

**Server Name:**  
<https://timekeeping.claremont.edu/mobile>

### 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

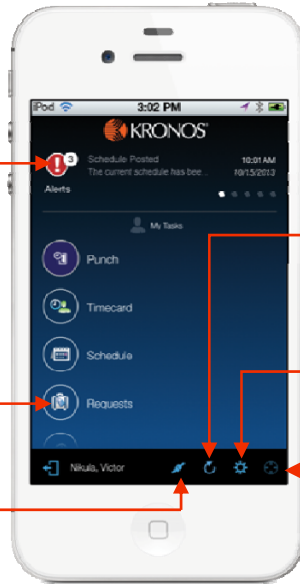
If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

#### 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.

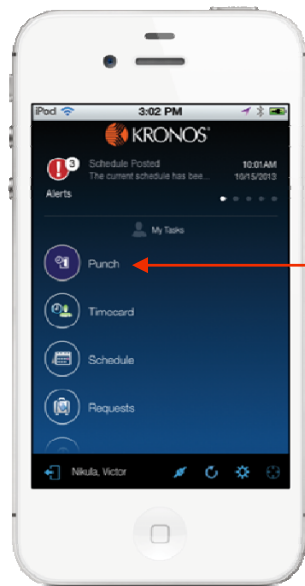
#### Context

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

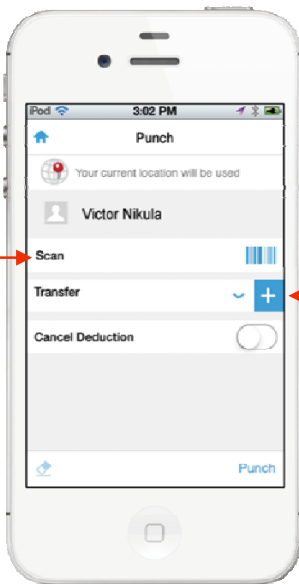
#### Location

We are not restricting punches by location at this time.

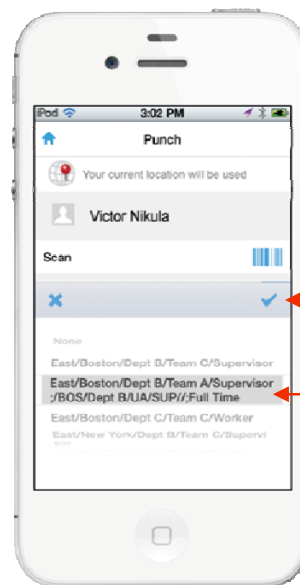
### Punch In or Out



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



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



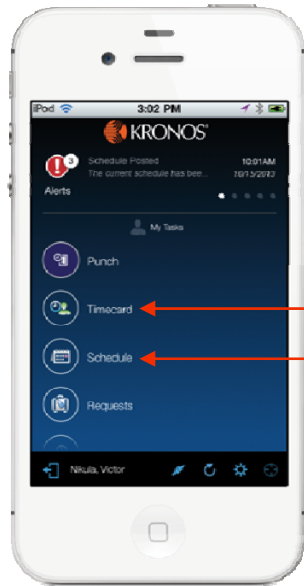
**3** Select a transfer and tap the check mark.

#### When to Make a Transfer

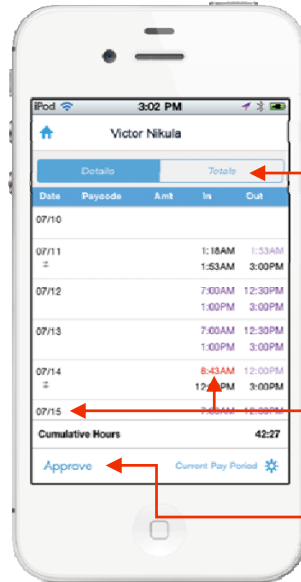
All students and anyone with multiple jobs must make a job transfer for each shift they work.

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

### 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.

