Requesting Time Off: Employee Navigation Salaried Non-Exempt
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
If you are an employee who records time worked on a time sheet, your home screen will show the My Timecard view. For now, you will continue to use your current method to record time. To start a leave request, click on Request Time Off.
A new workspace tab opens. 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 7.*
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 the 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.
Signing out

When you are done, be sure to Sign Out before closing your browser!
Other Information

• URL links:
  – 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
  – 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.