Workforce Mobile (iPhone)
Performing Manager Tasks

KRONOS

Home Screen Overview

Server Name:
https://timekeeping.claremont.edu/mobile

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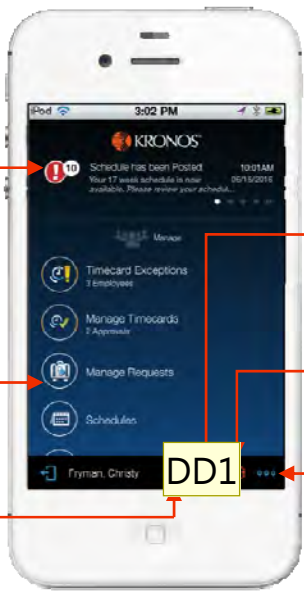
Context
Tap to change the Time Period you are viewing. All information you view will be in this context until you change it.

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.

More Options
Tap to access additional options, such as Refresh, which update the screen with the latest data from the server. It's a good idea to refresh after making edits.

DD1

Manage Timecard Exceptions

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.
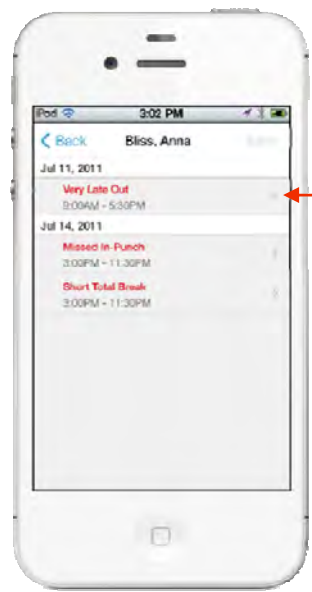
1 On the main screen, tap **Timecard Exceptions**.
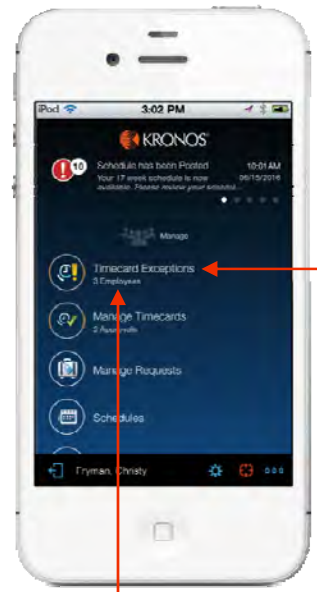
Timecard Exceptions Count
The count under **Timecard Exceptions** tells you how many employees have exceptions that need your review.
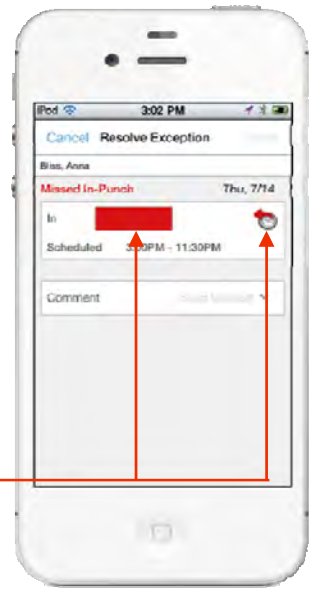
2 Tap a name to view that employee's exceptions.

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.

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.
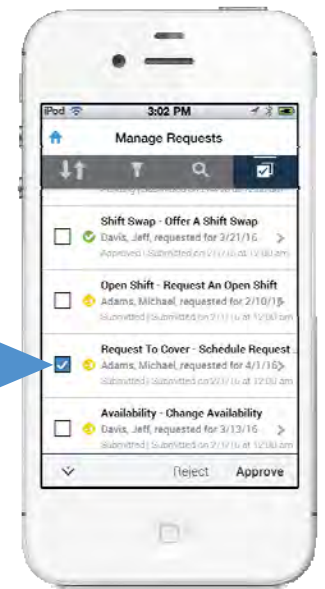
DD1   Doctor to add offline icon in this shot only.

Dorna, Deron, 5/10/2017

Manage Requests

**1** On the home screen, tap **Manage Requests**.

Selective Approval / Rejection
As an alternative to approving or rejecting one request at a time, tap here to enter a mode in which you can select multiple requests of the same type for action.

Then tap an action to apply that action to all selected requests.

Search
If the list of requests is overly long, you can tap here and start entering text to search on. The list of requests will narrow as you type.

Sort Requests
Tap to alternate between sorting request by most recent or least recent submission date.

Filter Requests
Tap to enter a set of criteria, then tap **Apply**.

Only requests meeting your criteria will appear in the list.

