Workforce Mobile™ (iPhone®)

Performing Employee Tasks

KRONOS®

GET THE APP

Anyone can download and try out the Kronos Mobile app—check your device's app store to get it. To log into your organization's server, however, you must be granted access.

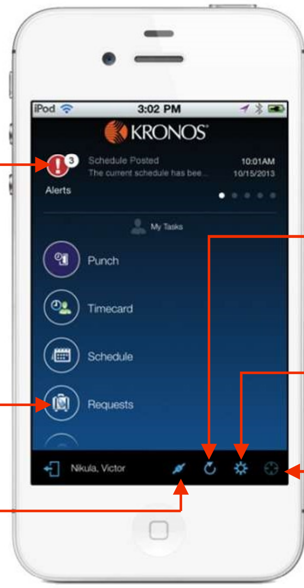
HomeScreen Overview

Logging On
When you start the Kronos Mobile app, your device connects to your organization's Workforce Central server, using an IP address you supply. You can then log in using your existing Workforce Central credentials.

Alerts
If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

Tasks
Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.

Offline Mode
If you cannot connect to your server, tap here to enter Offline mode. Any edits you make will be uploaded the next time you are online.



Refresh
Tap to update the screen with the latest data from the server. It's a good idea to refresh after making edits.

Context
Tap to change the Time Period you are viewing. All information you view will be in this context until you change it.

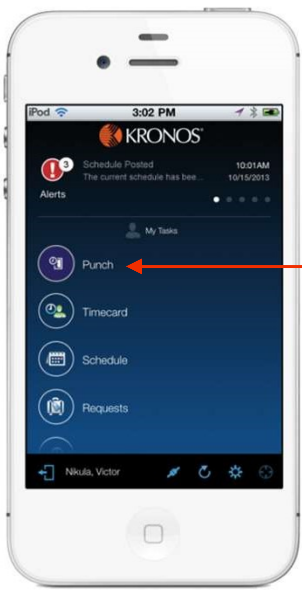
Location
Tap to view your current geographical location. If it is recognized by your organization, the app will use it for punches.

Punch In or Out

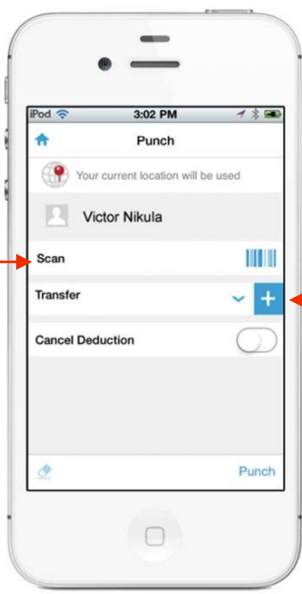
When to Make a Transfer
Normally, you should only enter a transfer when your manager is aware that you will be making one.

Select the transfer only when punching In for the transfer; do not select the transfer again when punching Out.

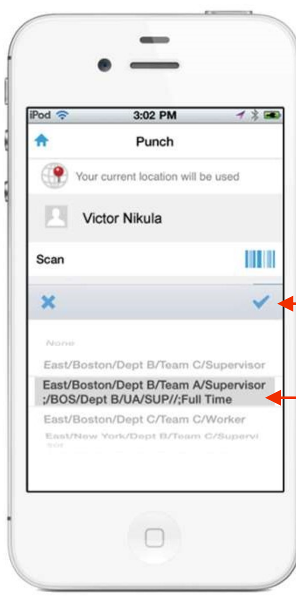
Your device may recognize your geographical location and limit your transfer options based on that location.



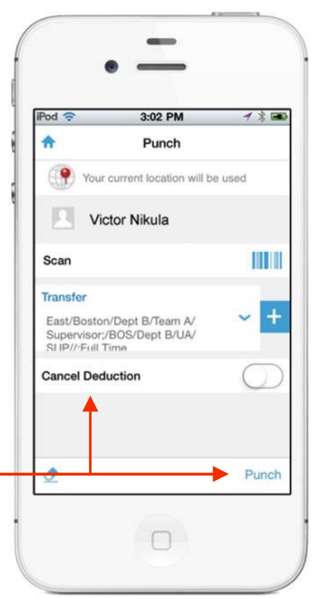
1 On the home screen, select **Punch**.



2 If you are starting a shift requiring a transfer, select **Transfer**. Otherwise, skip to **Step 4**.



3 Select a transfer and tap the check mark.



Scan
If you are working at a location with a barcode for starting and stopping jobs, you can punch by tapping here and scanning the code.

