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.

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

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

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

Schedule
Displays your schedule for the time period selected.

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

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

Daily Total
Displays the total hours for each day.

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

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

Alerts
Permissions
Kronos Help
Support
Login to Kronos

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
**Salaried Non-Exempt Timekeeping Tasks**

### 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 7/16</td>
<td>8:00</td>
<td>7:30</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 7/16</td>
<td>8:00</td>
<td>8:30</td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu 7/18</td>
<td>8:00</td>
<td>8:10</td>
</tr>
</tbody>
</table>

7. Click Save.
Salaried Non-Exempt Timekeeping Tasks

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.

![Select Dates](image)

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.

![Current Pay Period](image)

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

![Approve Timecard](image)

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

<table>
<thead>
<tr>
<th>Work Day</th>
<th>Weekly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>32:00</td>
</tr>
<tr>
<td>8:00</td>
<td>32:00</td>
</tr>
<tr>
<td>8:00</td>
<td>32:00</td>
</tr>
<tr>
<td>8:00</td>
<td>32:00</td>
</tr>
</tbody>
</table>

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.