Workforce Mobile™ (iPhone®)

Performing Manager Tasks

GET THE APP

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

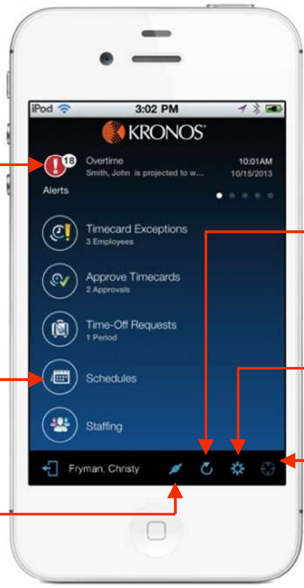
HomeScreen Overview

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 on 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 upload the next time you are online.

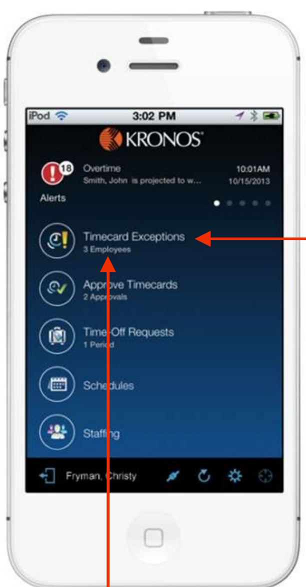


Refresh
Tap to update the screen with the latest data from the server. It's a good idea to refresh after making edits.

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, and assign it a context (HyperFind and Time Period). In future, that context will be used whenever you are in the location.

Manage Timecard Exceptions

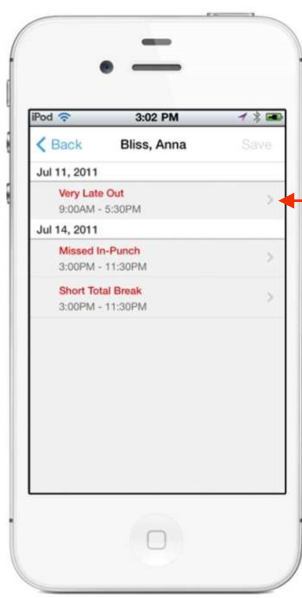


1 On the main screen, tap **Timecard Exceptions**.

Timecard Exceptions Count
The count under **Timecard Exceptions** tells you how many employees have exceptions that need your review.

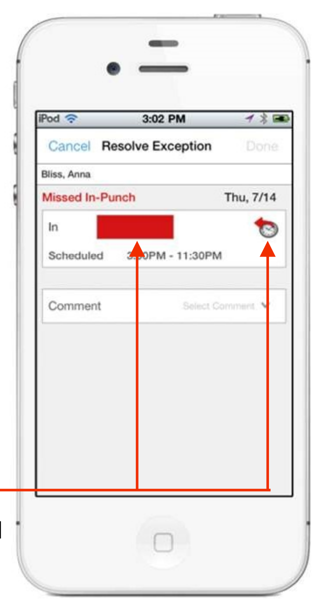
2 Tap a name to view that employee's exceptions.

Exception Count
The number next to each employee's name tells you how many unresolved exceptions that employee has.



3 Tap an exception to review its details.

Marking Exceptions as Reviewed
Some exception types cannot be resolved in Workforce Mobile, but must instead be resolved from your PC. In this case, you may have the option to tap Reviewed to mark the exception as reviewed. Exceptions are removed from the list when they are either resolved or marked reviewed.



4 Your options for correcting the punch depend on the type of exception. In this example, you can manually enter a time, or tap the icon to enter the scheduled punch time.

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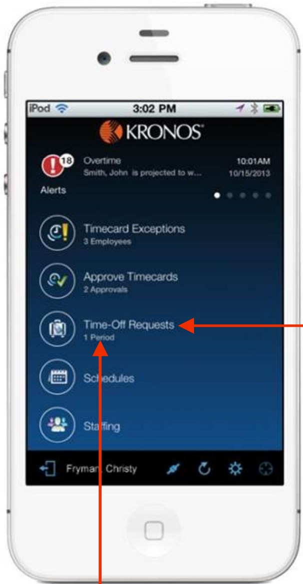
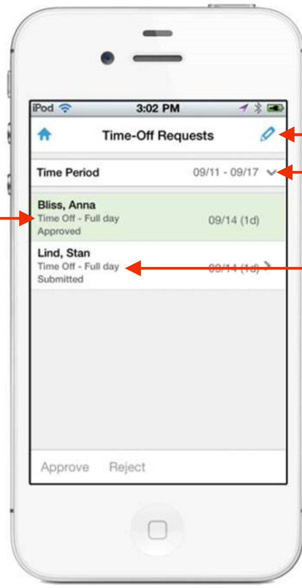
Manage Time-Off Requests



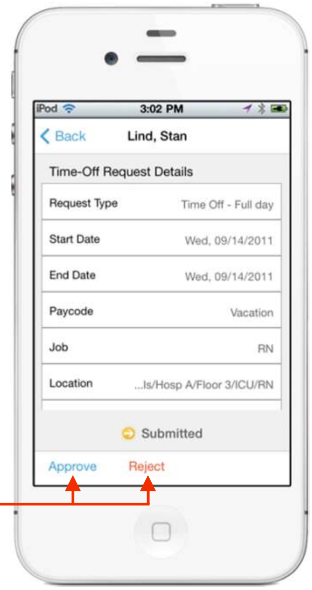
1 On the home screen, tap **Time-Off Requests**.



