# Kronos Outage Timecard – 9/30/25 Payday

Hourly employees without access to a Tiger Time Tracker should use the space below to record their “in” and “out” times during the planned Kronos outage (Thursday, September 4, at 1:00pm through Monday, September 8, at 12 a.m.) Additional columns for “in” and “out” times are provided, should you need to clock in and out several times. Questions? kronos@clemson.edu.

**Employee Name:** **Employee ID#:**  **Department #:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **In Time** | **Out Time** | **In Time 2** | **Out Time 2** | **In Time 3** | **Out Time 3** | **In Time 4** | **Out Time 4** |
| **Thursday, September 4** |  |  |  |  |  |  |  |  |
| **Friday, September 5** |  |  |  |  |  |  |  |  |
| **Saturday, September 6** |  |  |  |  |  |  |  |  |
| **Sunday, September 7** |  |  |  |  |  |  |  |  |

**Employee Signature:**

**Supervisor Signature:**

## Employees

Sign this timecard and submit it to your manager by Tuesday, September 9 at 4:30 p.m. You may do so electronically, if needed.

Supervisors

Once received, supervisors should input IN and OUT punches directly into the employee's timecard in Kronos, unless directed otherwise by the department or division.

If your area’s timekeeper will enter all data, sign and forward timecards by end of day Tuesday, September 9.

## Note

All time should be entered into Kronos by the end of the day on Thursday, September 11.