SUPERVISOR

Kronos Mobile

Table of Contents

- Supervisor Introduction
- Viewing Department Schedules
- Correcting Missed Punches
- Adding Pay Codes
- Entering a Transfer
- Handling Requests
- Approve Timecard

Supervisor Introduction

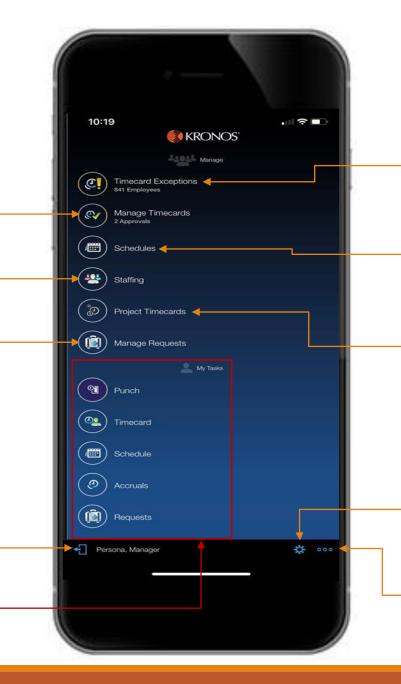
Manage Timecards: View status and approve timecards

Staffing: Allows you to make changes to the staffing plan as a scheduling manager

Manage Requests: Allows you to resolve employee requests

Name: Shows you who you are logged in as

Review Kronos Mobile Employee job aid for a view at employee functions



Timecard Exceptions: View and resolve any timecard exceptions

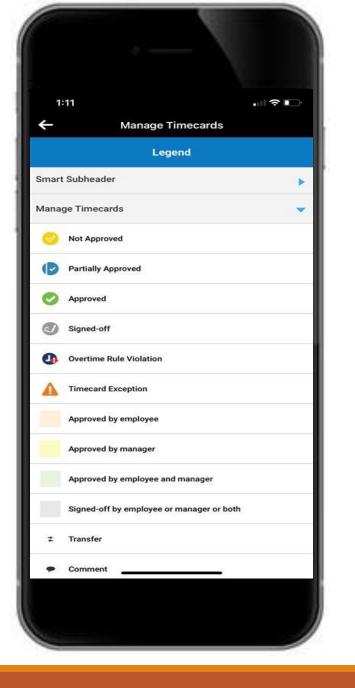
Schedules: View department schedules

Project Timecards: Allows you to view and edit timecards

Settings: Allows you to change the time period, hyperfind, or location

More Actions: Allows you to view FAQ or refresh

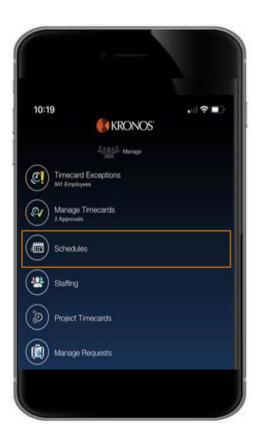
Legend

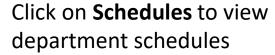




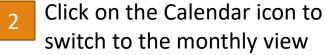
As you navigate through Kronos Mobile, you will see multiple symbols highlighting different statuses on a timecard, use this as a reference as you begin to navigate the Kronos Interface

Viewing Department Schedules





The home button 1:12 1:12 Schedules returns you to the 1 Schedules Tuesday 07/14/2020 . July 2020 Start Time main screen 7:00 AN 28 29 30 ? 3 4 1 7:00AM-3:30PM Test, Employee 3 No primary job 9 10 5 6 7 8 11 7:00AM-3:30PN Test, Employee 4 No primary job 14 15 16 12 13 17 18 8:00 AN Start Tim 19 20 21 22 23 24 25 8:00AM-4:30PM Persona, Employee Admin/AA 26 28 29 30 Start Tir 27 31 9:00PM-5:30AM 3 Bell, Morgan T No primary job. **4 Scheduled Shifts** To the right of the employee name you see schedule and job Settings, allow you to use a 4 11 🗰 ت ک 11 IE 0 # hyperfind or location at any point



