

Workforce Mobile™ (Android)

Performing Non-exempt Employee Tasks at Kronos

Download and Log On to the Kronos Mobile App

Kronos Mobile is an app you can use on any Android device. (Note that it will run on an Android tablet, but the app has been graphically optimized to run on a cell phone-sized display.) You must download the app from the Google Play Store, and then configure it to access the Workforce Central server.

1 Open the **Google Play Store** on your Android device.

2 Search for **Kronos Mobile** and download the app.

3 After it has finished installing, launch the Kronos Mobile app.

4 If you are prompted to enable any features (such as Context Mapping or Location Services) tap **Yes** to enable them.

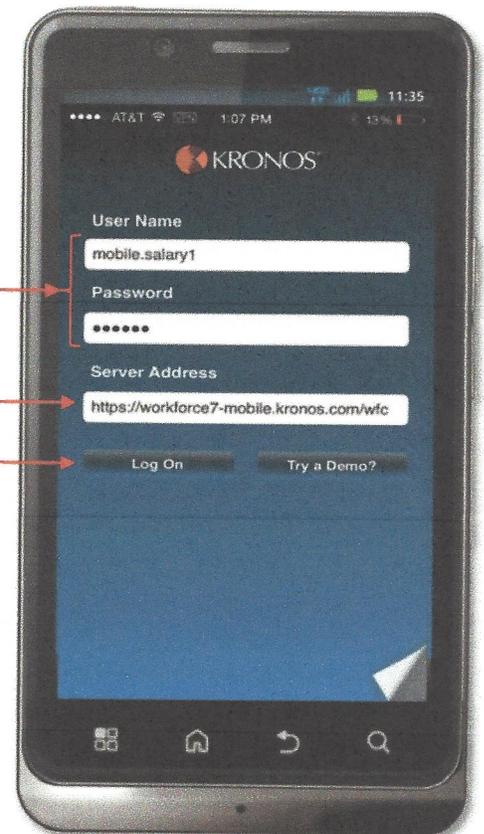
5 At the logon screen, enter the logon credentials (**User Name** and **Password**) that you normally use to access the Workforce Central application. (These might not be same credentials you use to log on to the Kronos network.)

6 In the **Server Address** field, enter ***https://workforce7-mobile.kronos.com/wfc***

7 Tap **Log On**.

Note

You no longer need to connect to the Kronos VPN in order to access the Kronos Mobile application.



Workforce Mobile (Android)

Performing Non-exempt Employee Tasks at Kronos

Home Screen Overview

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.

Log Off

Before exiting the app, be sure to first tap the Log Off icon. This closes the connection to the server, which keeps your data secure.



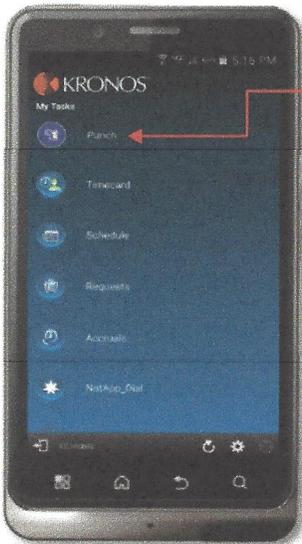
Refresh

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.

Punch In or Out



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

When to Make a Transfer

Normally, you should only enter a transfer when your manager is aware that you will be making one.

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



- 2 If you are starting a shift requiring a transfer, select **Transfer**. Otherwise, skip to **Step 4**.



- 3 Select a transfer type, select the details, and click **Done**.



- 4 If you are working without a break, tap to enable **Cancel Deduction**.

To enter the punch, tap **Punch**.

When to Cancel a Deduction

Normally, you should only cancel a deduction when your manager has given you approval to do so.

Only cancel the deduction when punching Out at the end of your shift, unless your manager has instructed you to do otherwise.

Workforce Mobile™ (Android)

Performing Non-exempt Employee Tasks at Kronos

Add Pay Code



1 On the home screen, tap **Timecard** and then tap the applicable date within the timecard.

2 From the Day Details screen, in the Pay Code section, tap +.

3 In the **Pay Code Editor**, tap **Pay Code** and tap the applicable pay code.

4 Tap **Duration** and enter the applicable amount of hours.

5 Tap **Start Time**, make applicable adjustments and tap **check mark** when finished.



6 After making the adjustments in the **Pay Code Editor**, tap the **check mark**.

You are navigated back to **Day Details**.

7 In **Day Details**, tap **check mark** to save changes.

You are navigated back to the timecard.



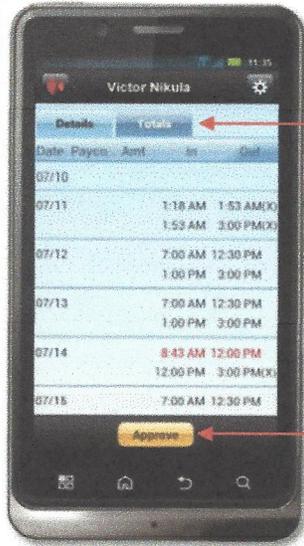
Workforce Mobile™ (Android)

Performing Non-exempt Employee Tasks at Kronos

View Your Timecard or Schedule



On the home screen, select Timecard or Schedule.