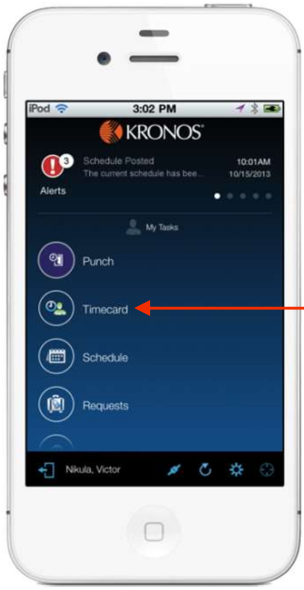
When to Cancel a Deduction
Normally, you should only cancel a deduction when your manager has given you approval to do so.

Only cancel the deduction when punching Out at the end of your shift, unless your manager has instructed you to do otherwise.

4 If you are working without a break, switch **Cancel Deduction** to **ON**.

To enter the punch, tap **Punch**.

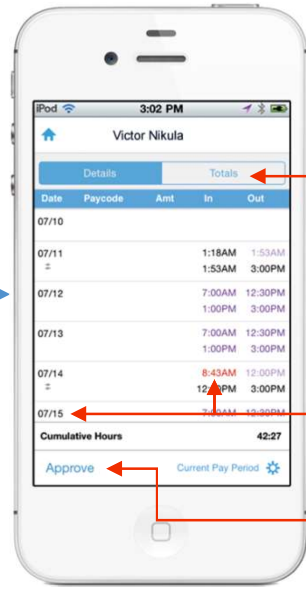
View or Edit Your Timecard



On the home screen, select **Timecard**.

If you are an Hourly employee, you will see a timecard with In and Out punches (pictured to the right).

If you are a project/salaried employee, you will see a timecard with data rows (pictured below).



Timecard Totals
Tap to view a summary of the types of hours you have worked.

Add or Edit Time
If you have the necessary permissions, tap a punch or pay code to edit it, or tap a date to add a punch or pay code to that date.

Timecard Approval
Tap to approve your timecard hours. Your manager will let you know how frequently you should approve.

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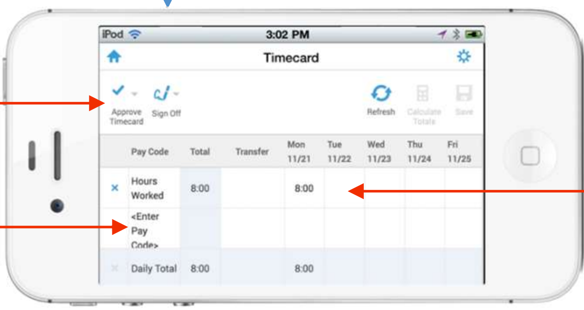
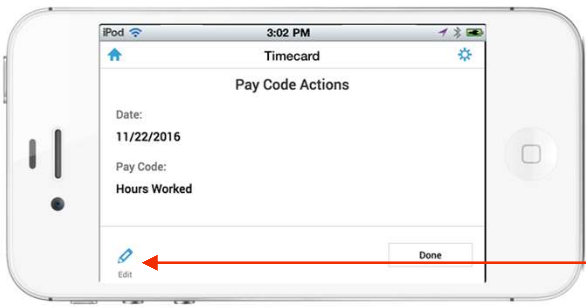
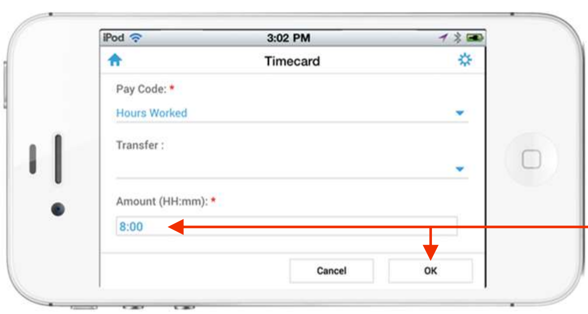
If the type of hours you want does not have a row, tap **<Enter Pay Code>** to select a Pay Code and create a new row, then tap a cell in the new row.