Sort on a specific range of Request or Submit dates, on a specific type of request (Time Off, Request to Cover, etc.) and/or a specific Status (Pending, Submitted, etc.).
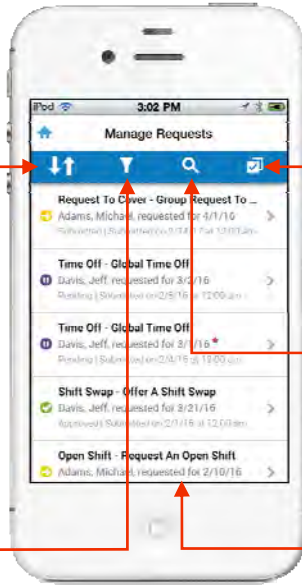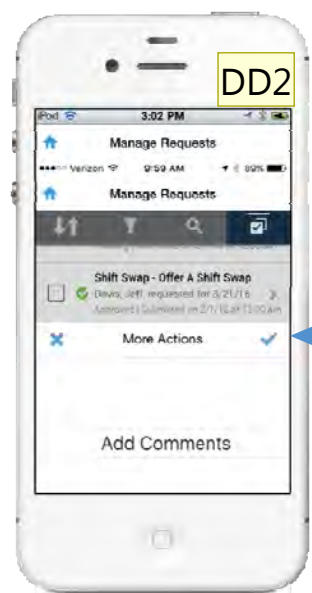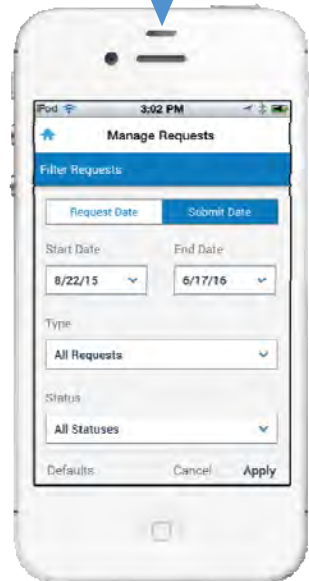
2 Select a request from the list to view its details.

Additional Options
Tap to see additional actions you can take, such as adding comments to the request.

3 Review the details of the request. Your available actions will appear at the bottom of the request. The actions you can take depend on the type of request being reviewed.

DD2   Swap this out with new shot taken from request details, not from the main list of requests.
Dorna, Deron, 5/10/2017

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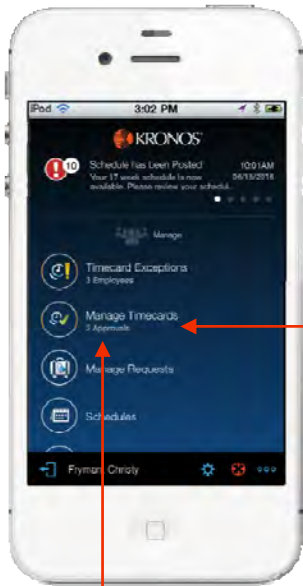
1 On the home screen, tap **Manage Timecards**.

More Options
Tap to access a menu of additional options.

Tap **Refresh** to retrieve the most current data from the database.

Tap **Hyperfind** to select a specific group of employees to view.

Tap **Legend** to see what each of the informational icons mean.

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

Selective Approval
As an alternative to approving one timecard at a time, tap here to enter a mode in which you can select multiple timecards for approval.
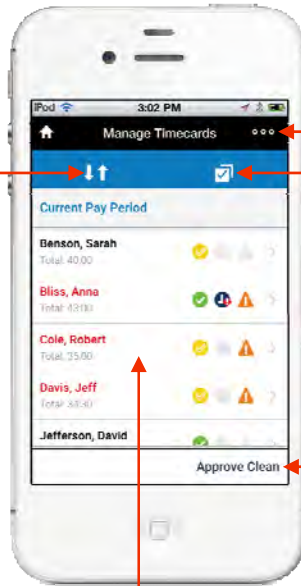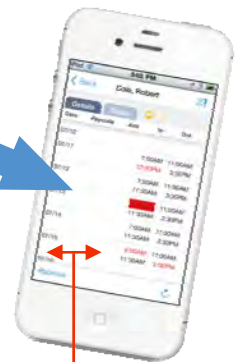
Then tap **Approve**.

Sorting Options
Tap to sort the list of employees by the criteria you specify.

Name sorts the list alphabetically.

Exception moves employees whose timecards have exceptions to the top.

Overtime Rule Violation moves employees with violations to the top.

Employee Approved moves employees who have approved their own timecards to the top.
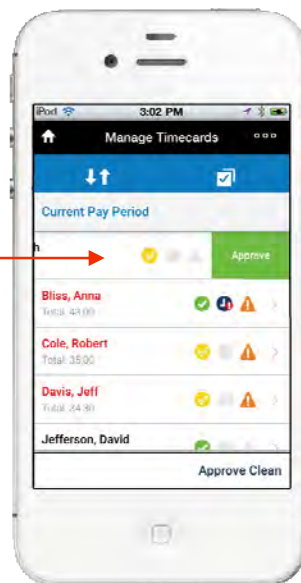
Approve Clean
Tap to approve all Timecards that have no potential issues.

