Employee Timekeeping Tasks

For more detailed instructions on managing time as an employee, visit the Clemson University Kronos Information page: http://www.clemson.edu/employment/payroll/kronos/index.html

Log in to Kronos

1. Click the Address field and enter clemson.kronos.net.

2. Enter your Clemson username in the User Name field and your Clemson password in the Password field.

3. Click the Arrow or press Enter on the keyboard to log in.

Sign Out of Kronos

1. Click Sign Out.

2. Click the ‘X’ to close browser.

Punch In or Out Using Timestamp

1. In the My Timestamp widget click Record Timestamp.

2. Review the recorded date and time of the punched displayed.

Transfer to a Different Job Using Timestamp

1. Click the drop-down arrow in the Transfer field in the My Timestamp widget. Select Search.

2. Click the drop-down arrow in the Job field and click Select location(s).

3. Select the job from the list.

4. Click the right arrow to add the selected job.

5. Click Select.

6. Click OK.

7. Click Record Timestamp.

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Timecard Overview

1. **Date Column**
   Displays each day in the selected time period as a separate line item.

2. **Action Buttons**
   Allows you to Print and Refresh the timecard. Go To allows you to access a different Kronos component.

3. **Time Period**
   Determines which dates display in the timecard. Click the drop-down arrow to select a different date range.

4. **Maximize/Restore Icon**
   Expands the widget to its maximum size. Click again to restore the widget to its normal size.

5. **Pay Code/Amount**
   Displays pay codes and the amount of time used for the day.

6. **Time Entries**
   Displays In and Out punches for each day including punches for meal breaks.

7. **Transfer**
   Displays job codes if a job transfer is entered for the date.

8. **Shift, Daily and Period Columns**
   Displays the shift, daily, and pay period totals for each day of the time period selected.

9. **Timecard Tabs**
   **Totals:** All time accumulated by account, pay code and amount.
   **Leave Balances:** Leave accrual balances for the time period selected.
   **Historical Corrections:** Any corrections that have been made to previous pay periods.
   **Audits:** Details all timecard actions including edits.