

EMPLOYEES

Kronos Mobile

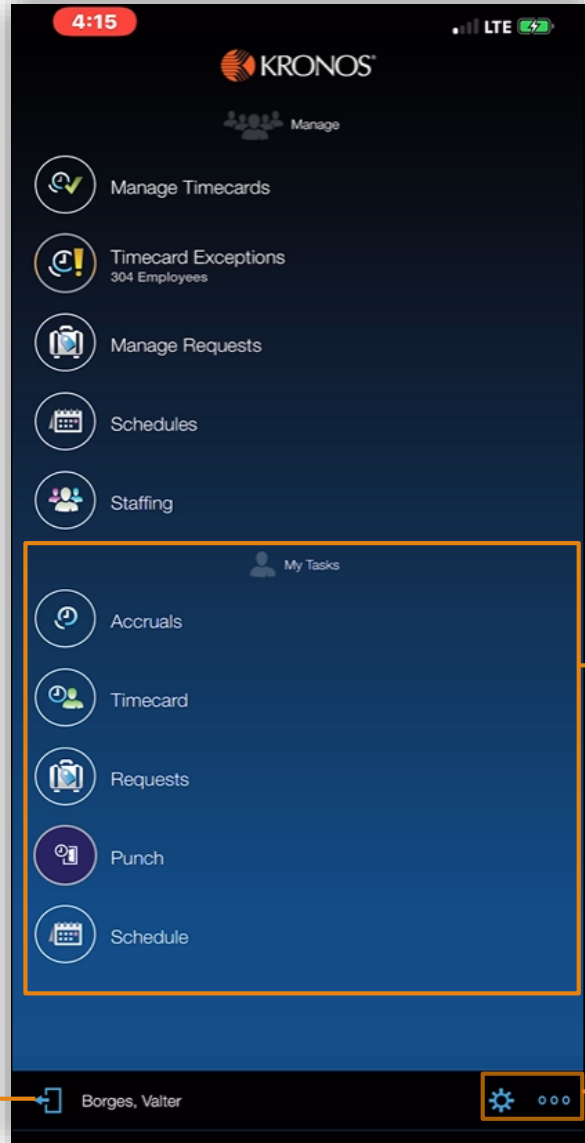
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Employee Introduction



This is the home page of the Kronos app. After logging into Kronos Mobile, this is the first thing you will see.



User name and log out icon.

All the icons needed to fill out personal information can be found under "My Tasks".

The settings icon allows you to change the time period, hyperfind, or location. The more actions icon allows you to refresh and view FAQs.

View Accruals

The screenshot shows a mobile application interface for viewing accruals. At the top, there is a status bar with the time 4:22, LTE signal, and battery level. Below that is a navigation bar with a back arrow and the title 'Accruals'. A dropdown menu is open, showing the date 'Thu, 07/09/2020' with a blue checkmark and a downward arrow. Below the dropdown is a list of accrual categories with their respective hours. The categories and hours are: Bone Marrow Donor (0.00h), Comp Time (519.00h), Comp Time Expired (0.00h), Comp Time Holiday (0.00h), Comp Time Holiday Expir... (0.00h), LV-CTFMLA (0.00h), LV-CTFMLAMIL (0.00h), LV-FMLA (0.00h), LV-FMLAMIL (0.00h), LV-Tracking (0.00h), Military Leave Active Duty (0.00h), Military Leave Training (0.00h), Olympics (0.00h), Organ Donor (0.00h), Personal (24.00h), Red Cross (0.00h), SEBAC (0.00h), and SVR - PL (0.00h). The date dropdown and the right-hand column of the table are highlighted with orange boxes.

Balance as of	
Thu, 07/09/2020	
Bone Marrow Donor	0.00h
Comp Time	519.00h
Comp Time Expired	0.00h
Comp Time Holiday	0.00h
Comp Time Holiday Expir...	0.00h
LV-CTFMLA	0.00h
LV-CTFMLAMIL	0.00h
LV-FMLA	0.00h
LV-FMLAMIL	0.00h
LV-Tracking	0.00h
Military Leave Active Duty	0.00h
Military Leave Training	0.00h
Olympics	0.00h
Organ Donor	0.00h
Personal	24.00h
Red Cross	0.00h
SEBAC	0.00h
SVR - PL	0.00h

The date can be changed by selecting the drop down arrow, and choosing manual.

The column to the right shows how many hours you have for each accrual category.