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

Swipe Approval
To quickly approve an individual timecard without viewing details, you can simply swipe left and tap Approve.
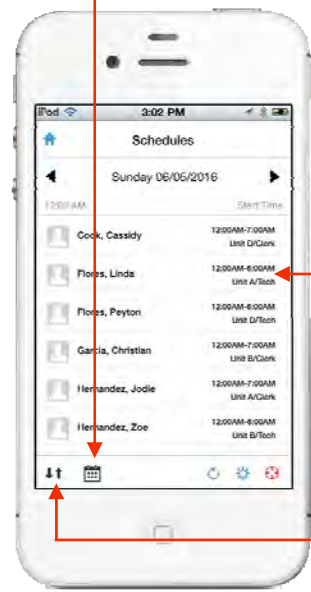
Add or Edit Time
While viewing a timecard's details, tap a punch or pay code to edit it, or tap a date to add a punch or pay code to that date.

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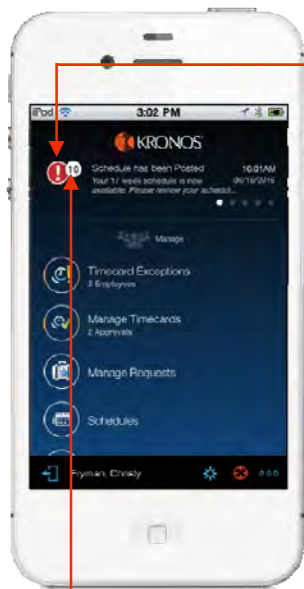Tap a date in the list or calendar to view the details of a shift or time off.

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
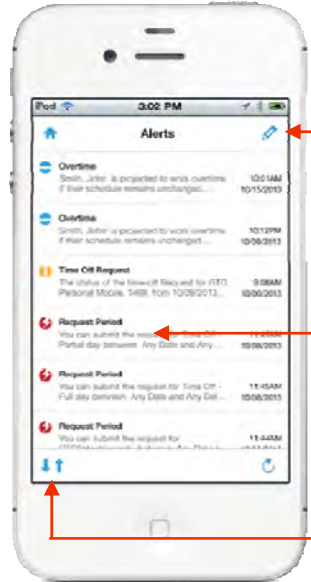Tap to sort the schedules by Start Time, End Time, or Job.
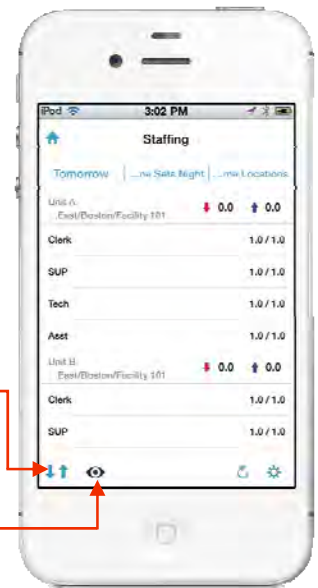
Respond to Alerts

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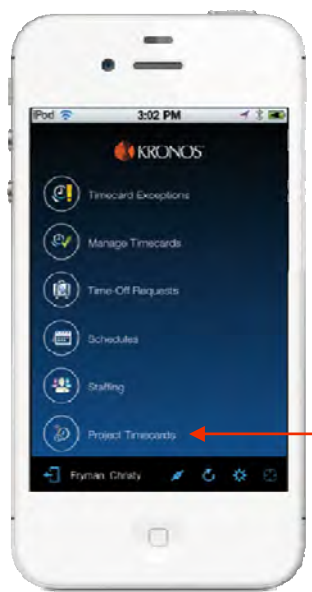
Alert Count
The count next to the Alerts icon indicates how many alerts you have.

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

KRONOS

Manage Exempt/Project Timecards

Getting Started
On the main screen, tap Project Timecards.

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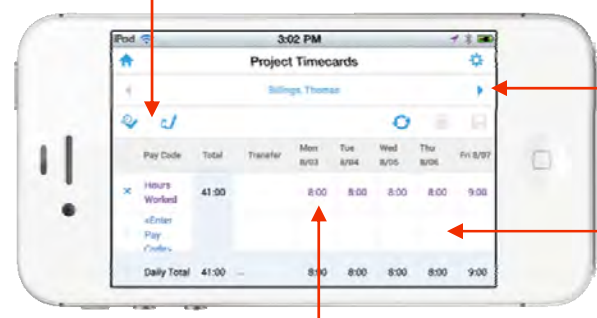Tap these icons to approve or sign off on the timecard (or remove an approval).

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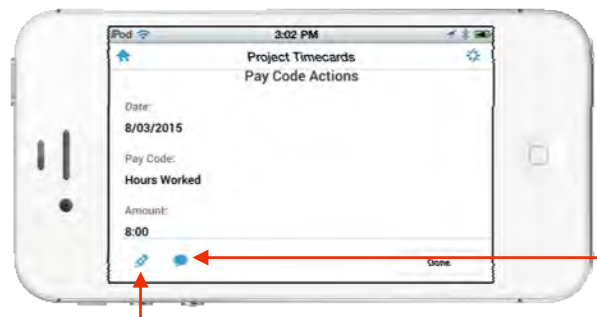
Modify the Entry
Tap to edit the entry you are viewing.