1. **Log into Kronos**
   - Visit [Clemson.kronos.net](http://Clemson.kronos.net). Recommended browsers include Chrome, Firefox, Internet Explorer, and Safari.

2. **Enter** your Clemson username (without @Clemson.edu) in the User Name field and your Clemson password in the Password field.

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

4. **Click** Mandatory Furlough at the top of the Menu options on the right side.

5. **View** furlough information for each employee you supervise on the Mandatory Furlough Information screen.
Viewing Furlough Information for a Pre-Defined Time Period

1. **Select** the “Week to Date” drop down on the top of the dashboard to change the pre-defined time period (i.e. Current Pay Period, Next Pay Period, etc.).

   This is will show furlough information based on the pre-defined time period selected for the employee(s) you supervise.

Viewing Furlough Information for a Specific Time Period

1. **Select** the **Calendar Icon** to the right of the drop down

   Enter a **Start Date** and **End Date** (i.e. 09/01/2020 to 12/31/2020) to view furlough information for a specific period of time.

   Select **Apply**.

   This is will show furlough information based on the specific time period identified for the employee(s) you supervise.

Note: For instructions on reviewing and approving specific furlough time-off requests for the employee(s) you supervise, access the **Approving Timecards for Supervisors (PDF)** job aid.