

SUPERVISOR

# Kronos Mobile

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# Supervisor Introduction

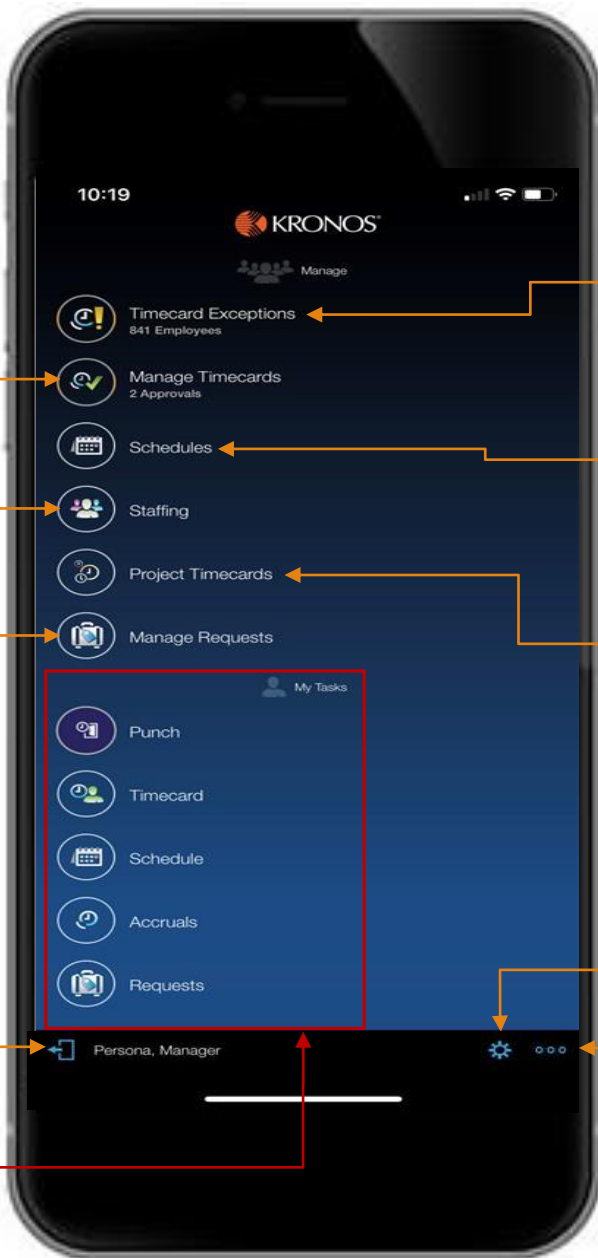
**Manage Timecards:** View status and approve timecards

**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

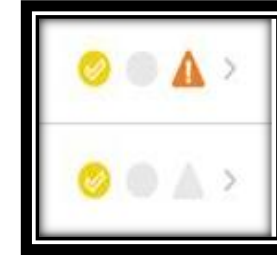
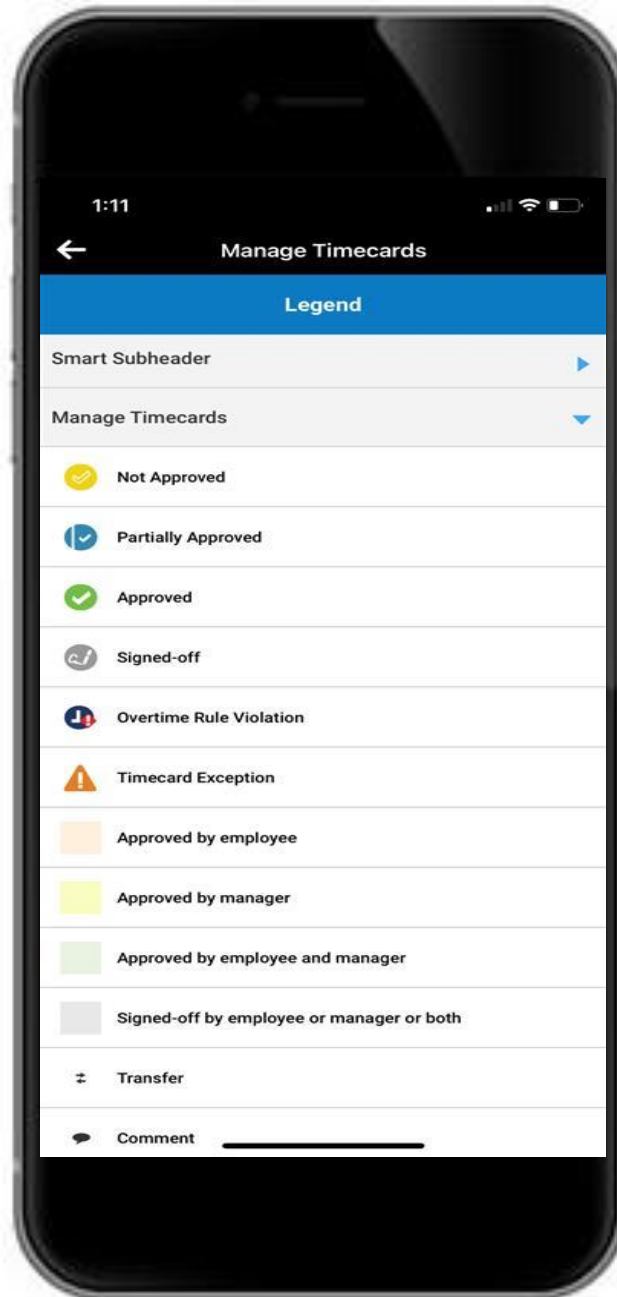
**Schedules:** View department schedules

**Project Timecards:** Allows you to view and edit timecards

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

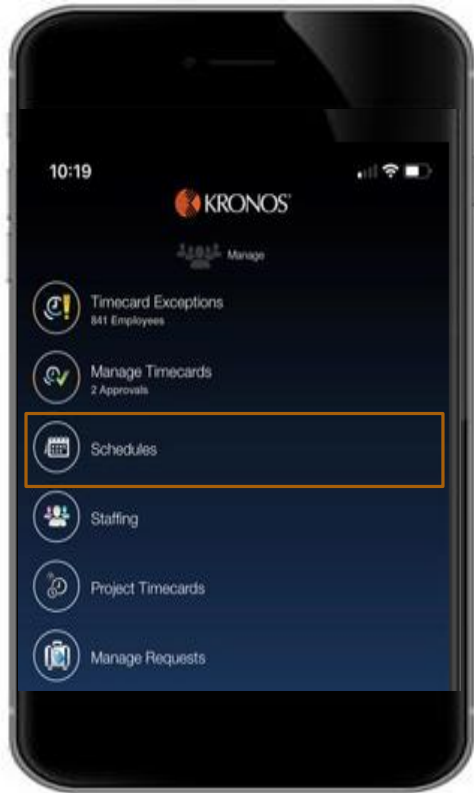
**More Actions:** Allows you to view FAQ or refresh

