

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



Recommended

- 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**.

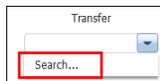


- 2 Review the recorded date and time of the punched displayed.

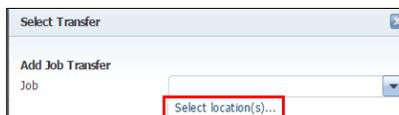


Transfer to a Different Job Using Timestamp

- 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 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.

My Timecard

Loaded: 12:00 AM Current Pay Period

Approve Timecard

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	/924100/W	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.

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.

Loaded: 8:27 AM Current Pay Period

Previous Pay Period

Current Pay Period

Next Pay Period

Previous Schedule Period

Current Schedule Period

Next Schedule Period

Sat 8

Week to Date 6:00

Last Week 6:00

Yesterday

Sat 8

Today

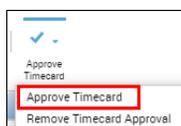
Yesterday,Today,Tomorrow 1:00

Yesterday plus 6 days

Last 30 days 1:00

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.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Tue 7..			8:30AM		12:30..	12:30..		5:00PM	8:00	8:00	8:00
Wed 7..			8:30AM		12:30..	12:30..		5:00PM	8:00	8:00	16:00
Thu 7..			8:30AM		12:30..	12:30..		5:00PM	8:00	8:00	24:00
Fri 7..			8:30AM		12:30..	12:30..		5:00PM	8:00	8:00	32:00

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**.