**Home Screen**

Icons
- **Punch** – allows you to punch in and out.
- **Timecard** – allows access to view your timecard information.
- **Schedule** – allows access to view your schedule.
- **Requests** – allows access to request time off.
- **Accruals** – allows access to view your leave accrual balances.

**Refresh**
Tap the horizontal Three Dots icon to refresh the screen.

**Log Off**
Tap the Door icon to log out of the system and return to the Log On screen.

**Punch In and Out**
1. Tap the **Punch** icon from the Home screen.
2. Tap **Punch** in the lower-right corner.
3. A confirmation of the punch displays including the date and time of the punch. Tap **OK**.

**Review Timecard Information**
1. Tap the **My Timecard** icon from the Home screen.
2. Tap **Current Pay Period** to change the view to **Previous Pay Period** or vice versa.

**Note**: If you are a Supervisor, scroll down to see your My Tasks menu.

**Note**: Only the Previous Pay Period and the Current Pay Period are available for review and action.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/02</td>
<td></td>
<td></td>
<td>8:00AM</td>
<td>12:00PM</td>
</tr>
<tr>
<td>06/03</td>
<td>3</td>
<td></td>
<td>12:15PM</td>
<td>4:00PM</td>
</tr>
<tr>
<td>06/05</td>
<td></td>
<td>4</td>
<td>8:00AM</td>
<td></td>
</tr>
<tr>
<td>06/06</td>
<td></td>
<td>5c</td>
<td>7:55AM</td>
<td>12:00PM</td>
</tr>
<tr>
<td>06/07</td>
<td></td>
<td>5d</td>
<td>8:30AM</td>
<td>11:59AM</td>
</tr>
<tr>
<td>06/08</td>
<td></td>
<td>5b</td>
<td>12:30PM</td>
<td>4:00PM</td>
</tr>
<tr>
<td>06/09</td>
<td></td>
<td>5c</td>
<td>7:55AM</td>
<td>12:00PM</td>
</tr>
<tr>
<td>06/10</td>
<td></td>
<td>5d</td>
<td>12:30PM</td>
<td>4:02PM</td>
</tr>
</tbody>
</table>
**Transfer to a Different Job (if applicable)**

1. Tap the **Punch** icon from the Home screen.
2. Tap the arrow icon in the **Build** field.
3. Tap the arrow icon in the **Job** field.
4. Select a job from the list and tap **Done** in the lower-right corner.

**Note:** If you enter the same job transfer often, you can tap the **Recent** field to access recent transfers.

5. Verify the selected job displays and tap **Done** again.

6. Tap **Punch** in the lower-right corner.

**Note:** If you have access to more than one job, you are prompted to select a Department and Subsection code before selecting a Job.

7. A confirmation of the punch displays including the date and time of the punch. Tap **OK**.

**Approve Your Timecard**

1. Tap the **My Timecard** icon from the Home screen.
2. Tap **Current Pay Period** and select **Previous Pay Period** to change the time period of the timecard.
3. Review each day and total hours for accuracy.
4. Tap **Approve** in the lower-right corner.

**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.
Punch In or Out Using Offline Mode

1. Log on to Kronos using your Clemson username and password. A message stating "Unable to contact server" displays. Tap Log On.

2. Tap OK on the "Kronos is not available" message.

3. Tap the Punch icon from the Home screen.

4. Transfer to a different job if applicable. Tap Punch in the lower-right corner.

5. A confirmation displays “Punch Logged In Offline Activity”. Tap OK.

6. Next time you log in using “Online Mode” your offline punches automatically sync.

Review Leave Accrual Balances

1. Tap the My Accruals icon from the Home screen.

2. Leave Accrual Type
   - The name of the type of leave.

3. Balance as of Date
   - The effective date for the balances listed. You can change the date to see forecasted balances.

4. Balance Totals
   - The total amount of hours as of the date selected.

Note: Balance totals only reflect approved leave. Pending or unapproved leave requests will not be reflected in the accrual balance total shown.
Submit a Time Off Request

1. Tap the **My Requests** icon.

2. Tap the **Plus (+)** icon to create a new request.

3. Accept the default request type and tap the **Checkmark** icon.

4. Tap the **Type of Time off** field and select the type of time being requested. Once selected, tap **Done** then tap **Apply**.

5. Tap each field to enter the details for your time off request. Once all fields are complete, tap **Review**.
   - **Start Date**-Date time off begins
   - **End Date**-Date time off ends
   - **Duration**-Hours (default)
   - **Start Time**-Time of day time off begins
   - **Length**-Hours per day for time off request

6. Review the details of the request and tap **Submit** at the bottom.

Retract or Cancel a Time Off Request

1. Tap the **My Requests** icon.

2. Tap the **Submitted** or **Approved Request** you want to cancel.

3. Tap **Yes** to confirm the cancellation of your request.

4. To cancel an approved request, tap **Cancel Request** at the bottom.

5. Tap **Yes** to confirm the cancellation of your request.

**Note**: On the mobile app, you can cancel both approved and submitted requests.