# Legend



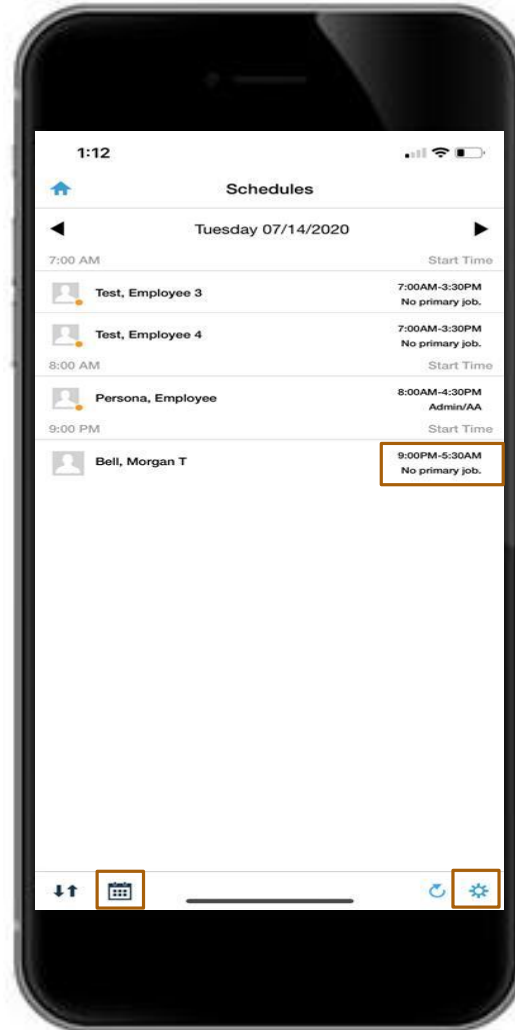
As you navigate through Kronos Mobile, you will see multiple symbols highlighting different statuses on a timecard, use this as a reference as you begin to navigate the Kronos Interface

# Viewing Department Schedules



1

Click on **Schedules** to view department schedules



2

Click on the Calendar icon to switch to the monthly view

3

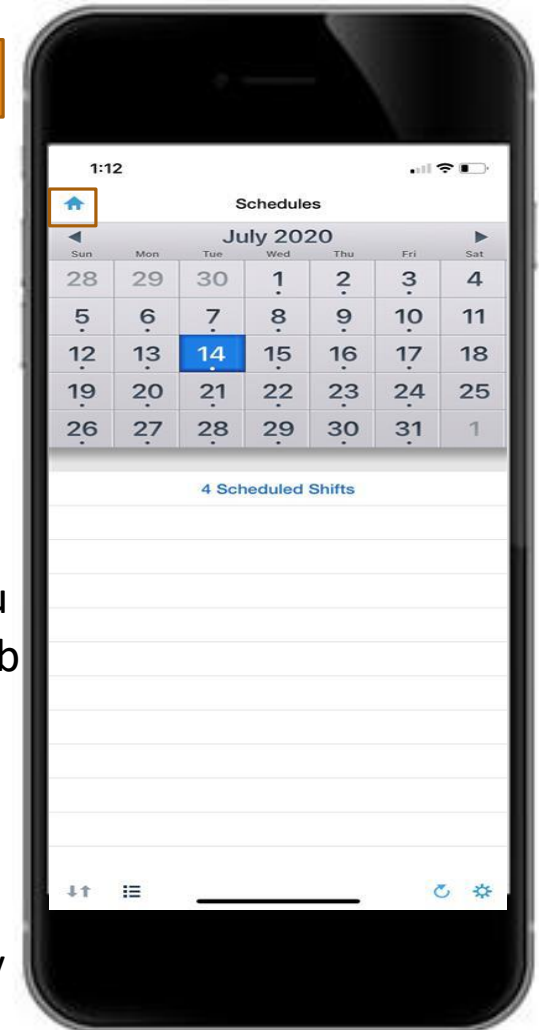
To the right of the employee name you see schedule and job

4

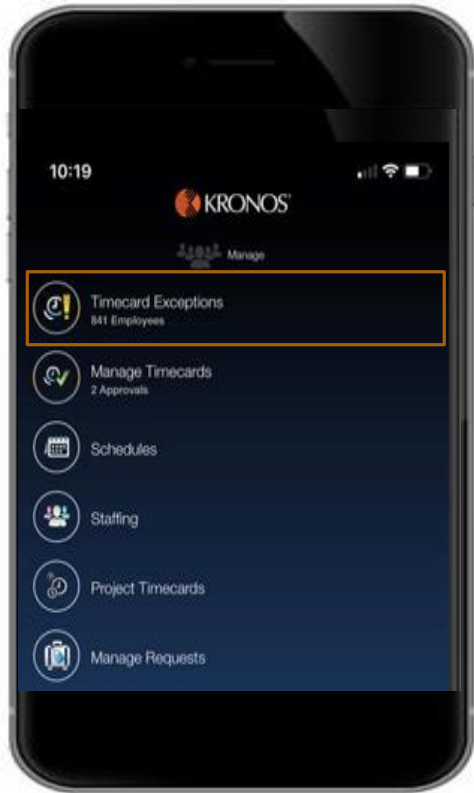
Settings, allow you to use a hyperfind or location at any point

