Workforce Mobile (iPhone)
Performing Employee Tasks

Home Screen 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 HMC 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.

GET THE APP
Anyone can download and try out the Kronos Mobile app – check your device’s app store to get it and enter https://timekeeping.claremont.edu/mobile for the server address.

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
We are not restricting punches by location at this time.

Punch In or Out

On the home screen, select Punch.

If you are starting a shift requiring a transfer, select Transfer.

Select a transfer and tap the check mark.

When to Make a Transfer
All students and anyone with multiple jobs must make a job transfer for each shift they work. Select the transfer only when punching In for the transfer; do not select the transfer again when punching Out.

Server Name: https://timekeeping.claremont.edu/mobile
View Your Timecard

On the home screen, select Timecard.

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.

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

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.