1 To add time to a particular date, tap the cell on the row representing the type of hours you want to enter.

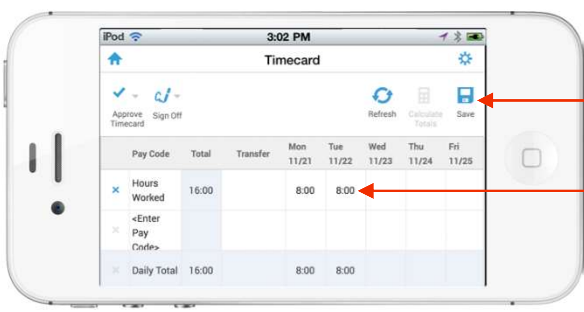


2 After confirming that the Date and Pay Code are correct, tap **Edit**.



3 Tap the **Amount** field and enter the amount as hours:minutes.

Then tap **OK**.



4 Confirm that the new amount is correct, then tap **Save**.

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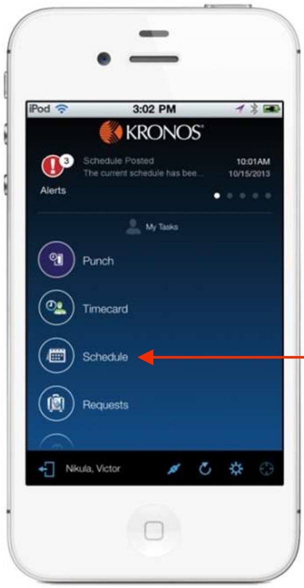
View Your Schedule

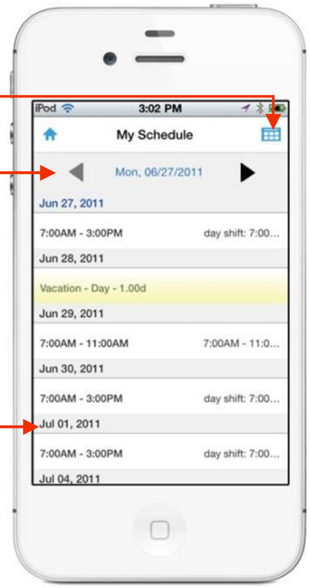


On the home screen, select **Schedule**.

Schedule Calendar Toggle
Tap to switch between a list view (pictured here) and a calendar view. In the calendar, dates with dots have a scheduled shift or time off.

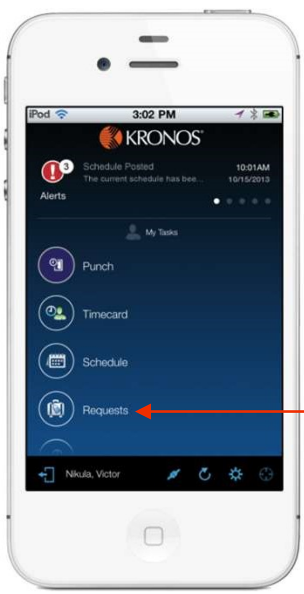
Date Range
Tap an arrow to change the dates you are viewing.

Schedule Details
Tap a date in the list or calendar to view the details of a shift or time off.

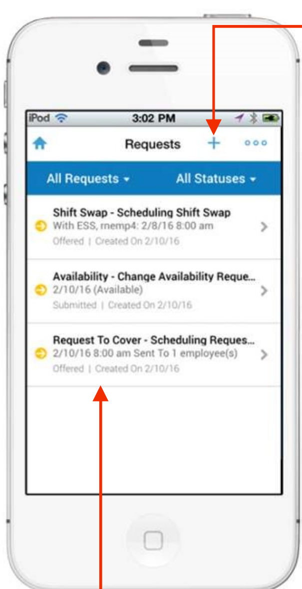


Start a New Request

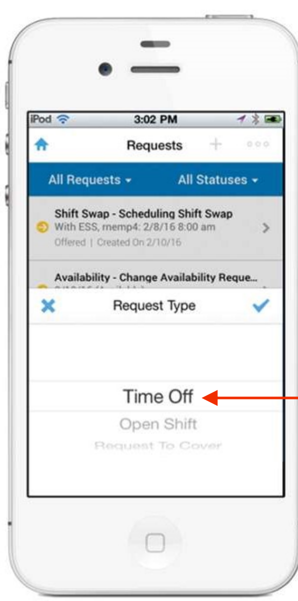
There are several types of requests you can submit to your manager. All are handled from the Requests screen. The specifics of each type of request are described in the "Complete a…" sections on the following pages.



1. On the home screen, select **Requests**.



2. Tap the + to add a new request.



3. Select the type of request you want to make. (Instructions for each Request type are covered in subsequent sections.)

Prior Requests
To view the details of a previously-submitted request, simply select it from the list of requests.