5

The home button returns you to the main screen



# Correcting Missed Punches

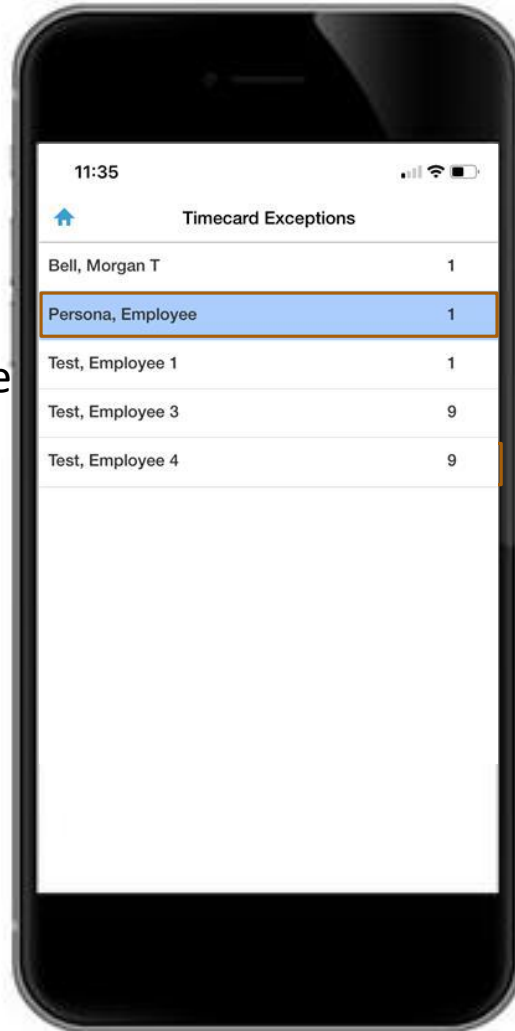


1

Click on **Timecard Exceptions**

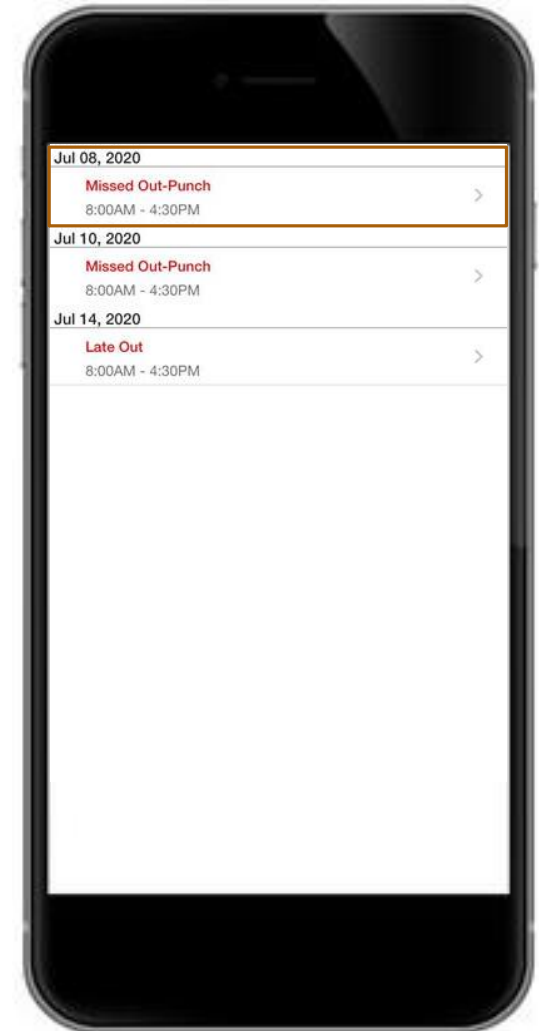
2

Click on the employee whose exceptions you want to view



3

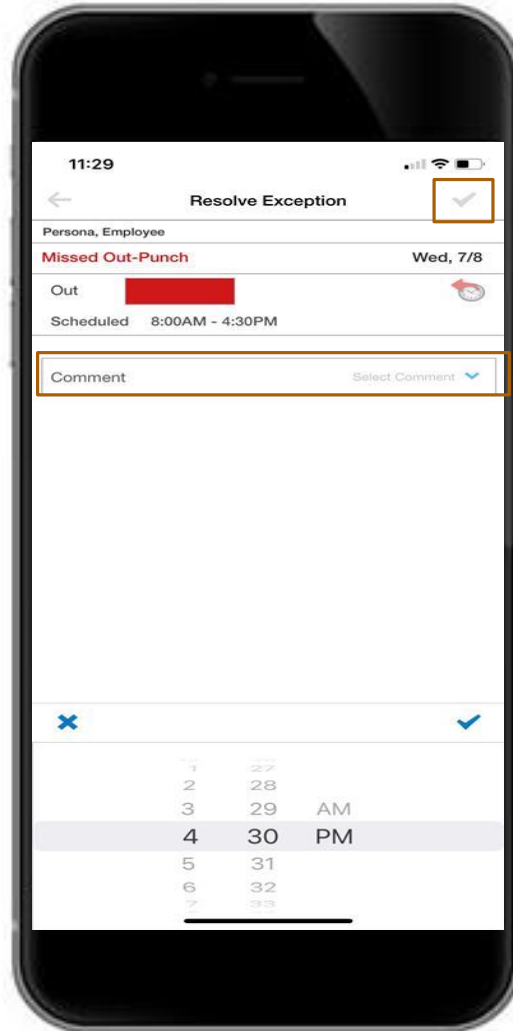
Click on the missed punch exception in order to resolve



# Correcting Missed Punches

4

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

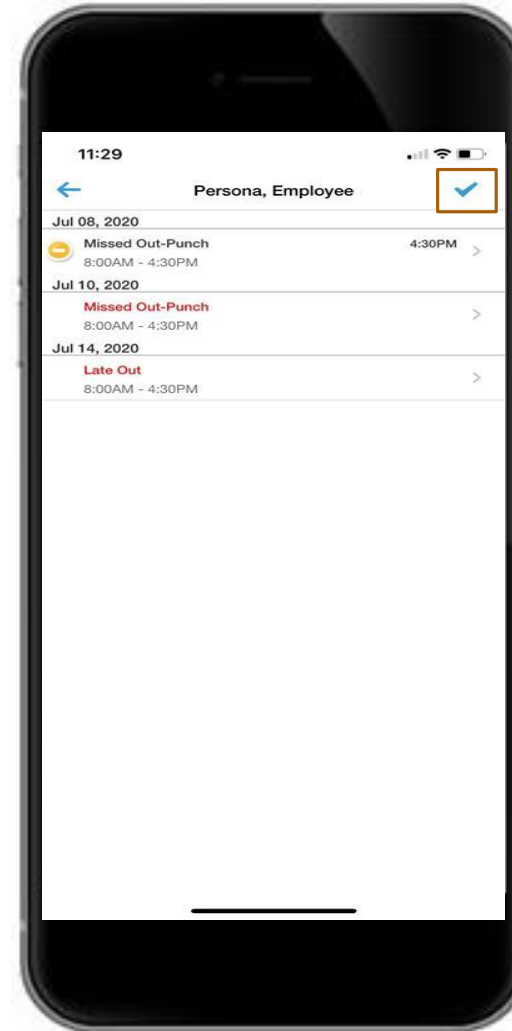


5

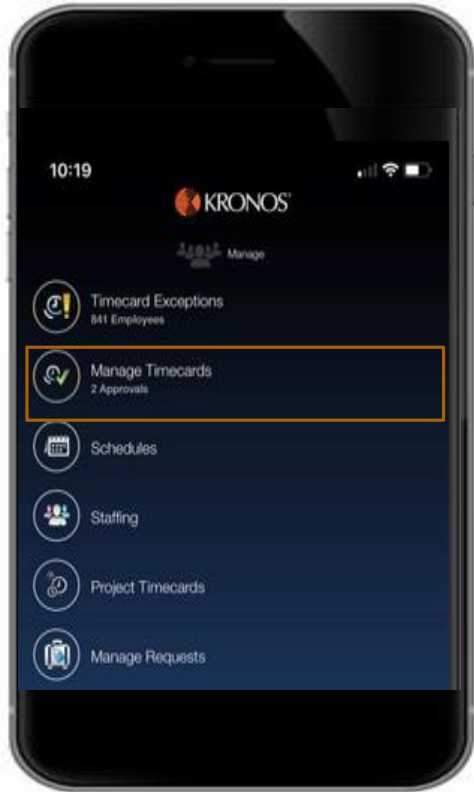
Click on the check mark to save your change to the punch, add optional comments wherever necessary

