# Time Off Requests for Employees (computer)

## Log into Kronos

**1** **Double click** the browser icon. Browser options to include: Chrome, Firefox, Internet Explorer and Safari.

Google Chrome    Mozilla Firefox

**Recommended**

**2** **Click** the Address field and enter Clemson.kronos.net.

clemson.kronos.net
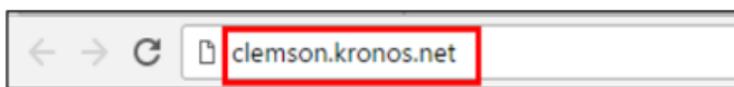
**3** **Enter** your Clemson log in or user name in the User Name field and your Clemson password in the Password field.

**KRONOS®**

User Name

Password

**4** **Click** the arrow or press enter on the keyboard to login.

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**After you input your Time Off Request, remember to log out of Kronos.**

**1** On the far right of the Kronos screen, click Sign Out.

Your Name
Sign Out

**2** Click the "X" to close browser

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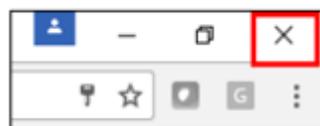
## Access Time Off Widget - Employees

**1** **Click** the Gear icon in the title bar of the Request Time Off Widget and **select** Pop-out to activate the widget.
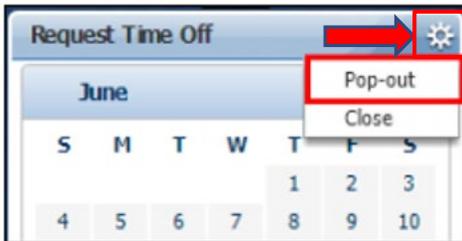
**2** **Click** the Request Time Off button.

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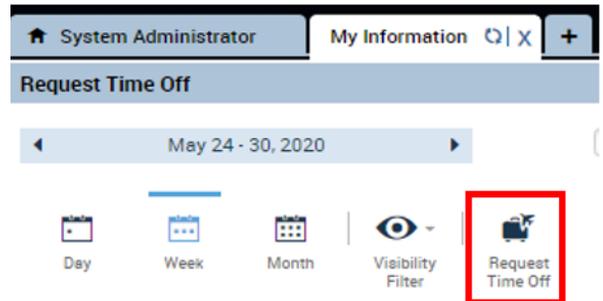
## Access Time Off Widget - Supervisors

**1** Beside your Role tab, **click** the + sign to open available options. **Choose** My Information.
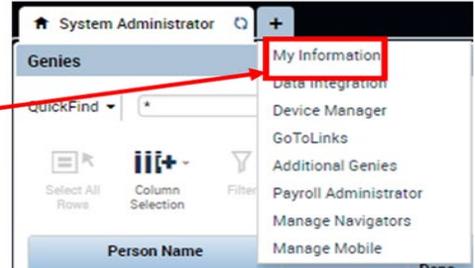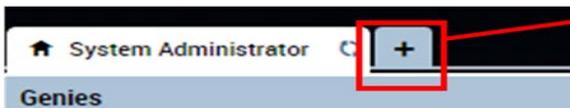
**2** **Click** the Gear icon in the title bar of the Request Time Off Widget (on the right-hand side of the screen) and **select** Pop-out to activate the widget.

**3** **Click** the Request Time Off button.

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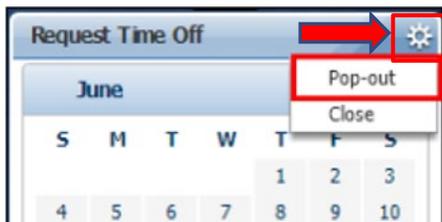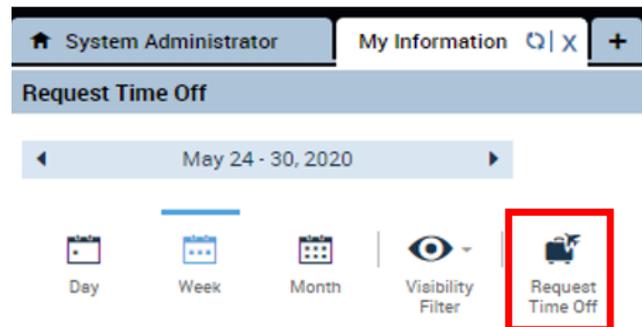
## Requesting Time Off

**1** In Type, Mandatory Furlough will be pre-populated. (If other leave is being requested, click the drop-down arrow and scroll to the leave type needed.)

