

## KRONOS MOBILE QUICK GUIDE

### What is Kronos Mobile?

Kronos Mobile allows managers to remotely access Kronos Workforce Central from their mobile device. As a manager, you can:

- Manage basic timecard exceptions
- Manage timecard approvals
- View employee schedules
- Manage time-off requests

### How do I access Kronos Mobile?

Download the Kronos Mobile application:

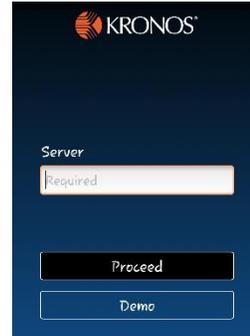
- iPhone – iTunes Store
- Android – Google Play Store

1. Once downloaded, to log in to Kronos Mobile, tap the app on your mobile device.



2. Enter the server name:

<http://atlmobile.atlantaga.gov/wfc>



- Press **Proceed**.

3. You will be prompted with a login screen. Use your Kronos login credentials to access the application.




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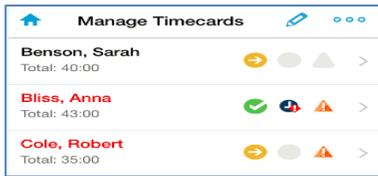
## How do I use Kronos Mobile?

Kronos Mobile will connect to a **Manage** screen which allows a number of timecard options including:

- **Manage Timecard exceptions** - Quickly review and correct most exceptions.
- **Manage Time-off requests** - Approve or reject time-off requests.
- **Manage Timecards** - Review, edit, and approve employee timecards. This includes the ability to add and edit punches, pay codes, comments, and notes on the timecards.
- **View and manage schedules** - Review the schedules for all of their employees.



When you initially go through each of the timecard options, there will be employee names and icons which indicate the status of the timecard.



	Submitted	Time Off Request awaiting action on your part.
	Approved	Time Off Request that you have approved.
	Cancel Submitted	The employee cancelled this Time Off Request after it was submitted and you approved it.
	Cancel Approved	This time off request was Cancel Submitted, and you approved the cancel.
	Pending	For a Request that requires multiple approvals. Pending indicates that the request has been approved by another manager, and now needs you to approve or reject. Note that once you act on the request: <ul style="list-style-type: none"> <li>• if the Request is going to another Manager, you will no longer see the Pending request. After all required managers approve, the request state changes to Approved and you then see the request.</li> <li>• if you are the final approver, the state will change to Approved and you will continue to see the Request.</li> </ul>

## How do I Manage Timecard Exceptions?

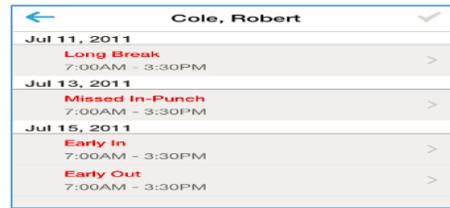
The **Timecard Exceptions** option displays the number of employees who have timecard exceptions during the Current (default) or Previous Pay Period for your selected HyperFind.



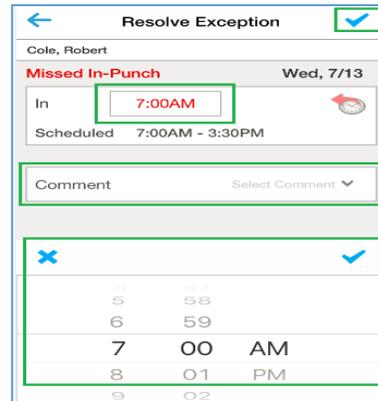
### To Resolve:

1. Tap the employee's name, then select the Missed Punch exception.

Timecard Exceptions	
Bliss, Anna	3
Cole, Robert	4
Davis, Jeff	2



2. Update the punch by tapping the punch in/out time.



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**\*Note: You also have the option of entering a comment.**



- Once you have resolved the punch, click on the top right arrow check mark to confirm and save.