6

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



# Adding Pay codes

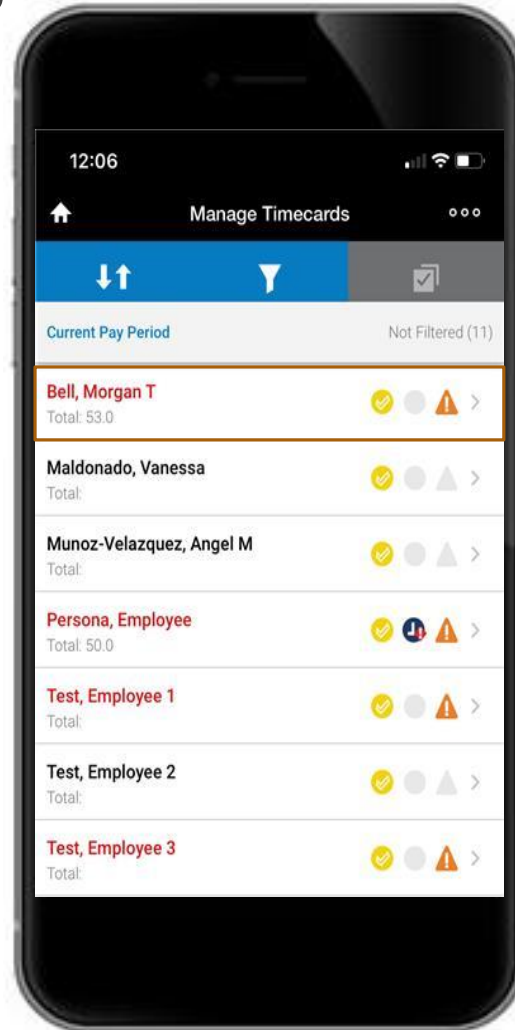


1

Click on **Manage Timecards**

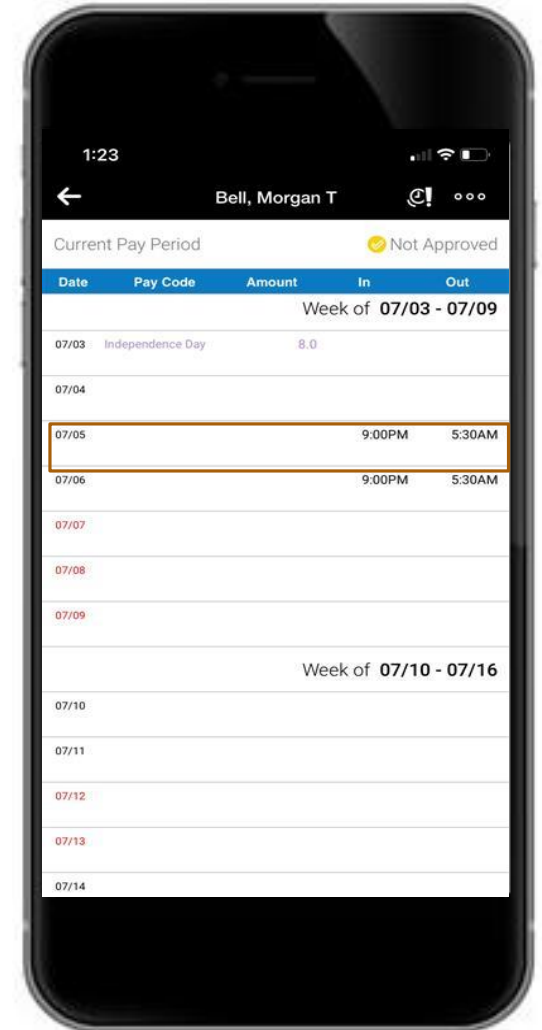
2

Select the employee you want to add a pay code to



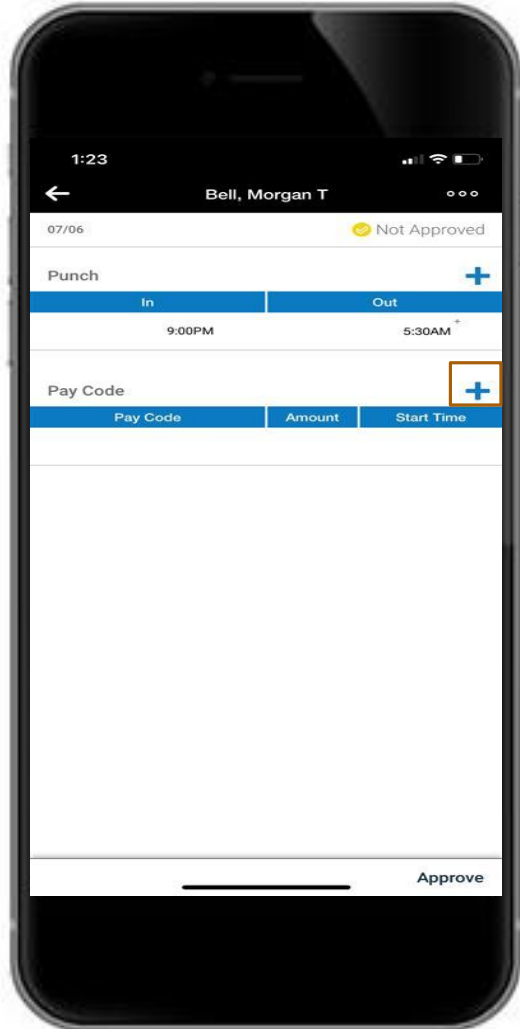
3

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

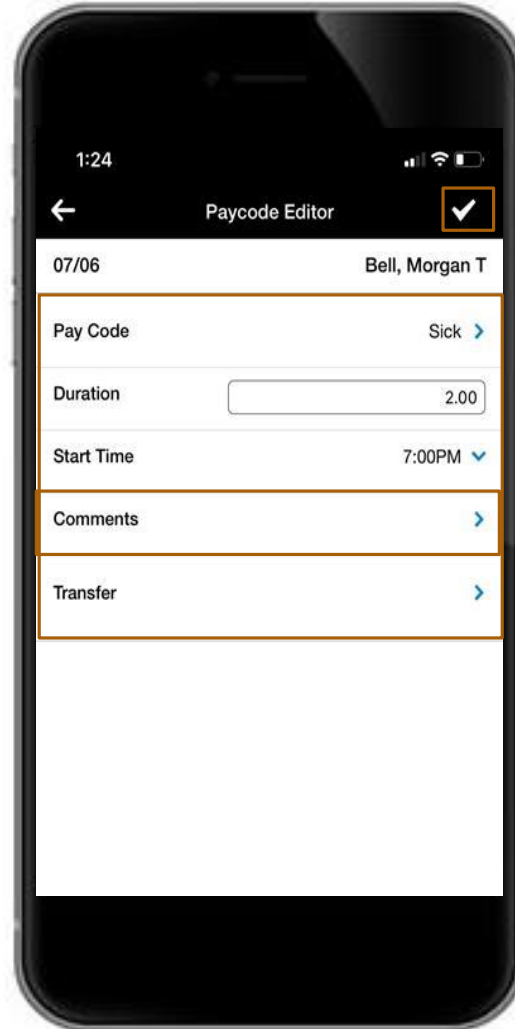




