



Kronos Orientation for New Employees

Kronos Responsibilities by Role

Employee Responsibilities:

- Hourly and salaried non-exempt faculty, staff and student workers are responsible for tracking time worked accurately and timely
- Hourly and salaried non-exempt faculty, staff and student workers are responsible to communicate missed punches or off-line work to their supervisor for direct entry into Kronos. These items should be reported accurately and timely.
- For individuals eligible to accrue leave, time off requests should be submitted accurately and timely. When necessary, time off requests should be cancelled (before approval) or retracted (after approval), accurately and timely.

Supervisor Responsibilities:

- Ensure direct reports are fulfilling their responsibilities
- Monitor Kronos daily for the following:
 - Handle exceptions, such as missed punches or unexcused absences, which must be cleared for accurate payroll processing
 - Manage time off requests daily as received
- Monitor Kronos weekly for the following:
 - Employees approaching overtime
 - If overtime is necessary, ensure approval has been obtained by the college Dean or division VP
 - International employees approaching weekly maximum hours
 - Part-time employees staying below 28 hours if necessary
 - Salaried non-exempt employees meeting their weekly standard hours either through time worked or time off requested
- By 4:30 pm on either the 1st or the 16th for the prior pay period:
 - Ensure all time off requests have been approved or denied
 - Ensure all exceptions have been reviewed and cleared if payroll is impacted, such as missed punches or unexcused absences
 - Approve prior pay period timecards for all employees

Logging into Kronos



Workforce Central[®] Version 8.1.6

User Name

Password



Kronos 8.1 is now available! While the new version is very similar to the old version, you may find this [Kronos 8.1 Quick Reference Guide](#) helpful in navigating the upgraded system.

For more information, including FAQs on timekeeping and the upgraded system, visit the [Kronos 8.1 Upgrade webpage](#).

****Please allow 1-2 days AFTER your hire date to be active in Kronos. If you still cannot login after 2 business days, please contact Kronos@clemsun.edu***

Chrome is the recommended browser

[Login at Clemson.Kronos.net](https://clemsun.kronos.net)

Use your Clemson login credentials-
username & password for email,
computer, iRoar, Canvas, etc.

**Note: Your User Name is not
your Clemson email address*

Kronos Information & Training

•For Kronos Information & Training, please visit:

•<https://www.clemson.edu/human-resources/payroll/kronos/index.html>

•For Kronos Job Aids & Additional Training, please visit:

•<https://www.clemson.edu/human-resources/payroll/kronos/training.html>

•Here you can find job aids on all Kronos Timekeeping Tasks for your specific employee type:

• entering time worked and time off requests

•Timecard Tasks & Timecard Approvals

•Please note approval requirements listed on roles & responsibilities

•How to install the Kronos mobile app – this job aid will give you the server address required for the mobile app

•Please note, you must allow location when using the mobile app

•To reset your Kronos password, please visit:

•<https://ccit.clemson.edu/services/accountsandaccess/password-change-utility/>

•Note: Clemson University Kronos Support cannot change your Kronos password since it is the same password for all other Clemson sites (email, computer, iRoar, Canvas, etc.). You must contact CCIT for all password resets.

Who do I contact?

If you are having issues with the following, please contact the corresponding group for resolution:

1. If you are a Kronos supervisor and you have an employee who is not in Kronos? Have you checked PeopleSoft? Were they active in PeopleSoft more than 24 hours ago?
 - If no, please contact your business office and/or data_center@clermson.edu.
 - If yes, please contact Kronos@clermson.edu.
2. Are you having trouble with Tiger Training?
 - Please contact tigertraining@clermson.edu.
3. Do you have a question about an HR-related issues (name, address, email, service date, etc.)?
 - Please contact contacthrsc@clermson.edu.
4. Do you have questions about Benefits (FMLA, eligibility, leave payouts, etc.)?
 - Please contact empins@clermson.edu.
5. Do you have questions about payroll (deductions, taxes, manual checks, etc.)?
 - Please contact payroll@clermson.edu.

Who do I contact?

1. Are you not able to login to Kronos? Have you reached your official date of hire yet? Have you waited the necessary 1-2 business days from your date of hire?
 - If no, please wait until up to 2 days after your actual hire date to allow your Clemson LDAP credentials to be active in Kronos.
 - If yes, please contact Kronos@clemson.edu
2. Are you a grad student, pay group 12L or 9MA?
 - Not sure what type of employee you are, contact your supervisor, business office or contacthrsc@clemson.edu
 - If yes, you will NOT use Kronos, you will use Time Capture. Please contact your supervisor for assistance with Time Capture.
 - If you cannot login to Time capture, contact joyj@clemson.edu.
 - If no, are you using Clemson LDAP credentials (username only - NOT email address)?
 - Do you know your password? Have you used the same password to login to other Clemson sites? (email, CUBS, PeopleSoft, iRoar, Canvas, your work computer, etc.)
 - For password resets, please go to:
<https://ccit.clemson.edu/services/accountsandaccess/password-change-utility/>
 - Still cannot login? Please contact Kronos@clemson.edu.
3. Do you have edits that are needed in Kronos? Missing time in Kronos? Questions about timecards, paysheet reports, and missing pay?
 - Please contact your Supervisor first.
 - Please contact your Business Office for additional help.
 - Still unsure who to contact or need additional assistance? Contact Kronos@clemson.edu
1. Issues with Kronos clocks? Please contact Kronos@clemson.edu.
2. Issues with Tiger Time Trackers? Contact franks3@clemson.edu