Requesting Time Off: Employee Navigation Salaried Non-Exempt
Logging on

Log in using your Clemson Primary* Username and Password.
URL:  [https://kronos.clemson.edu/wfc/navigator/logon](https://kronos.clemson.edu/wfc/navigator/logon)

(*To determine your Primary Username, go to [http://whoami.clemson.edu/](http://whoami.clemson.edu/) and login with any Clemson Username)
As an employee subject to keep time, your home screen will show the Record Timestamp view. To start a leave request, click on Request Time Off. You will have a new window appear as shown on slide 5. (If this is not what your screen looks like, see next slide)
If you manage employees, your “home page” view will be that of a manager. To enter a time off request, 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 start your Request for Time Off as shown on the previous slide.
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, 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 (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 page 9.
Submitted Leave

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.

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.
To return to the Time Entry Screen, hover over the Request Time Off tab to see and click on the X.

You will then return to your Kronos Home Page, where you can enter your timestamp to clock in and out (or to your Manager page if applicable).
Signing out

When you are done, be sure to **Sign Out** before closing your browser!
Examples

• If you are requesting a week off, Monday 8/12/13 – Friday 8/16/13 and you typically work a 7.5 hour day starting at 8:00 am:
  – Start Date 8/12/13
  – End Date 8/16/13
  – 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 8/15/13 and also be out Friday 8/16/13 and you typically work a 7.5 hour day 8am-12noon and 1pm-4:30pm. In this example, you submit two requests.
  – Start Date 8/15/13, End Date 8/15/13, Start Time 1:00 pm, Length 3.5 hours
  – Start Date 8/16/13, End Date 8/16/13, 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.
• 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
• You can use the Kronos application from an off-campus computer with a VPN connection.
  – If you have never connected with VPN, you can find more information at VPN Information.
• Leave Accruals will now project into the future. Additional tutorials will be made available in the near future on viewing your leave balances in the Kronos system.
• An e-mail will go to your supervisor and to you upon approval
• 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.