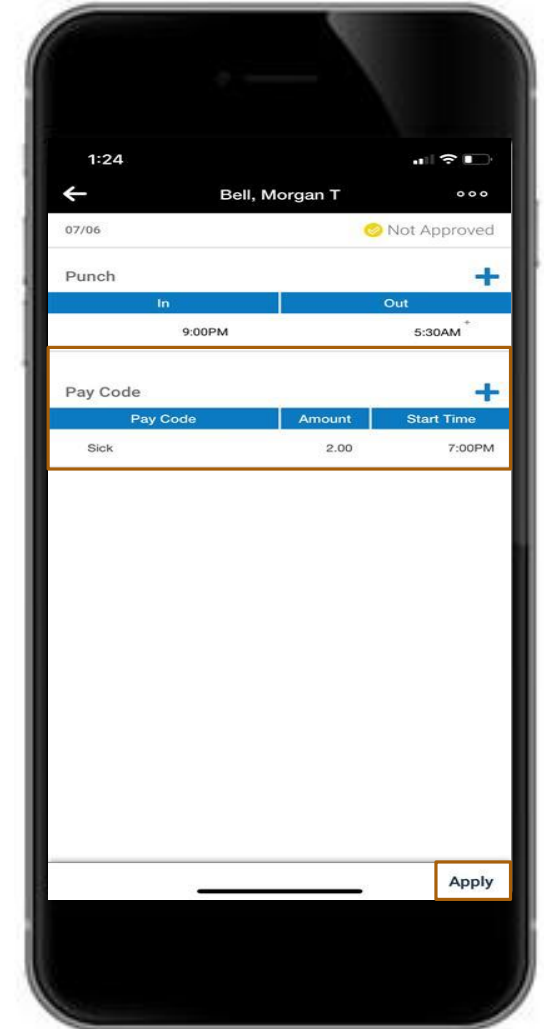
# Adding Pay codes



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



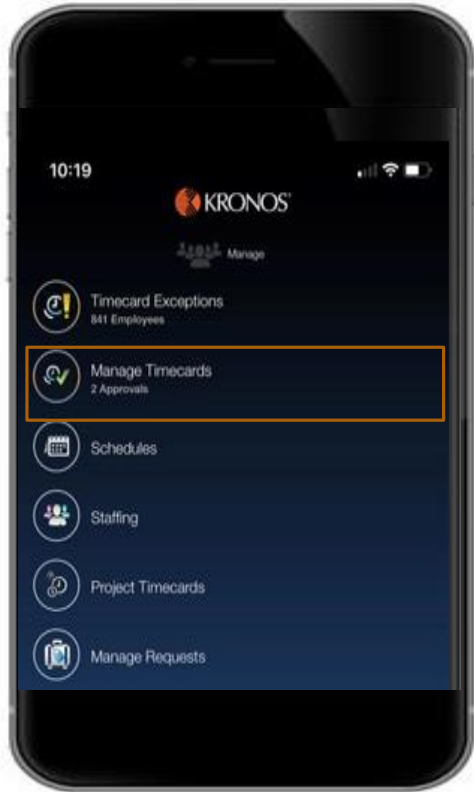
6 You have the option to add optional comments to any of your changes



7 Select **Apply** to apply your changes to the timecard

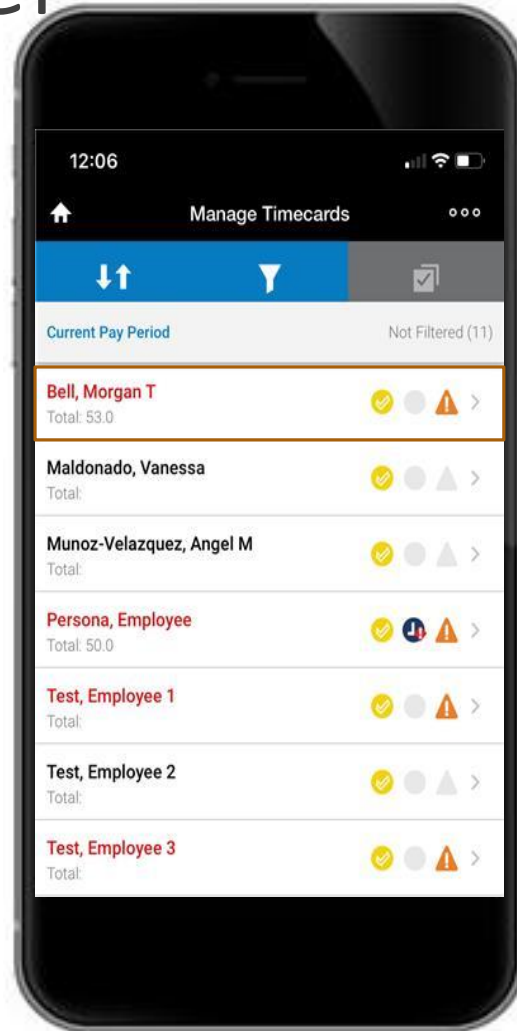
4 Click on the '+' sign to add a pay code

