

Running Mandatory Furlough Report – Supervisors (Computer)



1 Log into Kronos

Visit Clemson.kronos.net. Recommended browsers include Chrome, Firefox, Internet Explorer, and Safari.

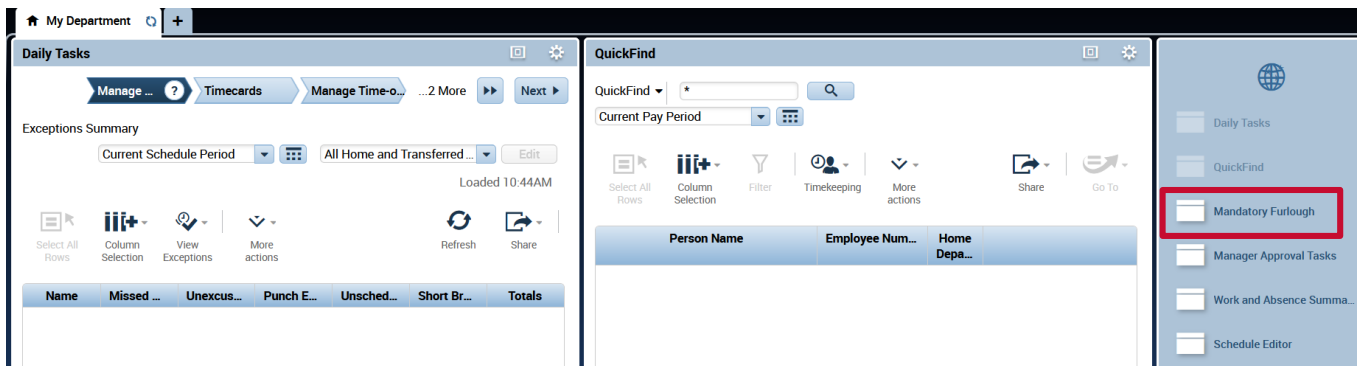


Enter your Clemson username (without @Clemson.edu) in the User Name field and your Clemson password in the Password field.

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



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



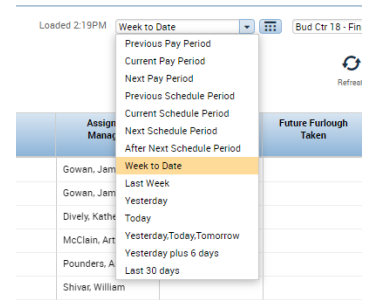
3 View furlough information for each employee you supervise on the Mandatory Furlough Information screen.

Person Name	Employee Number	Budget Center	Dept	Assigned Manager	Current Furlough Taken	Future Furlough Taken	Furlough Balance Should Be 0 on Dec 31
...	...	B018	5337	...		15.00	15.00
...	...	B018	5337	...			37.30
...	...	B018	5337	...		45.00	45.00
...	...	B018	5337	...		37.30	37.30
...	...	B018	5337	...		22.30	22.30
...	...	B018	5337	...		21.54	22.30
...	...	B018	5337	...			45.00
...	...	B018	5337	...			22.30
...	...	B018	5337	...		52.30	52.30
...	...	B018	5337	...	7.30	37.30	37.30
12					7:30	375:00	



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.).

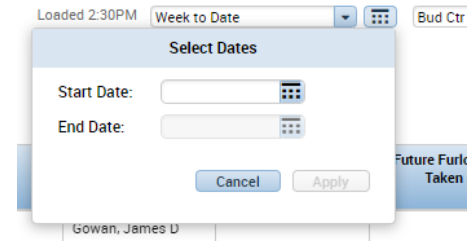


This will show furlough information based on the pre-defined time period selected for the employee(s) you supervise .

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

Mandatory Furlough Information ▾ Loaded 1:45PM 9/01/2020 - 12/31/2020, ...

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule
Refresh Share Go To

Person Name	Employee Number	Budget Center	Dept	Assigned Manager	Current Furlough Taken	Future Furlough Taken	Furlough Balance Should Be 0 on Dec 31
...	...	B018	5337	...			0:00
...	...	B018	5337	...	7:30		37:30
...	...	B018	5337	...			0:00
...	...	B018	5337	...	7:30		0:00
...	...	B018	5337	...	7:30		0:00
...	...	B018	5337	...	7:18		0:36
...	...	B018	5337	...			45:00
...	...	B018	5337	...			0:00
...	...	B018	5337	...	15:00		0:00
11					52:18		83:06

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