Accruals

Opening the Accruals tab will show you all the accruals you have as of a certain date.

View Timecard



4:20 LTE

Borges, Valter C

Current Pay Period Not Approved

Date	Pay Code	Amount	In	Out
Week of 07/03 - 07/09				
07/03			8:00AM	4:30PM
07/04				
07/05	Independence Day	8.0		
07/06			7:53AM	4:30PM
07/07			7:55AM	4:32PM
07/08			8:01AM	4:36PM
07/09			8:05AM	
Week of 07/10 - 07/16				
07/10				
07/11				
07/12				
07/13				
07/14				
07/15				
Cumulative Hours		38.00		

Approve

4:20 LTE

Borges, Valter C

07/06 Not Approved

Punch

In	Out
7:53AM	4:30PM

Pay Code

Pay Code	Amount	Start Time
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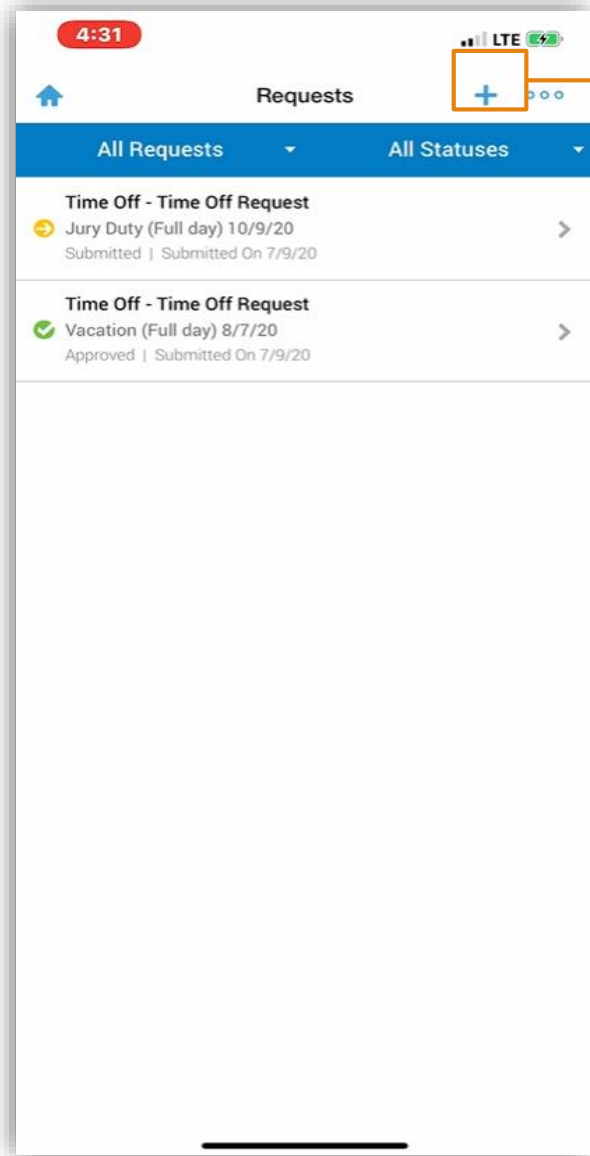
The Timecard icon will open up your mobile timecard

By pressing on any day, you can get a closer look at the information

Your cumulative hours appear at the bottom

To approve your timecard, click "Approve" at the bottom of the page. The page will change color when approved

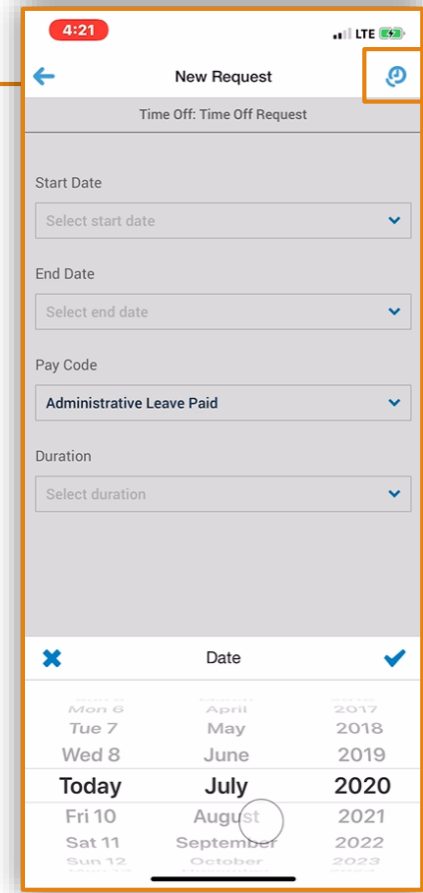
View Requests



The "+" button in the upper right will open a "New Request" form. Here you will fill out all the information that applies