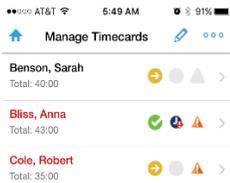


## How do I enter a Paycode?

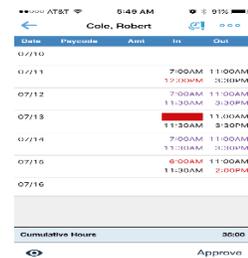
- Tap on Manage Timecards.



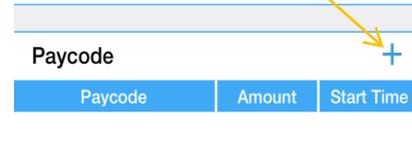
- Tap employee's name.



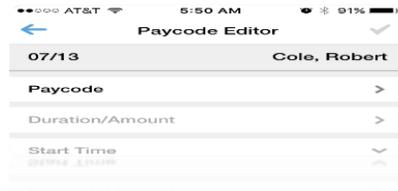
This takes you to the employee's timecard.



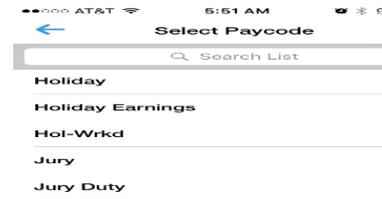
- Tap on the date you wish to edit, then tap the + to the right of Paycode.



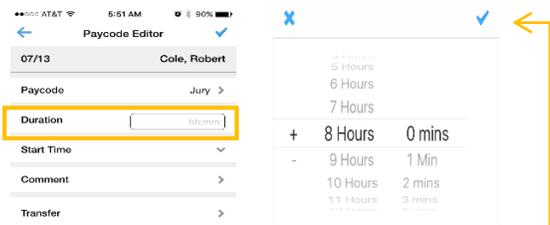
- Select Paycode Arrow.



- Select from list of Paycodes.



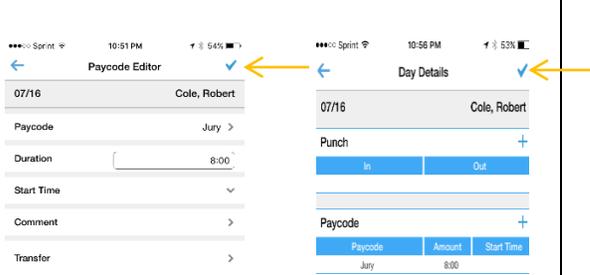
- Tap Duration Box – enter duration in hours.



- Select the blue arrow to confirm changes.
- Tap blue arrow to confirm twice more to save changes.



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- The pay code is now available to view in the timecard.



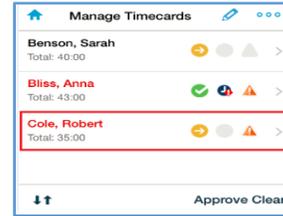
## How do I approve a timecard?

Managers have the ability to approve timecards after exceptions have been corrected.

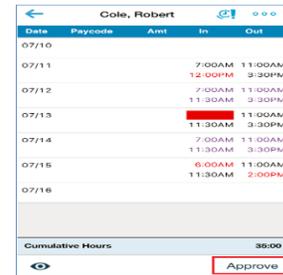
- From the main Manage screen, tap Manage Timecards.



- Tap Employee Name to Approve.



- Click Approve.



**Note: Approved Timecards will no longer appear on the Manage Timecards screen.**



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### How do I Approve/Reject Time-Off Requests?

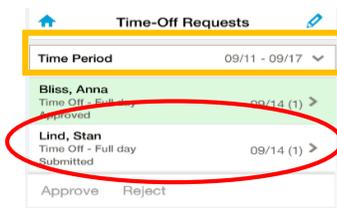
**\*AIM, DHR, DOF ONLY**

The Time-Off Requests option displays a list of **submitted**, **approved**, and **pending** requests for a specific time period.

1. From main screen, select Time-Off Requests.



2. From Time-Off Request Screen, select a **Time Period** from the drop down.



3. Next, tap on the employee's name. Select either **Approve** or **Deny** for the request.