The details screen also gives you the option to completely retract the request you are viewing.

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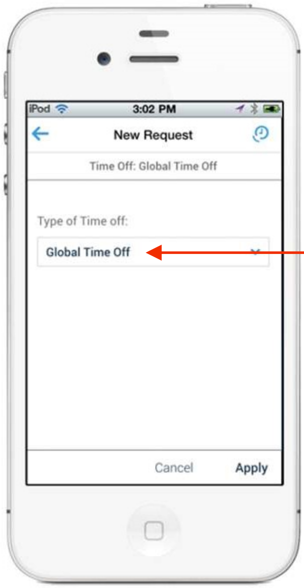
Complete a *Time Off* Request

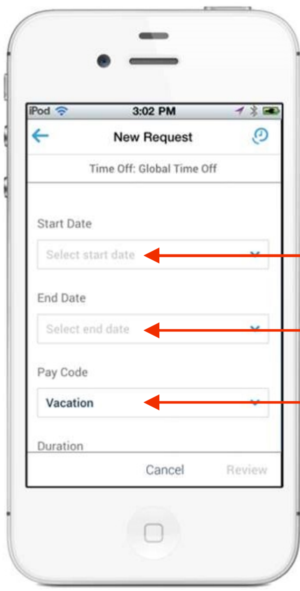


1 Select the type of time off to take. (Check with your manager if you are not sure which to select.)

Check Your Accruals Balances

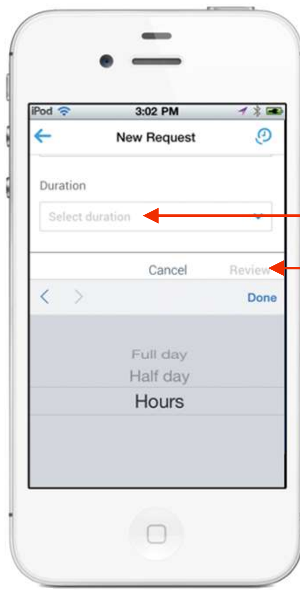
Before submitting a new Time Off Request, it's a good idea to tap **Accruals** on the home screen to review your balances.

Tap **Balance as of** to see the hours you will have on any given date.



2 Enter a **Start Date** and **End Date** for the time off. (If you are only taking one day off, the Start Date and End Date will be the same.)

If prompted, select a **Pay Code**. (Check with your manager if you are not sure which to select.)

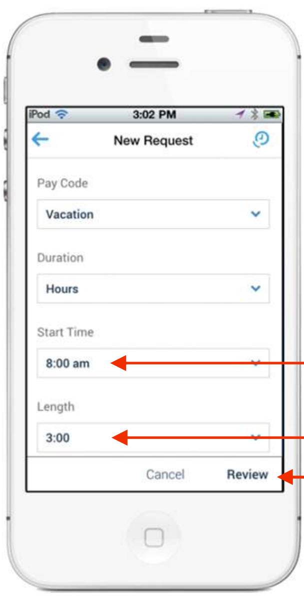


3 Select a **Duration** for the time off. This is the number of scheduled shift hours you will not be working.

If you will be taking off an entire shift each day, select **Full day**, tap **Review**, and skip to Step 5.

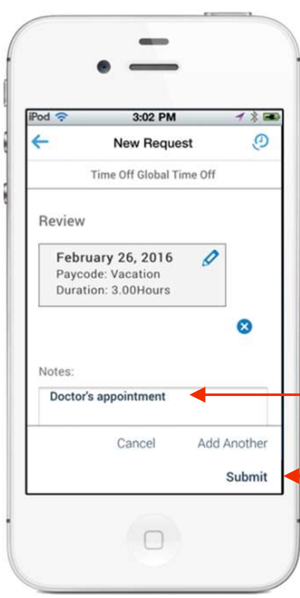
If you will be taking off only half a shift each day, select **Half day**, tap **Review**, and skip to Step 5.

Otherwise select **Hours** and continue to Step 4.



4 If you selected Hours for the Duration, enter a **Start Time** and **Length**. Then tap **Review**.

For example, if you are scheduled to work 8:00am to 5:00pm and you want to take 8:00am to 11:00 off, enter 8:00am for Start Time and 3:00 for Length.



5 Review the summary of the request for accuracy. (If you need to start over tap **Cancel**.)

You can enter a textual **Note** if you would like; your manager will see this note.

If the details of the request are accurate, tap **Submit** to send the request to your manager.