

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



Recommended

2

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

3

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

4

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

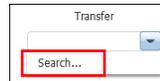
Review the recorded date and time of the punched displayed.



Transfer to a Different Job Using Timestamp

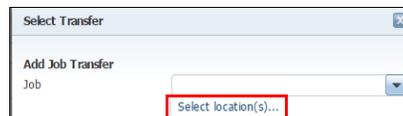
1

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**.

Employee Timekeeping Tasks



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.

My Timecard

Loaded: 12:30 Current Pay Period

Print Timecard Refresh Calculate Totals Save Go To

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period	Schedule
Thu 6/01			8:30AM		11:30AM	12:00PM		5:00PM	8.0	8.0	8.0	
Fri 6/02			8:30AM		11:30AM	12:00PM		5:00PM	8.0	8.0	16.0	
Sat 6/03											16.0	
Sun 6/04											16.0	
Mon 6/05	Sick Leave	8.0									8.0	24.0
Tue 6/06												24.0
Wed 6/07												24.0
Thu 6/08												24.0
Fri 6/09												24.0
Sat 6/10												24.0

Totals Leave Balances Historical Corrections Audits

Location	Job	Account	Pay Code	Amount
		-----	Reg-Hourly	16.0
		-----	Sick Leave	8.0

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.