, as well as the action boxes along the bottom of the page.
Example: Employee forgot to punch out when they left for lunch.

- As indicated by the yellow dialogue box, a supervisor can add the employee’s Out Punch.

1. Double-click the Out Punch cell and input the time (AM/PM or Military Time)

2. Input Out Punch Time

3. Click Save
Exception 2: Unexcused Absence

Example: Employee was unable to **Punch In** and **Punch Out** for the day.

- As indicated by the yellow dialogue box, this employee has an **Unexcused Absence**. This indicates the employee is normally scheduled to work.
- As a supervisor, you should obtain the employee’s **In Punch** and **Out Punch** times to input for the day.

**Note:** For example, if the employee is out sick, the employee is responsible for submitting **Request for Time Off** after returning to work.
Exception 2: Unexcused Absence (Continued)

Add the Punch In time (AM/PM or Military Time)

Add the Punch Out time (AM/PM or Military Time)
Exception 3: Punch Exception – Early In Punch

Example: Employee arrived to work earlier than 8:00 a.m.

- As indicated by the yellow dialogue box, this employee’s In Punch time is earlier than a scheduled start time of 8:00am.
- Supervisor can Mark as Reviewed to acknowledge the exception.

Once complete, the exception will change to GREEN.
Exception 3: Punch Exception - Late In Punch

Example: Employee arrived to work later than 8:00 a.m.

- As indicated by the yellow dialogue box, this employee’s In Punch is later than the scheduled start time of 8:00 a.m.
- Supervisor can Mark as Reviewed to acknowledge the exception.

Once complete, the exception will change to GREEN
Exception 4: Unscheduled Punch Exception

Example: Employee arrived to work on an unscheduled work day.

- As indicated by the yellow dialogue box, this employee’s In Punch is logged on an unscheduled day.
- Supervisor can Mark as Reviewed to acknowledge the exception.

Once marked as reviewed, the exception will change to GREEN.
Exception 5: Long Interval

Example: Employee forgot to **Punch In** and **Punch Out** for lunch.

- As indicated by the yellow dialogue box, the duration of time between the employee’s **In Punch** and **Out Punch** is a longer interval of time than scheduled.
- The supervisor can record the **In Punch** and **Out Punch** for the employee’s lunch break.

![Diagram showing punch-in and punch-out times with a long interval highlighted.]

1. Click **Add Punch** at the bottom of the page.
Exception 5: Long Interval (Continued)

• The screen will look then like this:

You will be directed to the Add Punch box, as shown on the left.
Screen view *after* the supervisor clicks **Save**.

1. Click **Add Out Punch**
2. Click **Save** to accept the edit
3. Click **Summary** to return to your employee listing
When a supervisor first returns to the listing of direct reports, exceptions will still be visible. Click Refresh.

As the exceptions for each employee are cleared, the employee’s name moves to the bottom of the Manage Exceptions listing:

<table>
<thead>
<tr>
<th>Name</th>
<th>Missed Punches</th>
<th>Unex Absences</th>
<th>Punch Exceptions</th>
<th>Unscheduled</th>
<th>Long Interval</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duck, Daisy</td>
<td>1</td>
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<td>1</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Mouse, Mickey</td>
<td>2</td>
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<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Duck, Donald</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
Reviewing for Potential Overtime

• A supervisor can review current schedule period hour totals of each direct report to review potential overtime projections for the workweek.
• Navigate to Pay Period Totals.
Reviewing for Potential Overtime (Continued)

- Ensure the Time Period in review for overtime is the Current Schedule Period.

![Diagram of time period selection in Kronos system]

2. Select the Current Schedule Period.
3. Preview the employee's timecard.
4. Approve timecards for selected employees.
5. Select actions for timecard processing.
6. Click on timecard to view details.
Reviewing for Potential Overtime (Continued)

- Employee 1 of 3 Timecard provided below.
- As of Thursday, employee is at 34.75 hours. This leaves 2.75 hours available work time to reach the minimal 37.5 hour limit and 5.25 hours before the employee reaches an overtime situation.

![Timecard](image)

**Note:** All overtime must be preapproved by the VP/Dean of your area.
At the end of each pay period, supervisors are expected to approve all timecards for direct reports.

- 1st of each month for time worked from 16th – Last day of month
- 16th of each month for time worked from 1st – 15th

In the Related Item pane, go to Timecard Approval.
Timecard Approval Widget

• Timecard Approval is a widget
  – It is a multi-step workflow to ensure the pay period for a supervisor’s direct reports are cleared and ready for approval.

• The steps are:
  – Step One: Manage Exceptions
  – Step Two: Manage Requests
  – Step Three: Review Totals
  – Step Four: Approve Timecards
  – Step Five: Group Edit Results
Step One: Manage Exceptions (Final Review)

- Clear-up last minute exceptions.
- Click **Next** to move to a final review of **Manage Requests**.
Step Two: Manage Requests (Final Review)

- Clear-up last minute Requests for Time Off that have not yet been approved.
- Click Next to move to Final Review of Totals.
Step Three: Review Totals

- Review previous pay period totals.
- Go to individual employee timecards to Review Details.
- Click Next to move to next processing step.

Note: To view an individual employee timecard, highlight the employee and click on Timecard.
Step Four: Approve Timecard

1. Select the timecards to approve.
2. Process Employee Totals.
3. Approve or remove approval for each timecard.
4. Confirm approval.
5. Proceed to the next page.
Step Five: **Group Edit Results**

- Receive confirmation of completed and successful timecard approvals.
- Click **Next**.

* Should there be a problem, please contact your Kronos Specialist for assistance

No action is needed on the **Run Reports** tab.
- Click **Clear**.
  - By doing this, the Timecard Approval widget is re-set to start at the Manage Exceptions step at the end of next pay period.
Signing out

• Remember to **Sign Out** before closing your browser.
• The URL link:
  – Bookmark the link as it is sent (not after you log-in)
  – You can also create a Shortcut on your desktop for easy log-in

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