Responsibilities for Assistant Timekeepers

Who: Timekeepers who typically prep Kronos with-in a department or a division, to be reviewed by a Lead/Advanced Timekeeper.

Why: It's the law
- The **Fair Labor Standards Act (FLSA)** requires nonexempt employees to track time worked so the time recorded is complete and accurate. [FSLA Timekeeping Factsheet](#)
- To ensure nonexempt employees are accurately compensated for their time worked, eligible paid leave time and paid holiday time.

Your Responsibilities

Monitor timecards on Monday each week

- Monitor the prior week's timecards and follow up with employees and supervisors to ensure:
  - Employees and supervisors have fulfilled their responsibilities
  - Missed punches and unexcused absences have been addressed
  - Manage employee requests for timecard edits, specifically add/change/delete punches
  - Time off requests have been addressed and are no longer in 'submitted' status
  - Salaried nonexempt employees have met their weekly standard hours either through time worked, requested time off or leave without pay

Manage leave and review timecards at the end of each pay period

- Review pending leave to ensure all leave is approved.
- For salaried non-exempt employees who have less than a 37.5-hour workweek, advise the Lead Timekeeper that straight time pay should be issued for any hours worked over the standard hours
- Monitor timecards to ensure all timecards are approved
- All timecards must be approved **by 4:30 p. m. on the 1st and 16th of** the month for the prior pay period

What not to do:

- You should not approve timecards on behalf of a supervisor without a direct request, in writing, to do so. This should be an exception and not the norm.

Additional tasks as requested:

- Ensure new employees know how to use Kronos for time and leave entries.
- Ensure new supervisors know how to use Kronos to manage and approve time and leave.
- Add, change, and delete employee punches
- Make transfers in timecards
- Access and run reports
- Add a schedule for an employee
- Add a shift schedule for an employee

- Any special requests or changes must be made in writing via email. All emails should be saved as a backup.

Best Practices:

- Direct employees to their supervisor for timecard edits.
- Direct employees to retract or cancel time off requests if a change is necessary, as opposed to making the change for the employee
- Save email documentation for all change requests.

The Kronos team will monitor your areas to ensure compliance with the above tasks.

If you need to brush-up on your training in order to perform the tasks above, please go to Kronos Training to utilize the Job Aids under Supervisor Training / Time and Leave. You may also register for the web-based training to see all the modules available.

For questions, please contact Kronos@clemson.edu.

Additional guidance can be found in these related Policies and Procedures:

- International Student Workers Policy
- Leave policies – various
- Non-Compliance of Student Worker Policies
- Nonexempt Employee Timekeeping Policy
- Regular (FTE) Part-Time and Temporary Staff Policy
- Regular (FTE) Part-Time and Temporary Teaching Faculty and Staff Policy
- Unauthorized Absence Policy
- Unauthorized Work Policy
- Workweek Policy