Edit
Optionally, tap to select specific requests for approval or rejection without viewing details.

2 Select a **Time Period** to view. (Only time periods with requests can be selected.)

3 Tap a name to view request details and Approve or Reject.

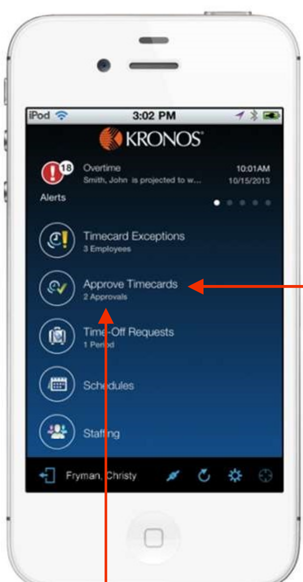


Requests Count
The count under **Time-Off Requests** tells you how many Time Periods have requests requiring your attention.

Reviewed Requests
Requests you have already reviewed appear in green.

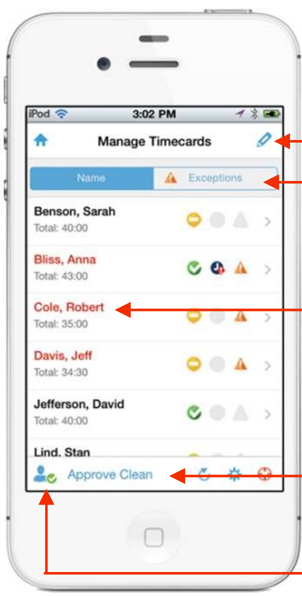
4 Review the request details and tap **Approve** or **Reject** (or tap **Back** to defer until later).

Manage Timecards



On the home screen, tap **Manage Timecards**.

Employee approval | Timecard exception
No employee approval | Overtime hours



Edit
Optionally, tap to select specific Timecards for approval.

Name / Exceptions toggle
Tap to sort Timecards alphabetically by Employee, or to display Timecards with potential issues at the top.

Timecard Details
Tap a name to view that employee's timecard (and approve it individually, if you choose).

Approve Clean
Tap to approve all Timecards that have no potential issues.

All / Approved Only toggle
Tap to display all Timecards, or only Timecards with Employee Approval.

Add or Edit Time
While viewing a timecard's details, tap a punch or pay code to edit it, or tap a date to add a punch or pay code to that date.

Approval Count
The count under **Manage Timecards** tells you how many employees have approved their own Timecards.

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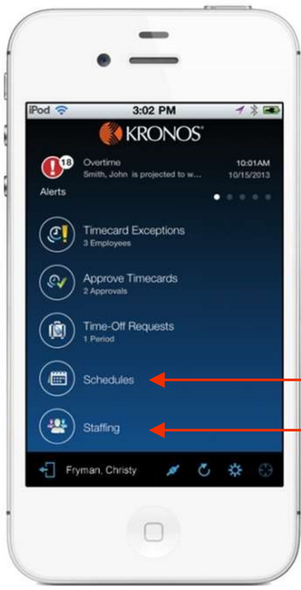
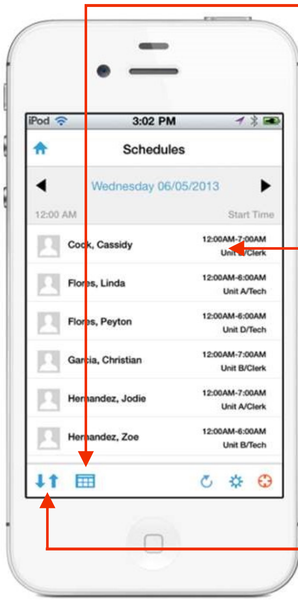
View Schedules and Staffing



On the main screen, select **Scheduling** or **Staffing**.

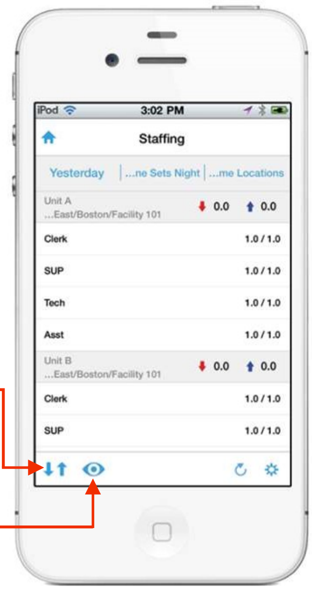


List / Calendar Toggle
Tap to switch between a list view (pictured here) and a calendar view. In the calendar, selecting a date indicates the number of shifts scheduled for that date.