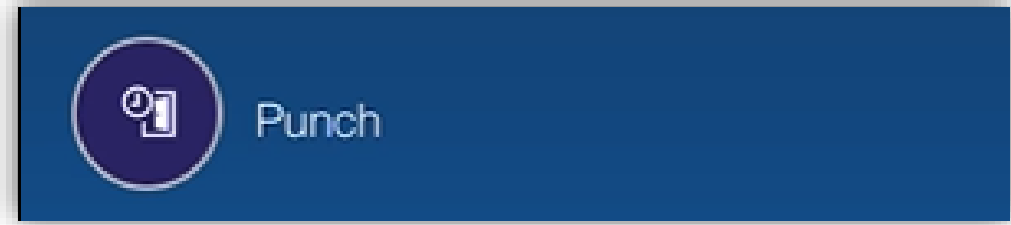
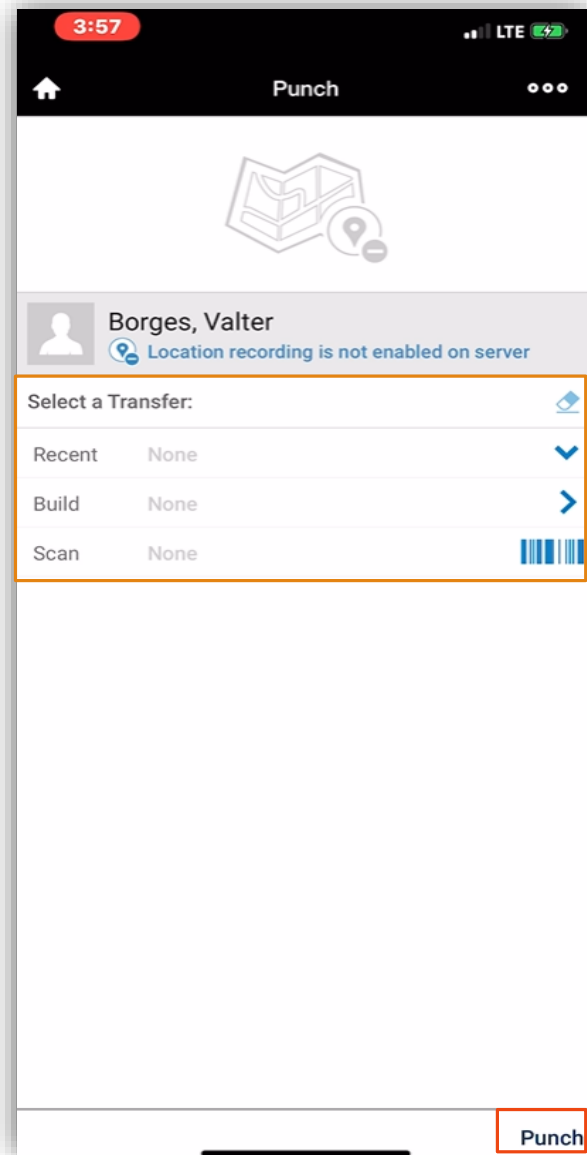


The Requests tab shows all requests you've made. It has a yellow arrow if the request was submitted and a green check if it has been approved.