Correcting Missed Punches





11:35		.⊪≎∎⊃
^	Timecard Exceptions	
Bell, Morgan T	23	1
Persona, Emp	loyee	1
Test, Employe	e 1	1
Test, Employe	e 3	9
Test, Employe	e 4	9



Click on the missed punch exception in order to resolve

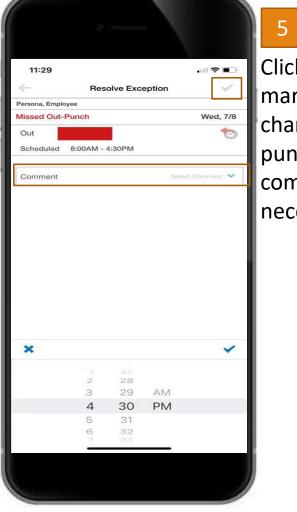




Correcting Missed Punches



Click on the red cell in order to enter the time for the missed out punch



Click on the check mark to save your change to the punch, add optional comments wherever necessary



Click on the check mark again on the following screen to update the timecard with the corrected punch

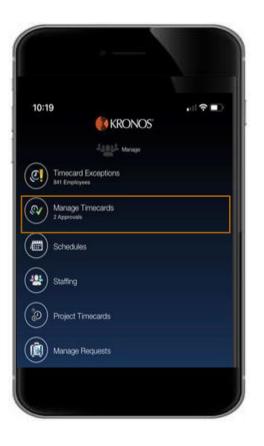
6

Adding Pay codes

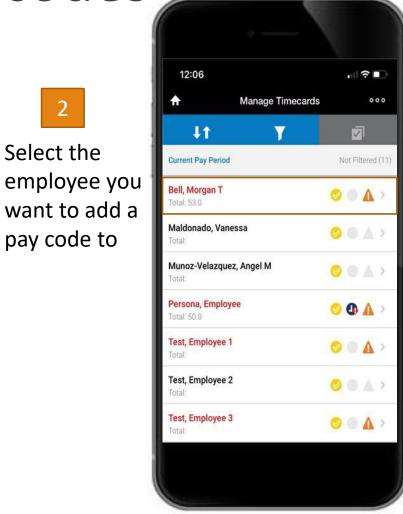
2

Select the

pay code to









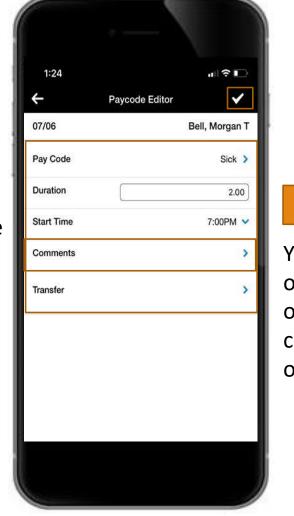
Click on the day you want to modify to open up advanced options

1:2	2			○
←		Bell, Morgan		
Current	Pay Period			Approved
Date	Pay Code	Amount	In	Out
		We	ek of 07/03	- 07/09
07/03	ndependence Day	8.0		
07/04				
07/05			9:00PM	5:30AN
07/06			9:00PM	5:30AN
07/07				
07/08				
07/09				
		We	ek of 07/10	- 07/16
07/10				
07/11				
07/12				
07/13				
07/14				

