

Q. Are there resource links that can help me to track my time and to request leave?

[Kronos Log In](#)

[Kronos Mobile App Install](#)

[Kronos Mobile for Employees](#)

[Kronos Mobile for Supervisors](#)

[Time Off Requests for Employees](#)

[Kronos Mobile Time Off Requests](#)

[Salaried Exempt ON PREMISE job aid](#)

[Salaried Non-Exempt ON PREMISE job aid](#)

[Hourly Employee ON PREMISE job aid](#)

[hCOVID-19 Leave Codes](#)

Frequently Asked Questions – Recording Work Time

Q. I am Fire/EMS, a police officer or facilities custodian who is working. What happens to my time?

Your work time will automatically default to 'On Premise' each day.

Q. I am a salaried exempt employee. Why do I have to track/enter my time each day?

You may not need to. Only those exempt employees who are working from a Clemson University facility during the COVID-19 period need to track their time in Kronos by placing their work time in as 'COVID 19 on premise.' Refer to the [Salaried On Premise Job Aid](#) for guidance. You can prepopulate your time for the whole workweek or pay period and adjust time if you need to take leave. The times may be estimates and will not be used for compensation purposes.

If you do need to take leave, you will enter that leave into Kronos the usual way but consider if you need to use a special [COVID 19 leave code](#).

For those employees who do not enter anything into Kronos, Clemson will report to the state they are working remotely.

Q. I am a salaried nonexempt employee. Did anything change for me?

There's been a slight change to your typical way of tracking your time. Most everyone is working remotely, and all you have to do is use the COVID 19 Remote category to track your time in your project view of your Kronos timecard.

If you take leave or are working from a Clemson University facility, you have a noon deadline that day to track your time using the COVID 19 On Premise category or enter leave into Kronos the usual way. Consider if you need to use a special [COVID 19 leave code](#). Refer to the [Salaried Non-Exempt On Premise Job Aid](#). You can prepopulate your time for the whole workweek or pay period and adjust time if you need to take leave.

Q. I am an hourly non-student employee. Did anything change for me?

Most everyone is working remotely, so maybe not. If you take no action except to follow your typical reporting, all your work time worked will be reported as remote.

If, however, you take leave or are working from a Clemson University facility, you have a noon deadline that day to submit your leave or log your 'On Premise' work time from a computer, a mobile device or a timeclock. Refer to the [Hourly Employee On Premise Job Aid](#).

Q. I am an hourly student employee. Did anything change for me?

Most everyone is working remotely, so maybe not. If you take no action except to follow your typical reporting, all your work time worked will be reported as remote.

If, however, you are working from a Clemson University facility, you have a noon deadline that day to log your 'On Premise' work time into a computer, a mobile device or a timeclock. Refer to the [Hourly Employee On Premise Job Aid](#).

Q. I am an Intermittent employee. Did anything change for me?

No, follow your normal timekeeping processes.

Q. I am a Graduate Assistant. Did anything change for me?

No, continue to use Time Capture to track your hours.

Q. Why do I need to do this action by noon?

This is a state requirement for state agencies. Clemson must report employee work locations every day by 4 p.m.

Q. How do I know if I am an COVID-19 On Premise employee?

If you are required to report to a Clemson University facility by your supervisor or University official, use the COVID 19 On Premise work code.

Frequently Asked Questions – Time Off Requests / Leave

Q. Can I use a combination of work time and leave?

Yes. Submit leave for the time you need off to work part of a day.

Q. Why do we need new leave codes?

COVID-19 related leave codes aid Clemson and the state of South Carolina tracking the effects of the pandemic.

Q. Why do I need to do this action by noon?

This is a state requirement for state agencies. Clemson must report employee work locations every day by 4 p.m.

Q. Where do I enter these codes? Will there be instructions?

[COVID-19-specific leave codes](#) will be used in Kronos. Refer to further guidance sent by Inside Clemson on March 25, 2020.

Q. Can I log that I am working remotely for the week, or do I log in this fact each day?

Clemson assumes you are working remotely, so the university will report you as working remotely unless you take action by noon daily to report the time as 'On Premise' or you submit a time-off request.

Q. What do I do if I am taking annual leave, sick Leave or grant personal leave?

Use the regular leave codes in the event you are taking normal annual leave, sick leave or grant personal leave not related to COVID-19. Use [COVID-19-specific leave codes](#) when the leave is related to COVID-19.

Q. Is there a special leave code I should use during COVID?

Yes, use the [COVID-19-specific leave codes](#). Note: any C19 leave will pull from your existing leave balance. For example, if you choose C19 – Annual, you will be using your annual leave.

In response to COVID-19, you are able to use C19 Annual, C19 Sick leave and C19 Grant Personal (for grant employees).

If you are eligible for sick leave but don't have enough, you may go into the negative for up to 15 days and your future monthly sick leave accruals will be used to pay back your negative balance.

Q. What happens with leave I've already requested?

At this time, you do not need to change future dated leave if you plan to take it. It's always the case that you can cancel/retract future dated leave. The [Time Off Requests for Employees](#) job aid can help.

Q. Does my supervisor need to approve my leave or can I just enter leave during COVID?

Communicate with your supervisor your intention to use leave during this COVID-19 related period of modified operations.

Q. What codes do I use if my leave is associated with the Families First Coronavirus Response Act?

Leave associated with the Families First Coronavirus Response Act will be recorded based on codes released on April 2, 2020 (the day the Act goes into effect). More information on appropriate use of those codes will be communicated at that time.

Q. What do I do if I use a paper timesheet or AIM?

Continue to record your time in the same manner.

Q. What do I do if I need additional guidance?

Contact [ASK-HR](#).