

Timekeeping Reminder for Salary Exempt Employees

In compliance with Clemson University Workweek Policy, starting December 1, 2022, Clemson University's Kronos Support team within the Payroll Office will start monitoring Time Off Request to ensure compliance. Carefully review this information to guarantee you remain in compliance.

	<p>You must account for your standard weekly hours each workweek, either through work time, leave entries or holiday pay, including leave without pay.</p>
Leave Reporting Requirements	<p>If you are eligible for paid leave, you must submit time off requests accurately and timely, but no later than the last day of the pay period in which the leave is taken.</p> <ul style="list-style-type: none">• Leave taken the 1st to the 15th should be submitted by the 15th.• Leave taken the 16th through the last day of the month should be submitted by the last day of the month.
Additional Guidelines	<p>The workweek begins Sunday at 12 a.m. and runs through Saturday at 11:59 p.m.</p> <p>You cannot flex time between different workweeks. For example, you cannot work 35 hours one week and 40 hours the following week to average 37.5 hours.</p> <p>You cannot combine breaks and meal periods to come in late or leave early.</p>
Pay period Reminder	<p>For 12-month employees:</p> <ul style="list-style-type: none">• time worked the 1st to 15th is paid on the last day of the month. *• time worked the 16th to the last day of the month is paid on the 15th of the following month. * <p>*If a payday falls on a weekend or bank holiday, the payday will be on Friday or the day before the holiday.</p>

For guidance on performing the required tasks, go to [Kronos Training](#) to utilize the Job Aids under Employee Training / Leave Only. You may also register for the web-based training to see all the modules available.

Contact Kronos@clemsun.edu should you have questions.

Additional guidance can be found in these related [Policies and Procedures](#):

- Workweek Policy
- Unauthorized Work Policy
- Regular (FTE) Part-Time and Temporary Staff Policy
- Regular (FTE) Part-Time and Temporary Teaching Faculty and Staff Policy
- Annual leave and other leave policies
- Continuing Benefits during an Unpaid Leave of Absence Procedure
- Unauthorized Absence Policy