Workforce Mobile (Android)
Performing Employee 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.
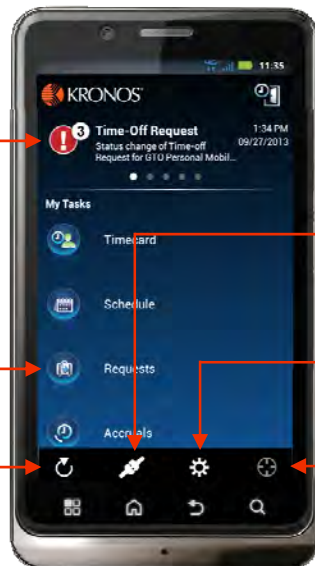
Alerts
If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

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.

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

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.
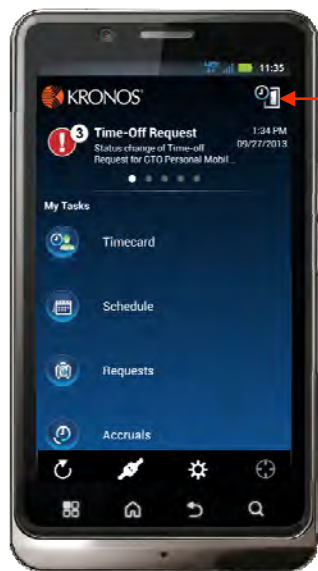
Location
We are not restricting punches by location at this time.
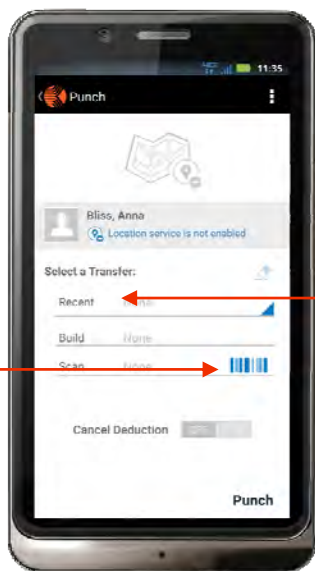

Punch In or Out

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.
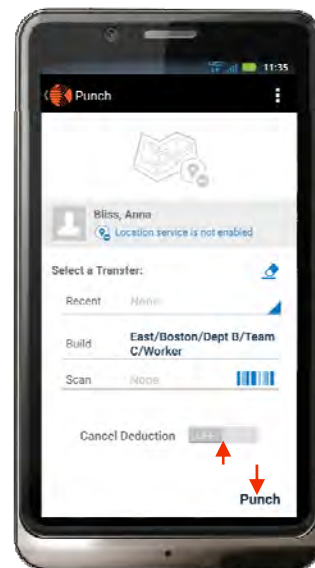
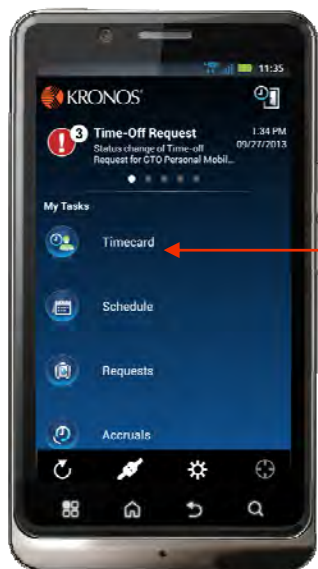