# Entering a Transfer

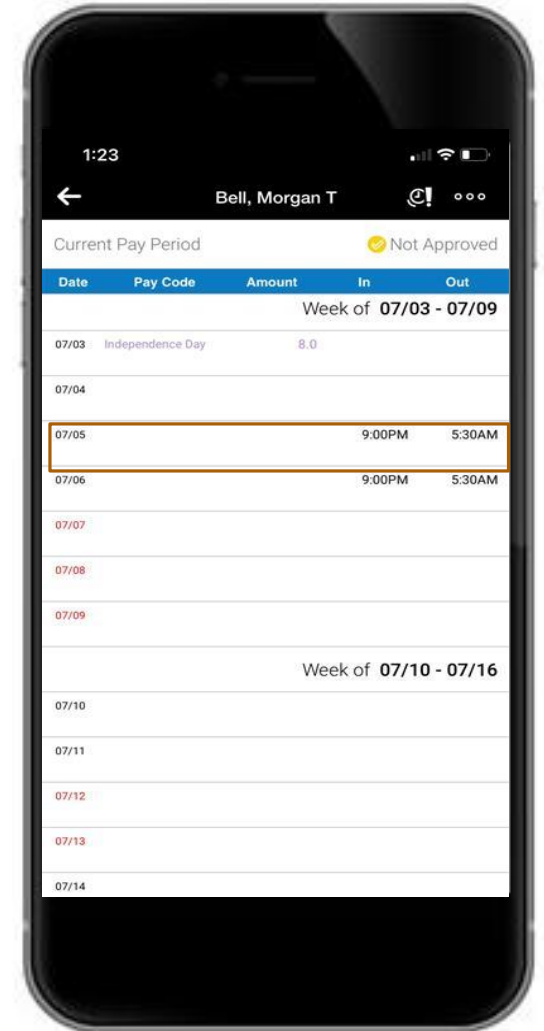


1 Click on **Manage Timecards**

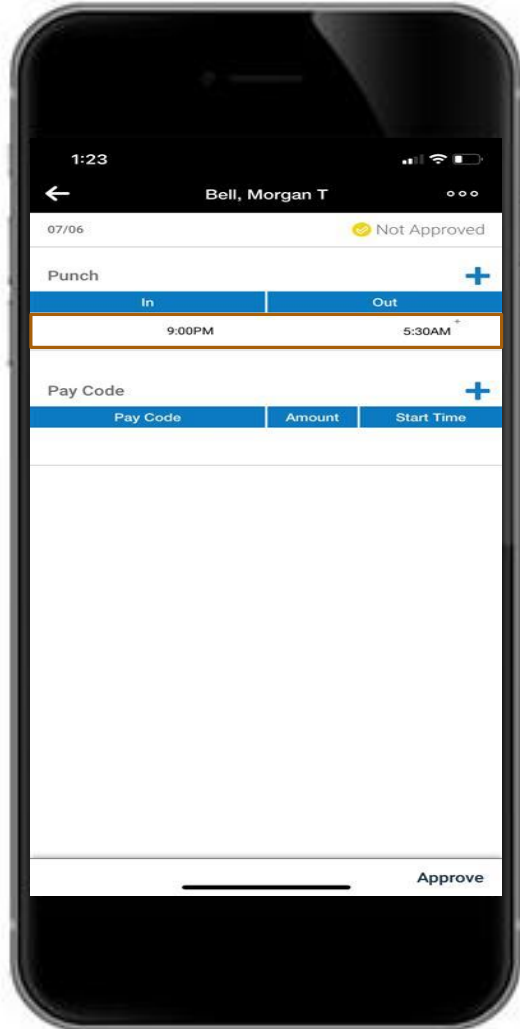
2  
Select the  
employee you  
want to add a  
transfer to



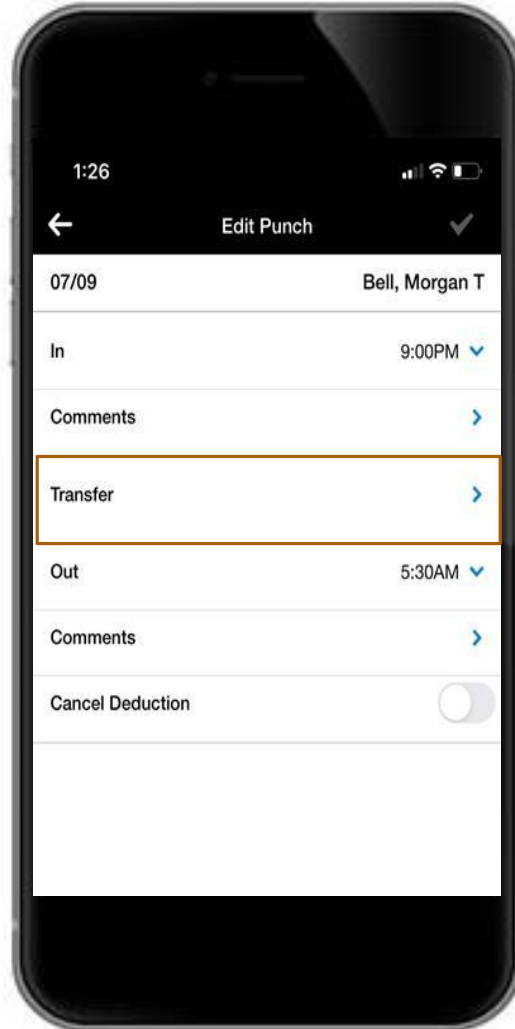
3  
Click on the  
day you want  
to modify to  
open up  
advanced  
options