Adding Pay codes

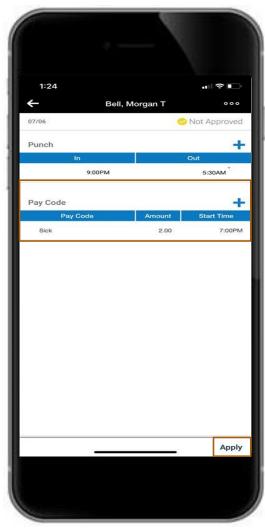


5 Enter the information for the pay code you want to use and the start time, then click the check mark to save



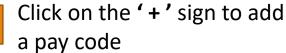
6

You have the option to add optional comments to any of your changes



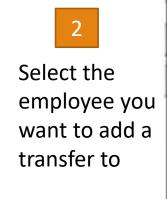


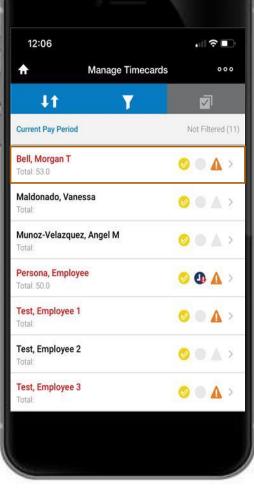
Select Apply to apply your changes to the timecard



4









Click on the day you want to modify to open up advanced options

1.0				2 -7
1:23		3ell, Morgan T		●
	New Joseph and Ma	Sell, Morgan 1	and the second second	
Date	Pay Period Pay Code	Amount	🔗 Not A	30.5
Ullo	r uy cous	and the second second second	ek of 07/03	
07/03 In	dependence Day	8.0		
07/04				
07/05			9:00PM	5:30AN
07/06			9:00PM	5:30AN
07/07				
07/08				
07/09				
		Ma	ek of 07/10	07/14
07/10		Wee		- 07/10
07/11				
07/12				
07/13				
07/14				

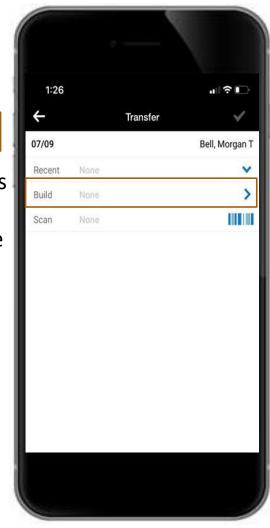
Click on Manage Timecards



5 Select the transfer button to open transfer options, comments can be added to any punch

1:26	"II 🕹 💽
÷	Edit Punch 🗸
07/09	Bell, Morgan T
n	9:00PM 🗸
Comments	>
Transfer	>
Dut	5:30AM 🗸
Comments	>
Cancel Deduction	0

Recent Transfers will populate here and can be selected, in this case we will build one from scratch



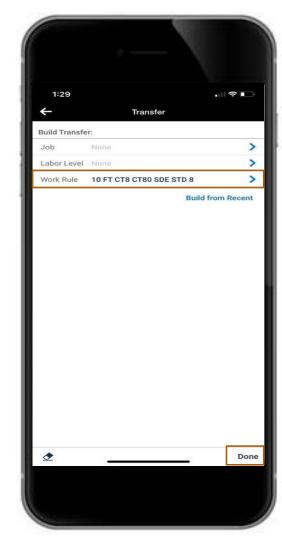
4

Click on the clocked in time in order to edit the shift

1:26			ı∥ ≎ ∎⊃
÷		Transfer	
Build Transfe	er:		
Job	None		>
Labor Level	None		>
Work Rule	None		>
			Build from Recent

Find the work rule you want to add and then select Done on the bottom right corner