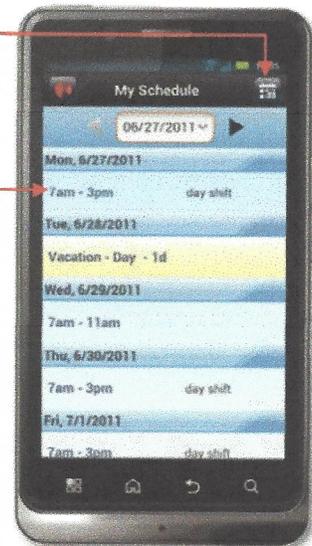


Schedule Calendar Toggle
Tap to navigate back to today's date.

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.

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



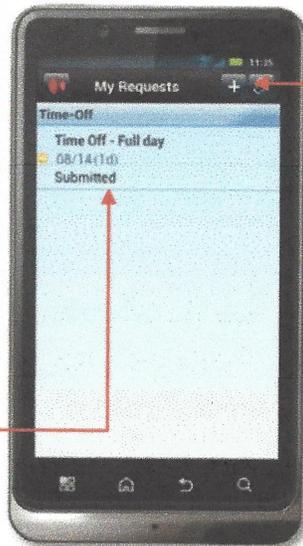
Submit a Time Off Request



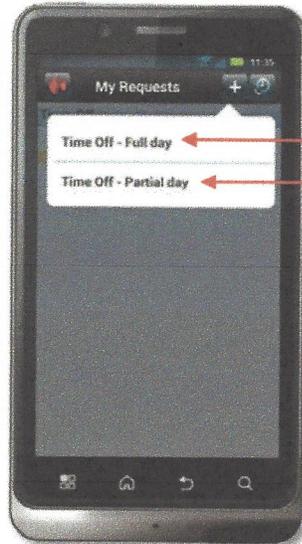
1 On the home screen, select Requests.

Check Your Accruals Balances
Before submitting a new Time Off Request, it's a good idea to tap Accruals on the home screen to review your balances.

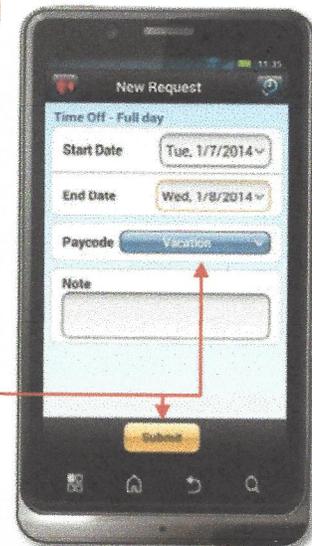
Tap Balance as of to see the hours you will have on any given date.



2 Tap the + to add a new request.



3 Select a Time Off type.



Prior Requests

To view the details of a previously-submitted request, simply select it from the list of requests.

The details screen also gives you the option to completely retract the request you are viewing.

4 Select the **Start Date** and **End Date** of your time off, and the type of hours (**Paycode**) you want to use.

To finalize the request, tap **Submit**.

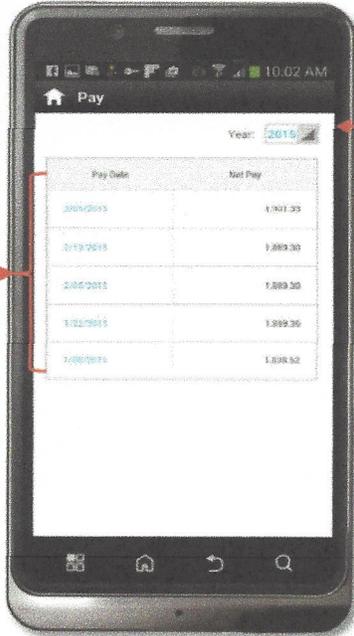
Workforce Mobile™ (Android)

Performing Non-exempt Employee Tasks at Kronos

View your pay history detail



On the home screen, in the My Tasks section, tap Pay.



Year
Select the applicable year from the drop-down list to view pay dates for the selected year.

Pay Date
Pay details are listed by Pay Date. To view more detail, tap a pay date.

Pay Home
Tap to navigate back to the Pay home screen.

Pay
Use this drop-down list to view information for a different pay date within the selected year.



Pay Period
Displays the time period currently being viewed.

Tap the icon to hide/show pay period details.

View Advice
Tap to navigate to the direct deposit image.

Current Period YTD
Toggle between selected pay period or YTD details to view associated details in the pay history details section.

Pay History Details
Tap a high-level detail category in the green area, or swipe up or down to navigate to the data manually.

