Logging into Kronos, Recording Timestamp and Signing Out – Employee Navigation
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)
Recording Time Stamp

1. Click on Record Timestamp button (if this is not what your screen looks like, see next slide)
2. Click on Refresh to see the time entry in the My Timecard workspace
3. Sign out
4. Repeat to Steps 1 – 3 when you leave for lunch, return from lunch, and leave for the day
If you are required to enter a timesheet and you also manage employees, your “home page” view will be that of a manager.

To enter your time, go to the Workspace carousel and click on the down arrow to go to “My Information”.

Click on My Information, which will open a new tab as shown below. Once on that tab, you can enter your Timestamp as shown on the previous slide.
Remember - When you are done, be sure to **Sign Out** before closing your browser!
Other Information

• 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.

My Question / Comment is About:
Kronos

My Question / Comment:
I need help with....

Submit