

# Hourly Employee 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>

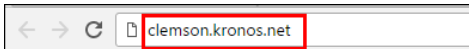
## Log in to Kronos

- 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.



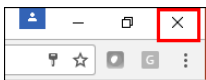
- 4 Click the **Arrow** or press **Enter** on the keyboard to log in.

## Sign Out of Kronos

- 1 Click **Sign Out**.

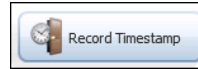


- 2 Click the **'X'** to close browser.

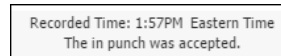


## Punch In or Out Using Timestamp

- 1 In the **My Timestamp** widget click **Record Timestamp**.

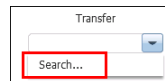


- 2 Review the recorded date and time of the punched displayed.

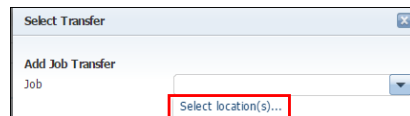


## Transfer to a Different Job Using Timestamp

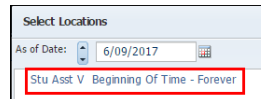
- 1 Click the drop-down arrow in the **Transfer** field in the **My Timestamp** widget. Select **Search**.



- 2 Click the drop-down arrow in the **Job** field and click **Select location(s)**.



- 3 Select the job from the list.



- 4 Click the right arrow to add the selected job.



- 5 Click **Select**.



- 6 Click **OK**.

- 7 Click **Record Timestamp**.

# Hourly Employee Timekeeping Tasks



## Timecard Overview

### Date Column

Displays each day in the selected time period as a separate line item.

### Action Buttons

Allows you to Approve, Print and Refresh the timecard. Go To allows you to access a different Kronos component.

### Time Period

Determines which dates display in the timecard. Click the drop-down arrow to select a different date range.

### Maximize/Restore Icon

Expands the widget to its maximum size. Click again to restore the widget to its normal size.

### Pay Code/Amount

Displays pay codes and the amount of time used for the day.

The screenshot shows the 'My Timecard' interface. Callout 1 points to the 'Approve Timecard' button. Callout 2 points to the 'Print Timecard' button. Callout 3 points to the 'Loaded: 12' status. Callout 4 points to the 'Current Pay Period' dropdown. Callout 5 points to the 'Pay Code' column. Callout 6 points to the 'In' column. Callout 7 points to the 'Transfer' column. Callout 8 points to the 'Shift' column. Callout 9 points to the 'Totals' section. The timecard table shows dates from Thu 6/01 to Sat 6/10. The 'Totals' section shows 'Leave Balances', 'Historical Corrections', and 'Audits'.

### Time Entries

Displays In and Out punches for each day including punches for meal breaks.

### Transfer

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

### Shift, Daily and Period Columns

Displays the shift, daily, and pay period totals for each day of the time period selected.

### 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.

## Approve Your Timecard

1 Click the drop-down arrow in the **Time Period** field and select the appropriate date range. Select **Previous Pay Period** to approve on the 1<sup>st</sup> or 16<sup>th</sup> by Noon.

The screenshot shows the 'Current Pay Period' dropdown menu. The 'Previous Pay Period' option is highlighted with a red box. Other options include 'Current Pay Period', 'Next Pay Period', 'Previous Schedule Period', 'Current Schedule Period', 'Next Schedule Period', 'Week to Date', 'Last Week', 'Yesterday', 'Today', 'Yesterday, Today, Tomorrow', 'Yesterday plus 6 days', and 'Last 30 days'.

2 Review each day and total hours for accuracy.

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

The screenshot shows the 'Approve Timecard' dropdown menu. The 'Approve Timecard' option is highlighted with a red box. Other options include 'Remove Timecard Approval'.

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

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Tue 7..			8:30AM		12:00..	12:30..		5:00PM	8:00	8:00	8:00
Wed 7..			8:30AM		12:00..	12:30..		5:00PM	8:00	8:00	16:00
Thu 7..			8:30AM		12:00..	12:30..		5:00PM	8:00	8:00	24:00
Fri 7..			8:30AM		12:00..	12:30..		5:00PM	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**.