1 On the home screen, tap the **Punch** icon.

2 If you are starting a shift requiring a transfer, tap **Recent** for a recently-used transfer, or **Build** to select a new one. If you aren't transferring, skip to **Step 4**.
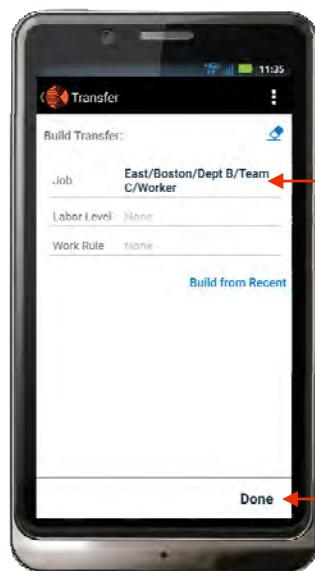
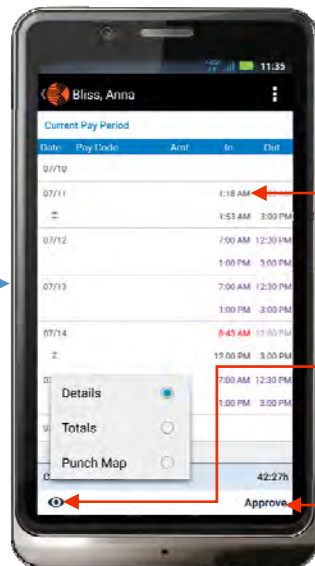**3** If building a new transfer, select the relevant options and tap **Done**.

KRONOS

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).

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.

Additional Views
Tap to switch between Details (as show here), total hours earned by type, or (if available) a map of locations from which you have punched.

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

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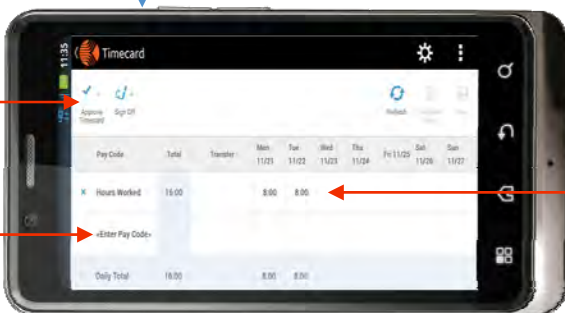
1 To add time to a particular date, tap the cell on the row representing the type of hours you want to enter.
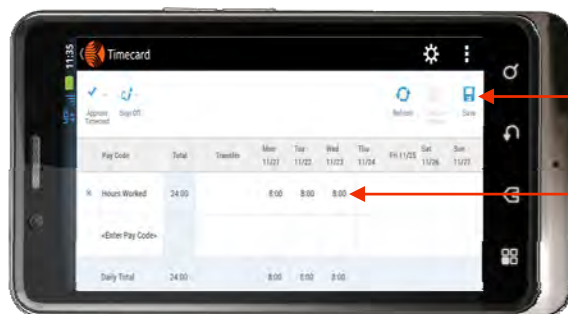
If the type of hours you want does not have a row, tap **<Enter Pay Code>** to select a Pay Code and create a new row, then tap a cell in the new row.
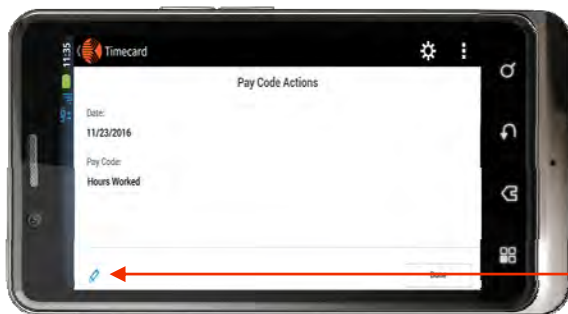
2 After confirming that the Date and Pay Code is correct, tap **Edit**.
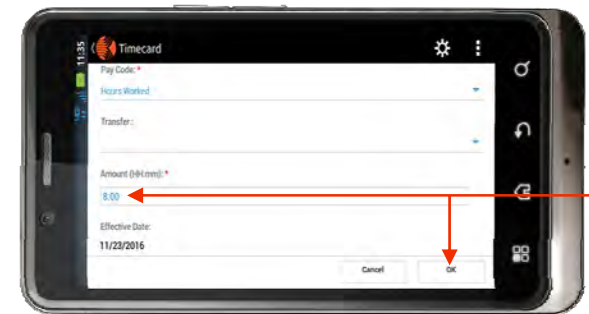
3 Tap the **Amount** field and enter the amount as hours:minutes.

Then tap **OK**.

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