129				
10 FT CT8 CT40 SDE 60L STD 7.5 10 FT CT8 CT40 SDE 60L STD 7 10 FT CT8 CT40 SDE STD 7 10 FT CT8 CT40 SDE STD 7 10 FT CT8 CT40 SDE STD 7.5 10 FT CT8 CT40 SDE STD 8 10 FT CT8 CT80 SDE3 45L STD 8 10 FT CT8 CT80 SDE3 60L STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE 5D 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 5DT 8 10 FT CT8 NSD 5TD 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	1:29		•11	?∎⊃
10 FT CT8 CT40 SDE 60L STD 8 10 FT CT8 CT40 SDE STD 7 10 FT CT8 CT40 SDE STD 7.5 10 FT CT8 CT40 SDE STD 7.5 10 FT CT8 CT40 SDE STD 8 10 FT CT8 CT80 SDE3 45L STD 8 10 FT CT8 CT80 SDE3 60L STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE 5D 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 5DT 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	←	Work Rule		
10 FT CT8 CT40 SDE STD 7 10 FT CT8 CT40 SDE STD 7.5 10 FT CT8 CT40 SDE STD 8 10 FT CT8 CT80 SDE3 45L STD 8 10 FT CT8 CT80 SDE3 60L STD 8 10 FT CT8 CT80 SDE 3 STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 5TD 8 10 FT CT8 NSD 5TD 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT40	SDE 60L STD 7.5		
10 FT CT8 CT40 SDE STD 7.5 10 FT CT8 CT40 SDE STD 8 10 FT CT8 CT80 SDE3 45L STD 8 10 FT CT8 CT80 SDE3 60L STD 8 10 FT CT8 CT80 SDE3 STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 5DT 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT40	SDE 60L STD 8		
10 FT CT8 CT40 SDE STD 8 10 FT CT8 CT80 SDE3 45L STD 8 10 FT CT8 CT80 SDE3 60L STD 8 10 FT CT8 CT80 SDE3 STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 5DT 8 10 FT CT8 NSD 5DT 8 10 FT CT8 NSD 5TD 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT40	SDE STD 7		
10 FT CT8 CT80 SDE3 45L STD 8 10 FT CT8 CT80 SDE3 60L STD 8 10 FT CT8 CT80 SDE3 STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 5TD 8 10 FT HOLIDAY COMP OT80 STD 8 10 FT HOLIDAY COMP STD 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT40	SDE STD 7.5		
10 FT CT8 CT80 SDE3 60L STD 8 10 FT CT8 CT80 SDE 3 STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD STD 8 10 FT CT8 NSD STD 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT40	SDE STD 8		
10 FT CT8 CT80 SDE3 STD 8 10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE 5D 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD 5DD 8 10 FT HOLIDAY COMP OT80 STD 8 10 FT HOLIDAY COMP STD 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT80	SDE3 45L STD 8		
10 FT CT8 CT80 SDE 45L STD 8 10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD STD 8 10 FT HOLIDAY COMP OT80 STD 8 10 FT HOLIDAY COMP STD 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT80	SDE3 60L STD 8		
10 FT CT8 CT80 SDE 60L STD 8 10 FT CT8 CT80 SDE STD 8 10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD STD 8 10 FT CT8 NSD STD 8 10 FT HOLIDAY COMP OT80 STD 8 10 FT HOLIDAY COMP STD 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT80	SDE3 STD 8		
10 FT CT8 CT80 SDE STD 8	10 FT CT8 CT80	SDE 45L STD 8		
10 FT CT8 NSD 45L STD 8 10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD STD 8 10 FT CT8 NSD STD 8 10 FT HOLIDAY COMP OT80 STD 8 10 FT HOLIDAY COMP STD 7 10 FT HOLIDAY COMP STD 7.5 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT80	SDE 60L STD 8		
10 FT CT8 NSD 60L STD 8 10 FT CT8 NSD STD 8 10 FT HOLIDAY COMP OT80 STD 8 10 FT HOLIDAY COMP STD 7 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 CT80	SDE STD 8		~
10 FT CT8 NSD STD 8 10 FT HOLIDAY COMP OT80 STD 8 10 FT HOLIDAY COMP STD 7 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 NSD 4	45L STD 8		
10 FT HOLIDAY COMP OT80 STD 8 10 FT HOLIDAY COMP STD 7 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 NSD 6	50L STD 8		
10 FT HOLIDAY COMP STD 7 10 FT HOLIDAY COMP STD 7.5	10 FT CT8 NSD S	STD 8		
10 FT HOLIDAY COMP STD 7.5	10 FT HOLIDAY	COMP OT80 STD 8		
10 ET HOLIDAY COMD STD 7 5 SDE2	10 FT HOLIDAY	COMP STD 7		
	10 FT HOLIDAY	COMP STD 7.5		
Done		COMP CTD 7 5 CDE2		
		-	-	Done



