Log into Kronos

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

![Recommended browsers](image)

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

![Web address](image)

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

![Kronos login](image)

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.

![Sign Out button](image)

2. Click the “X” to close browser

![Browser closing](image)
Time Off Requests for Employees (computer)

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.

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.
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.)

Input Start Date.

Input End Date.

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

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

Click Submit.

*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.

![Image of time off request](image1.png)

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

![Image of cancel request form](image2.png)

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.

2. Click on Leave Balances

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

**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 31st, 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 31st, after applying actual taken and planned takings