

Kronos 8.1 Quick Reference Guide

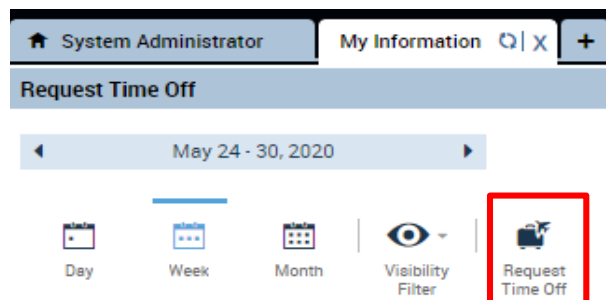
Clemson University has upgraded our Kronos system to be compliant with operating in a Flash-free environment. The login link is still **clemson.kronos.net**. Employees will still login with the same username and password. Most changes were minimal, but this Quick Reference guide will help you navigate the upgraded system.

Request Time Off

Before:



NEW:



Kronos 8.1 Quick Reference Guide

Request Time Off

Before:

Request Time Off

Type: 00- C19 Annual Leave

Start date: 5/27/2020

End date: 5/27/2020

Duration: Hours

Start time:

Length:

Accruals on: 5/27/2020

| Accrual | Balance |
|----------------------|-------------|
| Accrual Pool | 0:00 Hour |
| Annual | 406:12 Hour |
| Annual Leave Pool Re | 0:00 Hour |
| Emergency Sick Leave | 75:00 Hour |
| FMLA | 450:00 Hour |
| Holiday Comp | 0:00 Hour |
| Military | 0:00 Hour |

Buttons: Draft, Submit, Cancel

NEW:

Request Time Off

Type: 00- Annual Leave

| Start date | End date | Time Unit | Start time | Daily Amount |
|------------|-----------|-----------|------------|--------------|
| 5/27/2020 | 5/27/2020 | Hours | 8:00AM | 0:00 |

Accruals on: 5/27/2020

| Accrual | Balance |
|----------------------------|-------------|
| Annual | 388:57 Hour |
| Annual Leave Pool Received | 0:00 Hour |
| FMLA | 450:00 Hour |

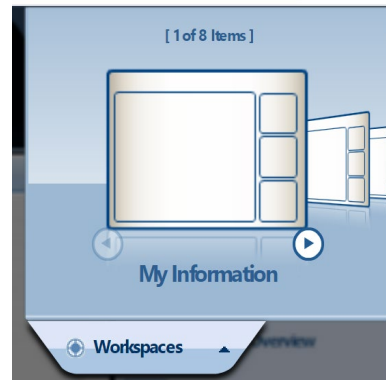
Buttons: Cancel, Submit

- Duration is now called Time Unit
- Length is now called Daily Amount
- The Submit button location has changed

Kronos 8.1 Quick Reference Guide

Supervisors and Timekeepers: Getting to Request Time Off for Yourself

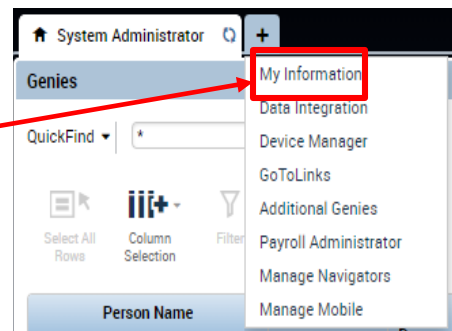
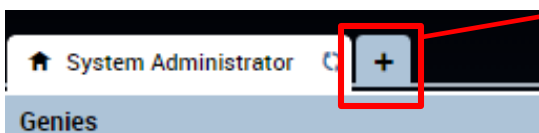
Before, you would go to the Workspace carousel in the top right and click on My Information



NEW:

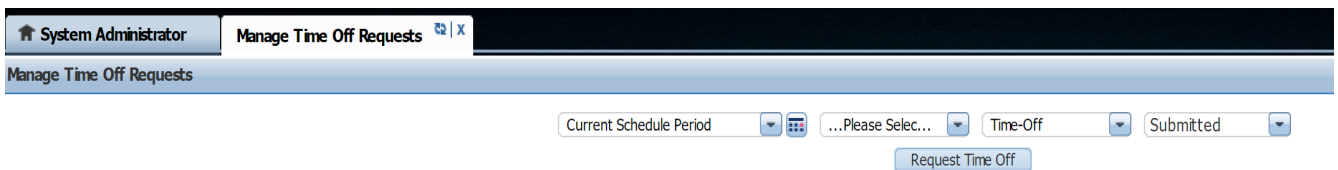
Beside your Role Tab, click the + sign to open available options