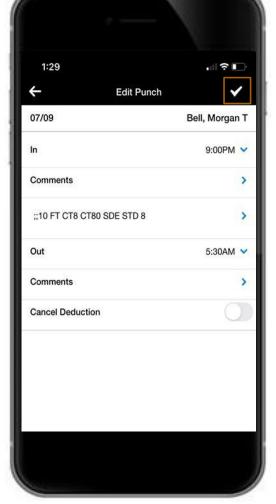


Select Done again to select this definitively as your transfer

Select the type of transfer that you want to use, in this case a Work Rule transfer



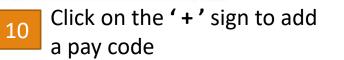
11 Enter the information for the pay code you want to use and the start time, then click the check mark to save



1	29			•11	?
÷		Bell, Morg	an T	ତ	000
Curre	ent Pay Period			😕 Not A	Approved
Date	Pay Code	Amount		In	Out
			Week	of 07/03	- 07/09
07/03	Independence Day	Ę	3.0		
07/04					
07/05				9:00PM	5:30AN
07/06	Sick	2	2.0	7:00PM 9:00PM	5:30AN
07/07				9:00PM	5:30AN
07/08				9:00PM	5:30AN
07/09 ‡				9:00PM	5:30AN
37.5		13	Week	of 07/10	- 07/16
07/10					
07/11					

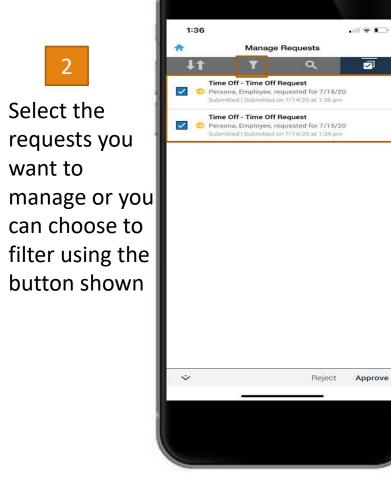


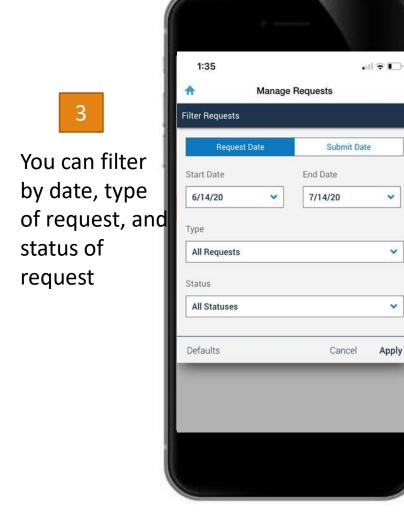
Validate the transfer was added by looking for the double arrows