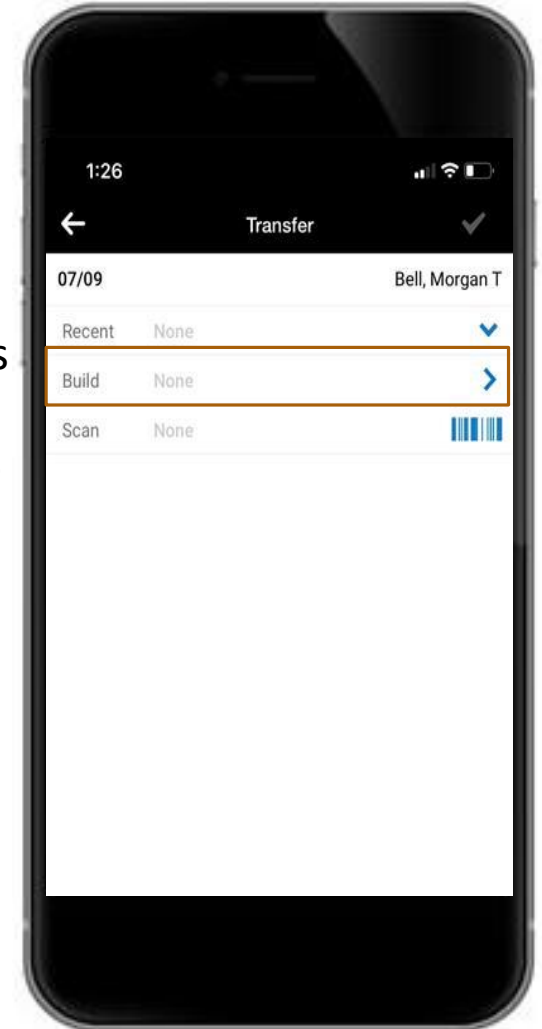
# Entering a Transfer



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

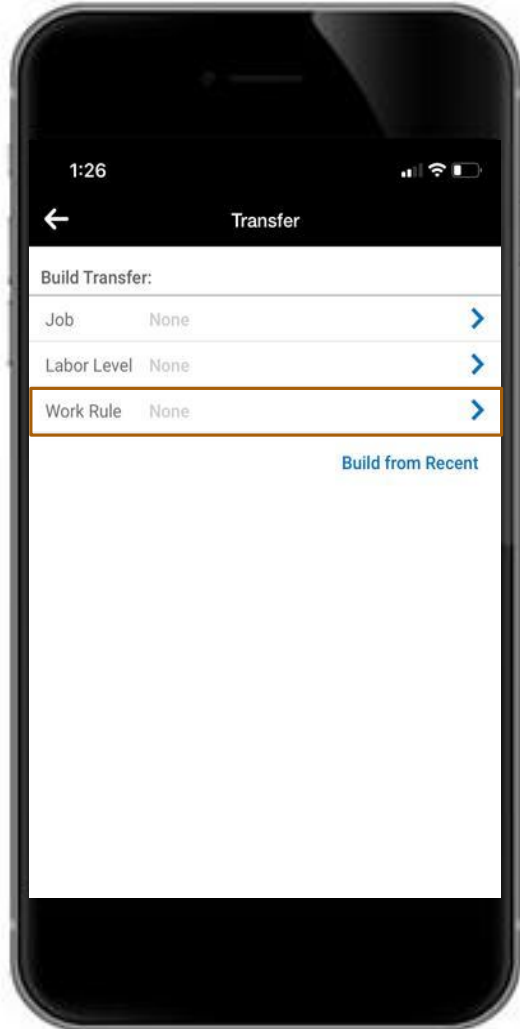


6  
Recent Transfers will populate here and can be selected, in this case we will build one from scratch



4  
Click on the clocked in time in order to edit the shift

# Entering a Transfer

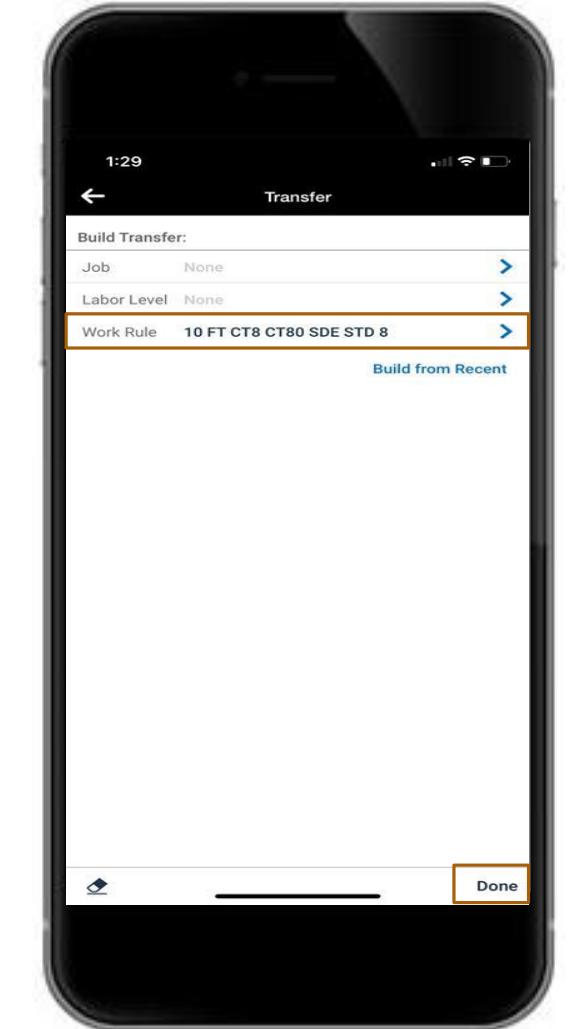
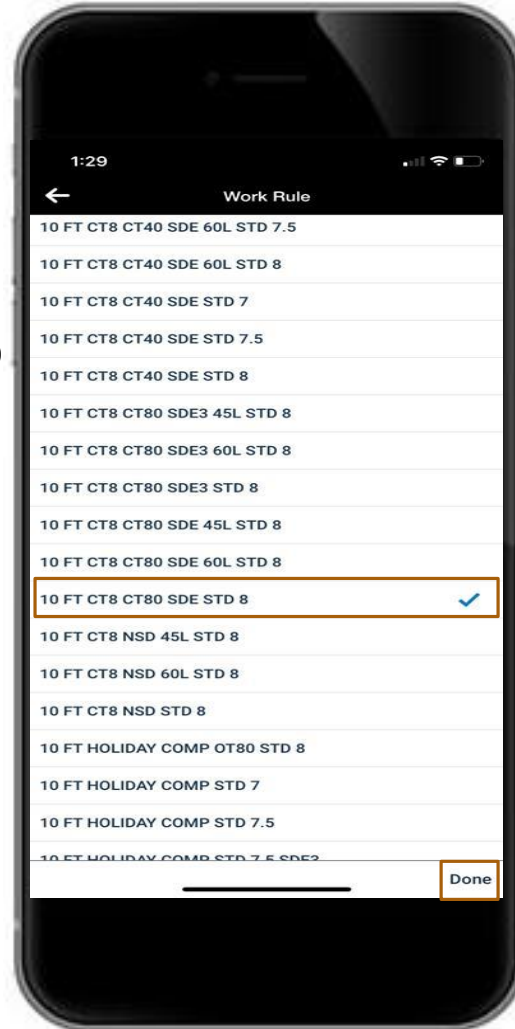