Choose My Information



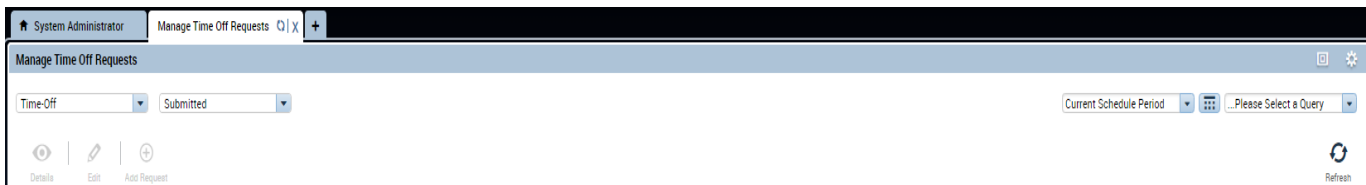
Supervisors and Timekeepers: Managing Time Off Requests

Before:



NEW:

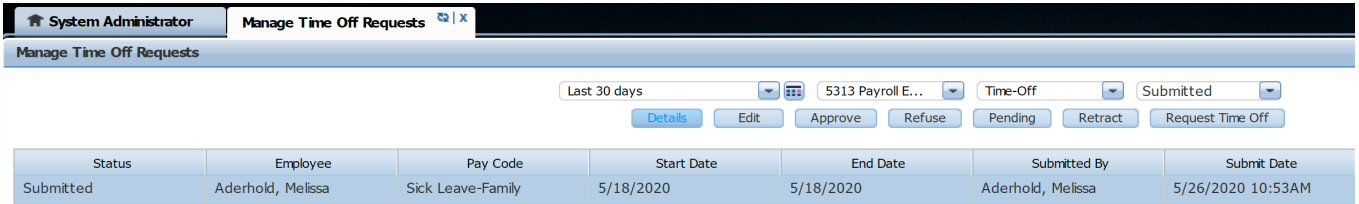
The "Time Off" and "Submitted" boxes are on the far left and the "Date Range" and "...Please Select a Query" boxes have moved to the far right



Kronos 8.1 Quick Reference Guide

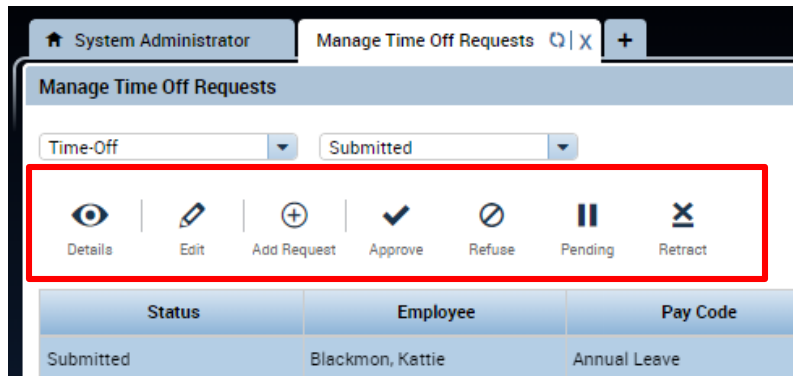
Before:

After selecting an employee, the options to manage the request were buttons in the center of the screen



NEW:

The buttons are now icons and are located to the far left



Kronos 8.1 Quick Reference Guide

Approving the Request for Time Off: Visual Comparison

Before:

Approve Time-Off Request

Submitted 5/26/2020-10:53:45AM
Modified by norton5

Employee Aderhold, Melissa

Requested

| | | | |
|------------|-----------------------|----------|-----------|
| Type | 01- Sick Leave Family | | |
| Start Date | 5/18/2020 | End Date | 5/18/2020 |
| Duration | Hours | | |
| Start Time | 12:30PM | Length | 3:00 h |

Comments

Notes (Optional)

Approve Cancel

NEW:

Approve Time-Off Request

Submitted: 5/26/2020 - 1:24:36PM
Modified by: kattieb

Employee: Blackmon, Kattie Type: 00- Annual Leave

| Start date | End date | Time Unit | Start time | Daily Amount |
|------------|-----------|-----------|------------|--------------|
| 5/26/2020 | 5/26/2020 | Hours | 8:00AM | 7:30 |

Accruals on: 5/26/2020

| Accrual | Balance |
|----------------------------|------------|
| Accrual Pool | 0:00 Hour |
| Annual | 91:00 Hour |
| Annual Leave Pool Received | 0:00 Hour |

Status History

Submitted: 5/26/2020 - 1:24:36PM
kattieb

Comments (0)

Select Comment

Type a note (optional)

Cancel Approve