

Salaried Exempt COVID19 On Premise Job Aid

[Kronos Log-in Link](#)

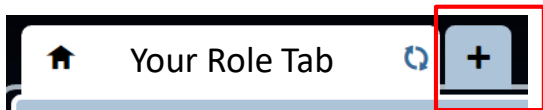
- 1 Log-in with your Clemson username and password.



The image shows the Kronos login interface. At the top left is the Kronos logo. Below it are two input fields: "User Name" and "Password". A blue arrow button is located to the right of the password field.

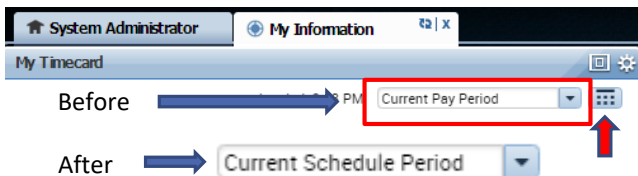
If you supervise others, do step 2, otherwise, go to step 3.

- 2 Click on the + sign beside your hour home role tab.



Then select **My Information**.

- 3 In My Timecard, at Current Pay Period, **change** to Current Schedule Period



The image shows the "My Timecard" interface. It has a "Before" section with a date range and a "Current Pay Period" dropdown menu, which is highlighted with a red box. Below it is an "After" section with a "Current Schedule Period" dropdown menu. A red arrow points to a calendar icon next to the "Current Pay Period" dropdown.

Tip: You may use the Calendar Icon (see arrow) to chose a range of dates, starting on 3/26/20 until xx/xx/xx and pre-populate your On Premise anticipated time.

- 4 On the COVID19 On Premise row, input your hours worked under the appropriate day

	Pay Code	Transfer	Sun 3/22
X	COVID19 On Prem...		7:30
X	COVID19 Remote		

***Remember, to input your hours by noon daily if you are on premise.**

Tip: You may pre-populate anticipated on premise hours for an entire workweek or pay period. Just remember to make an adjustment if you have to submit a leave request.

- 5 Then click Save



* On Premise work hours do not need to be precise. We are simply needing an account, by day, of On Premise work. You do not need to track any hours for time spent working remotely.