Handling Requests







Y

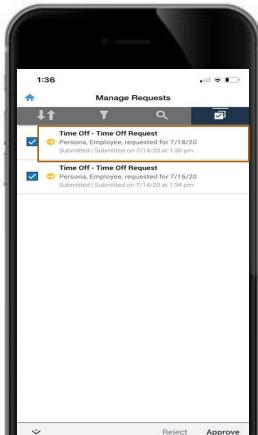
v

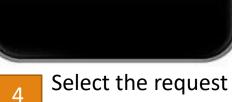
×

Apply

Click on Manage Timecards

Handling Requests

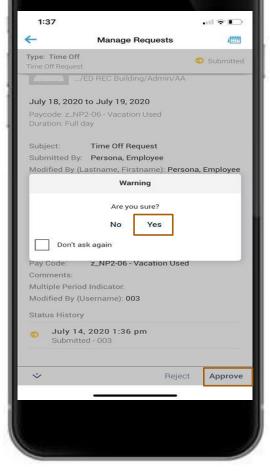




Select the request that you want to view

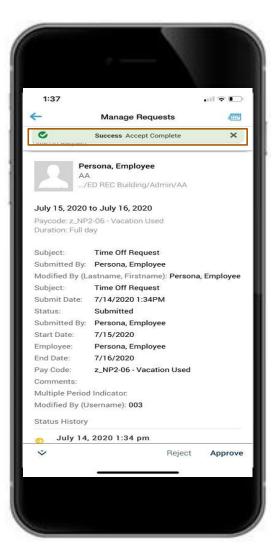
Select the approval or rejection button on the bottom, then confirm your selection

5





After approving, a banner will appear on top informing you that the request was accepted



Approving Timecards

2

Select the

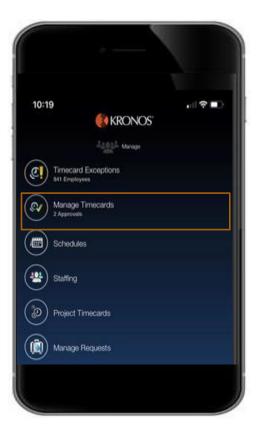
employee

timecard you

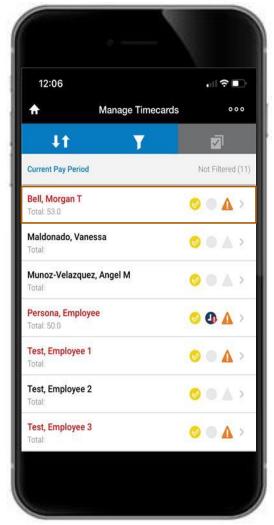
whose

want to

approve









Select Approve on the bottom right hand corner

	26			∻∎
~	-26	Bell, Morgan T		
		Bell, Morgan T		
Date	nt Pay Period	Amount	SNot /	Approve Out
Date	Pay Code	CONTRACTOR AND	k of 07/03	
07/03	Independence Day	8.0		
07/04				
07/05			9:00PM	5:30A
07/06	Sick	2.0	7:00PM 9:00PM	5:30A
07/07			9:00PM	5:30A
07/08			9:00PM	5:30A
07/09				
		Wee	k of 07/10	0 - 07/1
07/10				
07/11				
07/12				
07/13				
07/14				
07/15				
Cumu	lative Hours			40.0
m				Approv

Approving Timecards



After approving, you will see a pop up saying "Timecard Approved"

9:	54			○
←		Bell, Morgan T	Q	000
Curre	nt Pay Period	I	🚫 Not A	Approved
Date	Pay Code	Amount	In	Out
		Week	of 07/03	- 07/09
07/03	Independence Da	iy 8.0		
07/04				
07/05			9:00PM	5:30AM
7/06	Sick	0.0	7:00PM 9:00PM	5:30AM
07/07			9:00PM	5:30AM
7/08		Timecard Approved		5:30AM
07/09	-	ок		5:30AM
2		Week	of 07/10	- 07/16
07/10				
07/11				
07/12			9:00PM	5:30AM
07/13			9:00PM	5:30AM
07/14				
07/15				
	lative Hours			61.00
Cumu				100



The timecard will now appear yellow and will say approved on the top right corner

9:54		-11	÷ 🗈
~	Bell, Morgan T	_	000
Current Pay Period		01	Approved
Date Pay Code	Amount	In	Out
07/03 Independence Day	Week	of 07/03	- 07/09
07/04			
07/05		9:00PM	5:30AM
07/06 Sick	0.0	7:00PM	
07/07		9:00PM 9:00PM	5:30AM
07/08		9:00PM	5:30AM
07/09		9:00PM	5:30AM
≠		9:00PM	5:30AM
	Week	of 07/10	- 07/16
07/10			
07/11			
07/12		9:00PM	5:30AM
07/13		9:00PM	5:30AM
07/14			
07/15			
Cumulative Hours			61.00
⊞ _		Remove	Approval