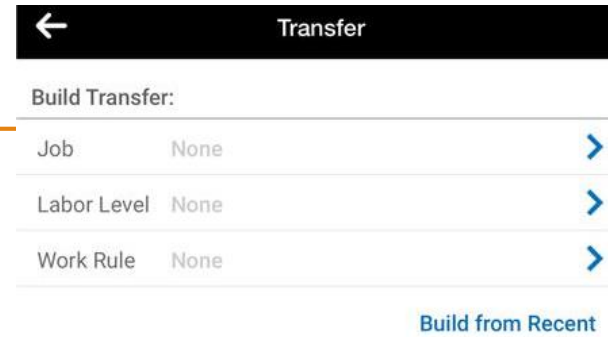


The clock button will open your accruals for reference

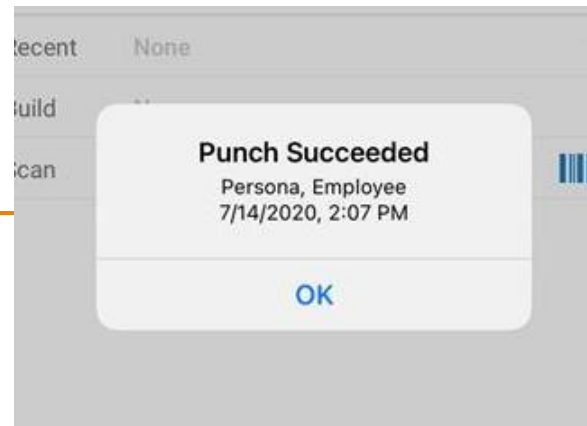
Log a Punch



The punch icon can be used to punch in through your mobile device.

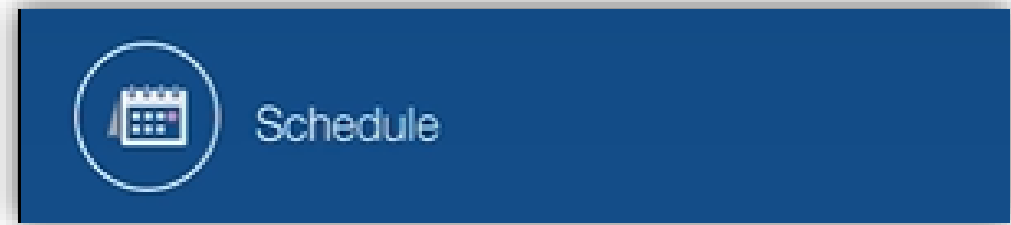
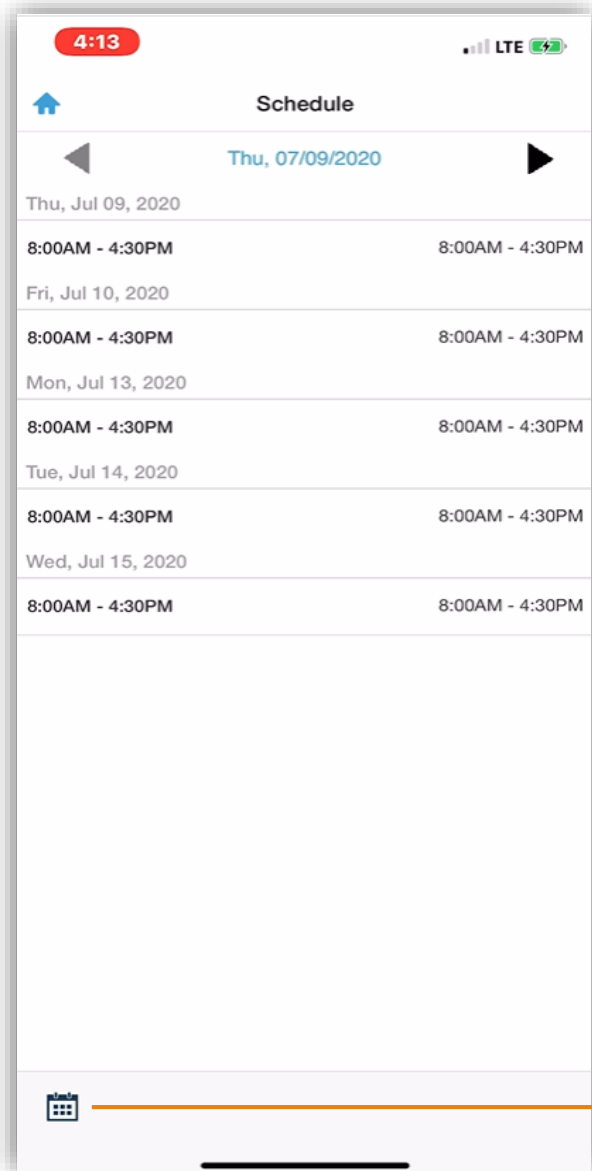


To create a work rule, job, or labor level transfer, you must first build one and in the future you would be able to choose from recent.



Pressing the "Punch" button will result in a pop-up telling you whether the punch was successful or not and also the date and time of the punch. It can be used to punch in and also to punch out.

View Schedule



The schedule tab shows your weekly schedule, with the option to change the week by using the arrows.



The calendar icon in the bottom left allows you to switch to calendar view