# Workforce Mobile (iPhone)
## Performing Employee Tasks

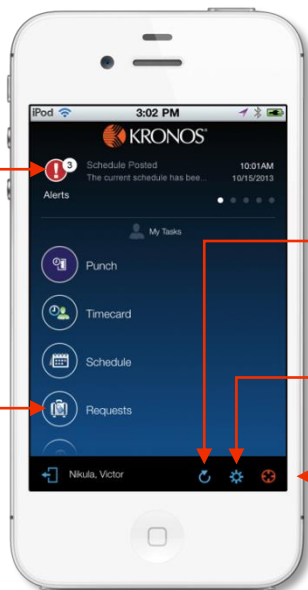**KRONOS®**

## HomeScreen 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 Workforce Central 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**
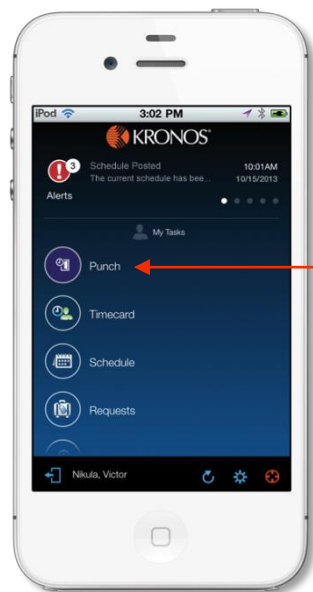Tap to update the screen with the latest data from the server. It's a good idea to refresh after making edits.

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

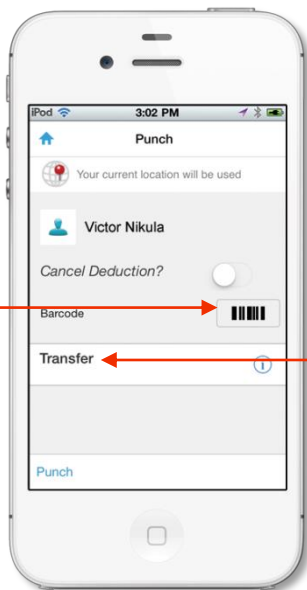**Location**
Tap to view your current geographical location. If it is recognized by your organization, the app will use it for punches.
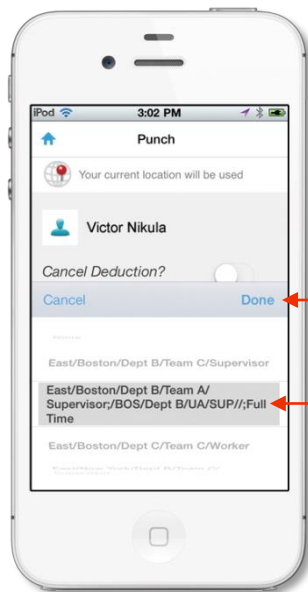
## Punch In or Out

**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.

Your device may recognize your geographical location and limit your transfer options based on that location.
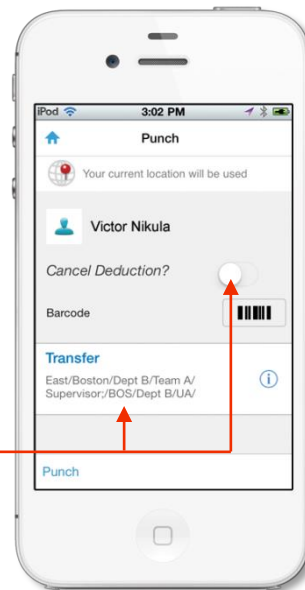
**1** On the home screen, select **Punch**.

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

**3** Select a transfer and click **Done**.

**Barcode**
If you are working at a location with a barcode for starting and stopping jobs, you can punch by tapping here and scanning the code.

**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.

**4** If you are working without a break, switch **Cancel Deduction** to **ON**.

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

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### View Your Timecard or Schedule

On the home screen, select **Timecard** or **Schedule**.

**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 a Punch**
If you have the necessary permissions, tap a punch to edit it, or tap a date to add a punch to that date.

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

### Submit a Time Off Request

**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.

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

**2** Tap the + to add a new request.

**3** Select a Time Off type and tap **Done**.

**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**.