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

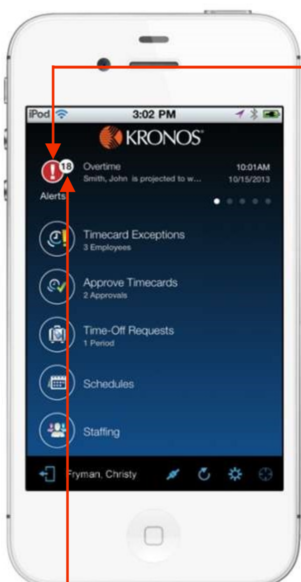
Sort Order
Tap to sort the jobs by Location or by Unit.

Coverage
Open the view selector to display coverage as Variants or as Counts.

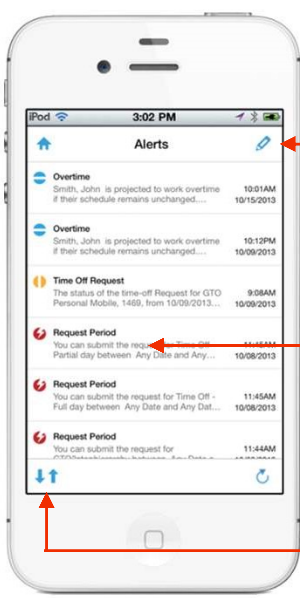


Sort Order
Tap to sort the schedules by Start Time, End Time, or Job.

Respond to Alerts



On the home screen, tap the **Alerts** icon.



- **Low Priority**
- **Medium Priority**
- **High Priority**

Edit
Tap when your are done reviewing some or all of your alerts. You can then either Delete All, or select individual alerts and tap Delete.

Alert Details
Tap an alert to view its details. Depending on the type of alert, you may be presented with options for responding to the alert, or for opening another part of the app for further action.

Alert Count
The count next to the Alerts icon indicates how many alerts you have.

Sort toggle
Tap to sort the alerts by Time received or by Priority.

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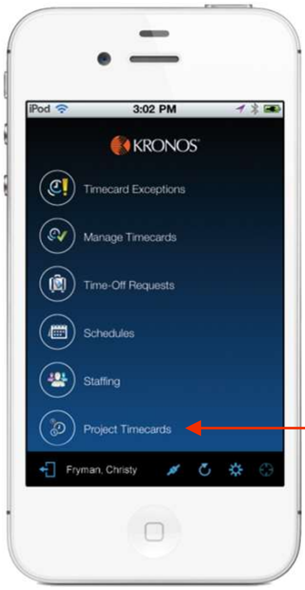
Manage Project Timecards

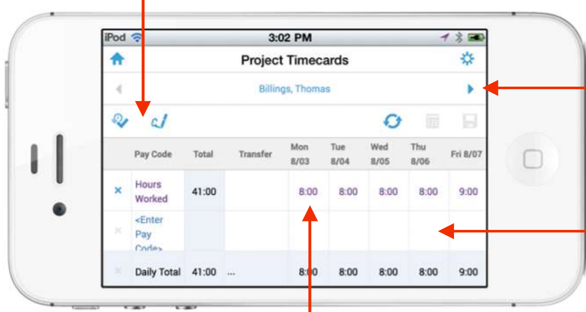


Getting Started
On the main screen, tap **Project Timecards**.

Approve or Sign Off
Tap these icons to approve or sign off on the timecard (or remove an approval).

LANDSCAPE MODE

When managing Project Timecards, you will probably find that rotating your mobile device to enter landscape mode provides a more suitable working area.

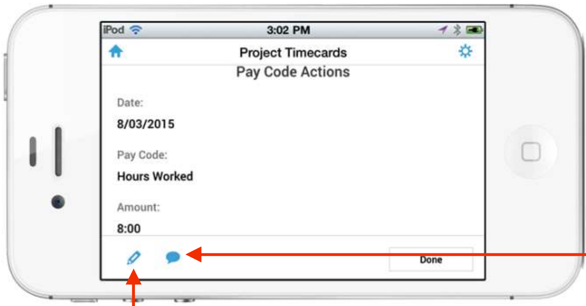


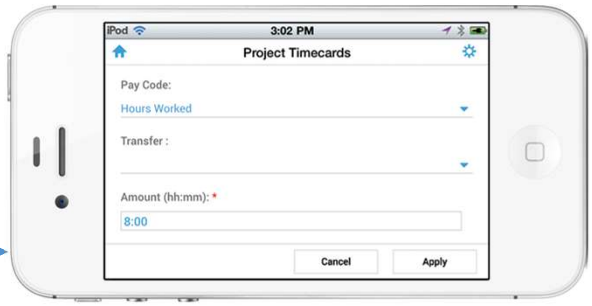
Move through Employees
Tap the arrow to move to the next employee's timecard.

Add a new Entry
Tap a cell corresponding to the date for which you want to enter an amount. Then use the pay code entry screen to select the Pay Code and Amount and, if applicable, job or account for a transfer.

View an Entry
Tap a duration or pay code amount to view its details.

Add a Comment or Note
Tap to add a comment and/or note to the pay code amount. Comments are chosen from a pre-defined list, while Notes provide a text entry field where you can type anything you wish.





Modify the Entry
Tap to edit the entry you are viewing.