Salaried Non-Exempt 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.

Timecard Overview

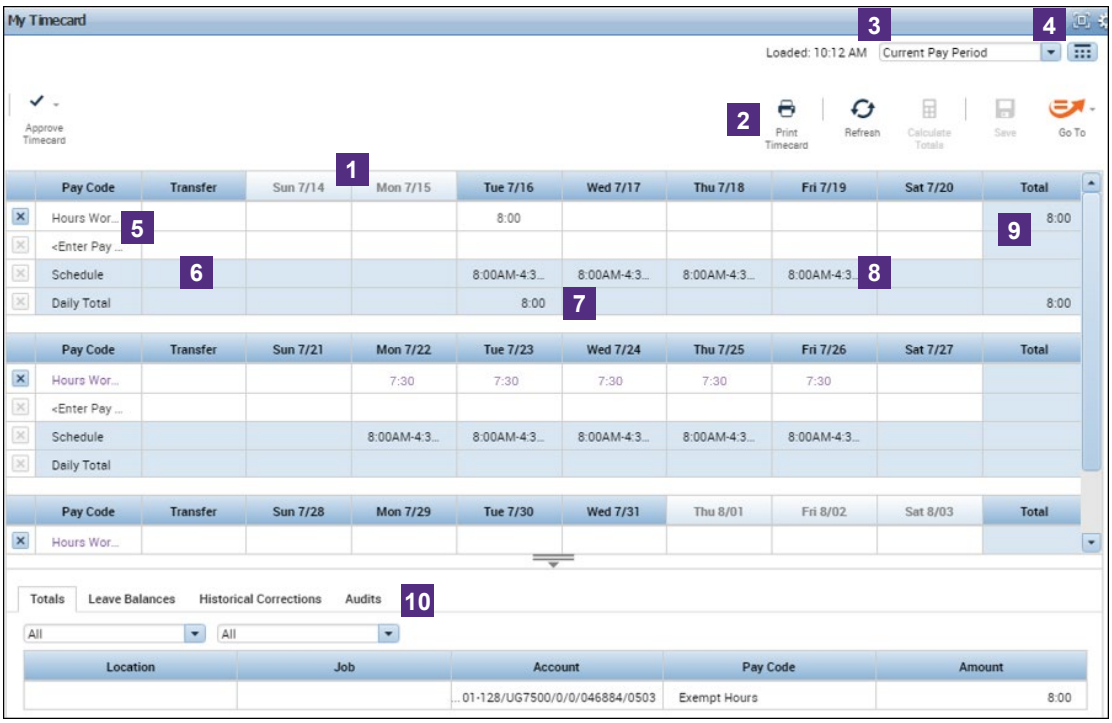
1 Date
Displays each day in the selected time period as a separate column.

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
Displays the pay code for the row. Enter Pay Code allows you to select a new pay code from a list.



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

7 Daily Total
Displays the total hours for each day.

8 Schedule
Displays your schedule for the time period selected.

9 Work Week Total
Displays the total hours for each work week.

10 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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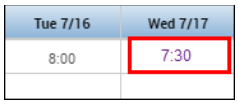
Sign Out of Kronos

1. Click **Sign Out**.

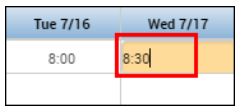
2. Click the **'X'** to close browser.

Enter or Change Daily Time Worked

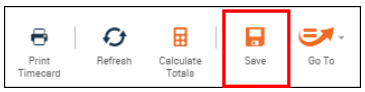
1. Click the **Hours Worked** field for the appropriate date.



2. Enter the number of hours worked (HH:MM).

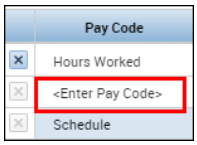


3. Click **Save**.

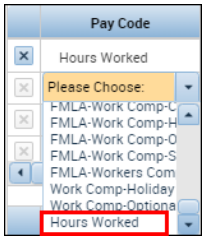


Transfer to a Different Job

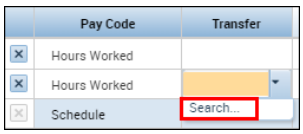
1. Click **<Enter Pay Code>**.



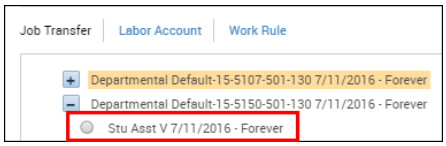
2. Select **Hours Worked** from the list of pay codes.



3. Click the **Transfer** field on the same row. Select **Search**.

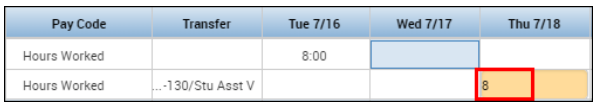


4. Select the job from the list.

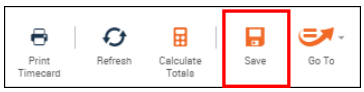


5. Click **Apply**.

6. On the same row, under the appropriate date, enter the number of hours worked (HH:MM).



7. Click **Save**.



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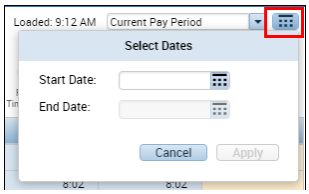
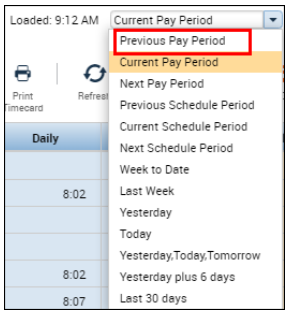
Approve Your Timecard

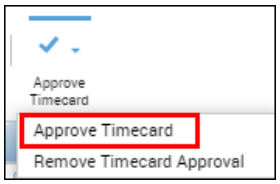
1 Review total hours for each work week to ensure you have met your standard hours either through worked time or leave taken. To view a work week, click the **Calendar** icon in the **Time Period** field and select the start date and end date for each work week within the pay period.



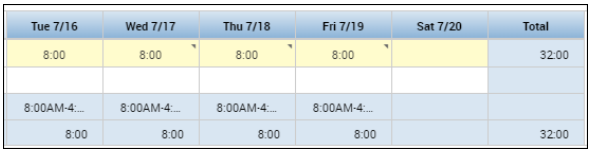
2 When ready to approve, click the drop-down arrow in the **Time Period** field and select the appropriate date range. Select **Previous Pay Period** to approve on the 1st or 16th by Noon.



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.



Tue 7/16	Wed 7/17	Thu 7/18	Fri 7/19	Sat 7/20	Total
8:00	8:00	8:00	8:00		32:00
8:00AM-4:...	8:00AM-4:...	8:00AM-4:...	8:00AM-4:...		
8:00	8:00	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.*