Hourly Employee Timekeeping Tasks

Log in to Kronos

1. Double-click the browser icon. Browser options to include: Chrome, Mozilla Firefox, Internet Explorer, and Safari.

   ![Recommended Browser Icons]

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

3. Enter your Clemson user name in the **Username** 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**.

   ![Record Timestamp]

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

   ![Recorded Time: 1:57PM Eastern Time The in punch was accepted.]

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**.

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
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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 Approve, 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.

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### Approve Your Timecard

1. **Click the drop-down arrow in the Time Period field and select the appropriate date range. Select Previous Pay Period to approve on the 1st or 16th by Noon.**

2. **Review each day and total hours for accuracy.**

3. **Click the drop-down arrow for Approve Timecard and select Approve Timecard.**

4. **The background of the timecard changes to yellow to indicate the timecard is approved.**

   - **Note:** After approving, the timecard cannot be edited unless you remove your approval. You can remove an approval using the same process but select Remove Timecard Approval.