**Request Time Off**

Type: 000-Mandatory Furlough

| | | Start date | End date | Time Unit | |
|---|---|---|---|---|---|
| + | × | 9/01/2020 | 9/01/2020 | Hours | 8:00/ |

Accruals on: 9/01/2020

| Accrual | |
|---|---|

**2** **Input** Start Date.

**Request Time Off**

Type: 000-Mandatory Furlough

| | | Start date | End date | Tim |
|---|---|---|---|---|
| + | × | 9/01/2020 | 9/01/2020 | H |

Accruals on: 9/01/2020

**3** **Input** End Date.

**Request Time Off**

Type: 000-Mandatory Furlough

| | | Start date | End date | Tim |
|---|---|---|---|---|
| + | × | 9/01/2020 | 9/01/2020 | H |

Accruals on: 9/01/2020

**4** For Start Time, **input** the time you normally start your workday.

| Time Unit | Start time | Daily Amount |
|---|---|---|
| Hours | 8:00AM | 0:00 |

| Balance | |
|---|---|
| 419:06 Hour | |
| 0:00 Hour | |

**5** **Input** Daily Amount as Hours and Minutes (HH:MM). For example seven and a half hours would be 7:30.

| Time Unit | Start time | Daily Amount |
|---|---|---|
| Hours | 8:00AM | 0:00 |

| Balance | |
|---|---|
| 419:06 Hour | |
| 0:00 Hour | |

**6** **Click** Submit.

| Balance | |
|---|---|
| 06 Hour | |
| Hour | |
| 0 Hour | |

Cancel    Submit

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***If taking a Friday and a Monday, input as two separate entries, or the time will be taken on Friday, Saturday, Sunday and Monday.**

## Cancelling The Time Off Request

If you need to undo the Time Off Request, you can cancel the request.

**1** **Hover over** the time off request you wish to cancel. **Right click** and choose the appropriate action.
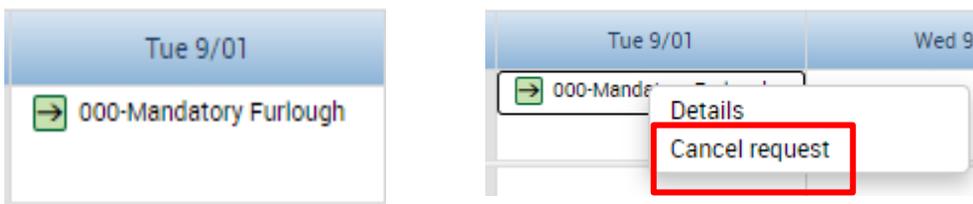


**2** **Click** the Cancel Request button to submit the cancel request.



Additional information regarding mandatory furloughs can be found by visiting the Mandatory Furlough FAQs.

## Checking Your Furlough Balance

You can check your Furlough Balance via My Timecard.

Everyone has a timecard, even if you do not track time worked.  The timecard is the view when you open My Information.

**1**    At the bottom of My Timecard, **click** on the double lines.

| | Pay Code | Transfer | Sun 8/16 | Mon 8/17 | Tue 8/18 | Wed 8/19 | Thu 8/20 | Fri 8/21 | Sat 8/22 | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| ✕ | COVID19 On Prem... | | | | | | | | | |
| ✕ | COVID19 Remote | | | | | | | | | |
| ✕ | <Enter Pay Code> | | | | | | | | | |
| ✕ | Daily Total | | | | | | | | | |

**2**    **Click** on Leave Balances

Totals     **Leave Balances**      Historical Corrections      Audits

**3**    Under Accrual Code, find the row for Mandatory Furlough.

| Accrual Code | Accrual Taken to Date | Accrual Available Balance | Accrual Reporting Period | Accrual Pending Grants | Accrual Planned Takings | Accrual Ending Balance |
|---|---|---|---|---|---|---|
| Mandatory Furlough | Hours taken | Total Hours to Take | Wed 1/01 - Thu 12/31 | 0:00 | Already Approved Future Taking | Balance Left to Take |

**Accrual Taken to Date:**  Shows the hours submitted and approved for mandatory furlough taken as of the date in the timecard

**Accrual Available Balance:**  Pre-populated with the hours to take by December 31$^{st}$, based on your salary range and your 9-month or 12-month status

**Accrual Planned Takings:**  Shows pending hours submitted and approved for mandatory furlough

**Accrual Ending Balance:**  Shows the mandatory furlough hours balance left to take by December 31$^{st}$, after applying actual taken and planned takings

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