7

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

8

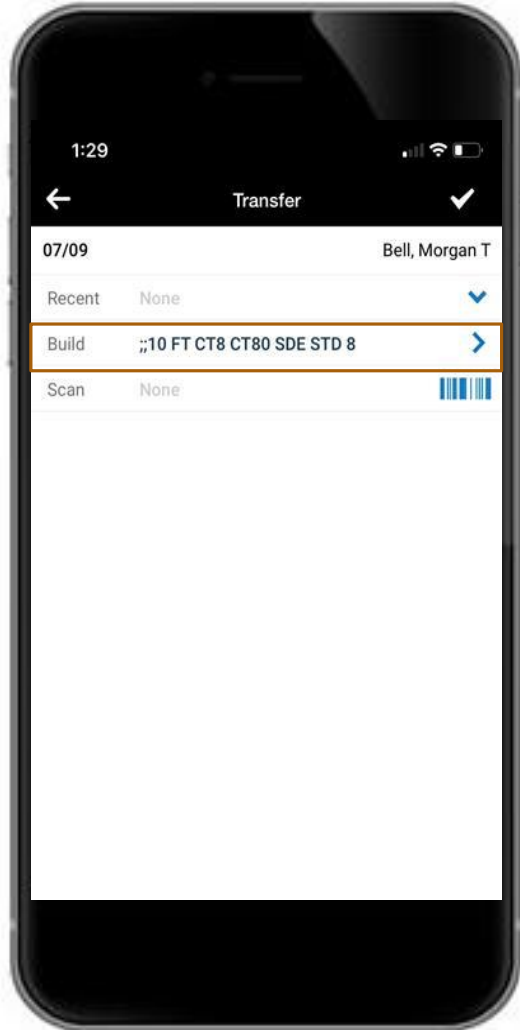
Find the work rule you want to add and then select Done on the bottom right corner



9

Select Done again to select this definitively as your transfer

# Entering a Transfer

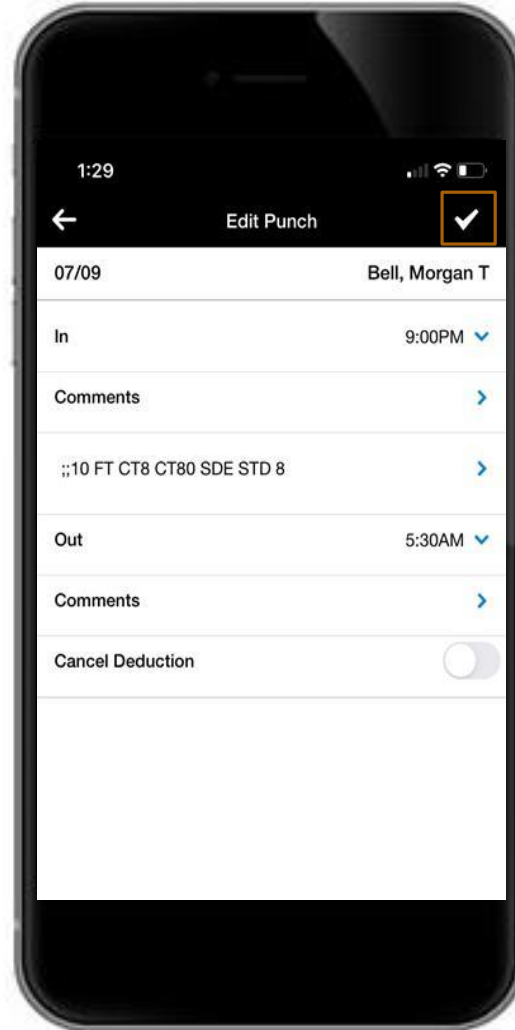


10

Click on the '+' sign to add a pay code

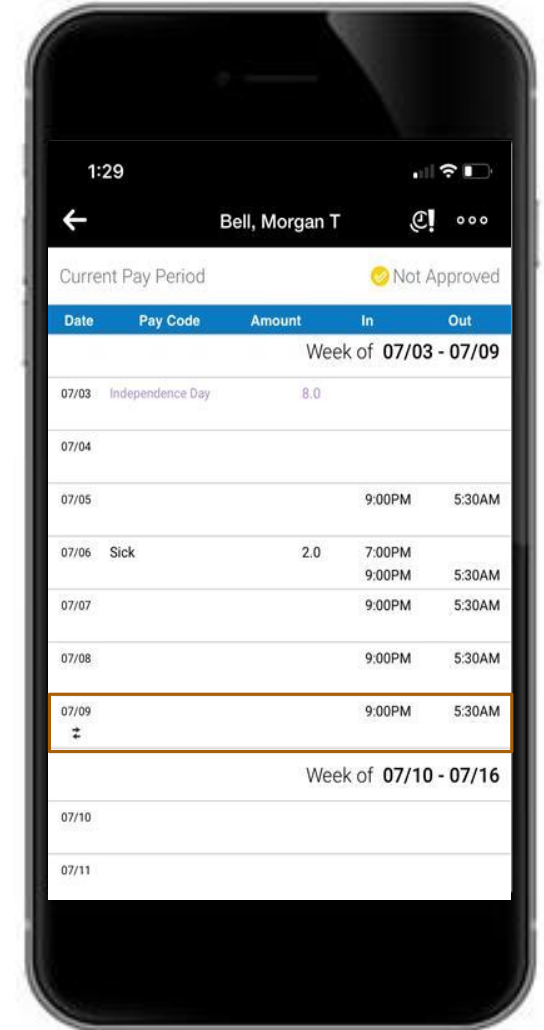
11

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

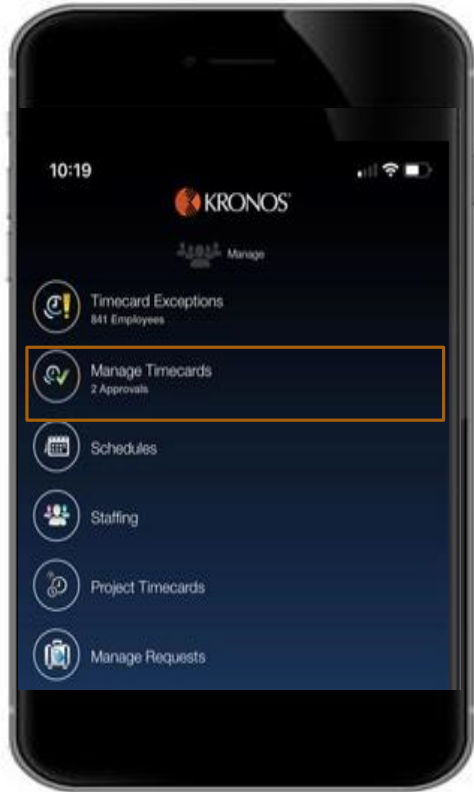


12

Validate the transfer was added by looking for the double arrows

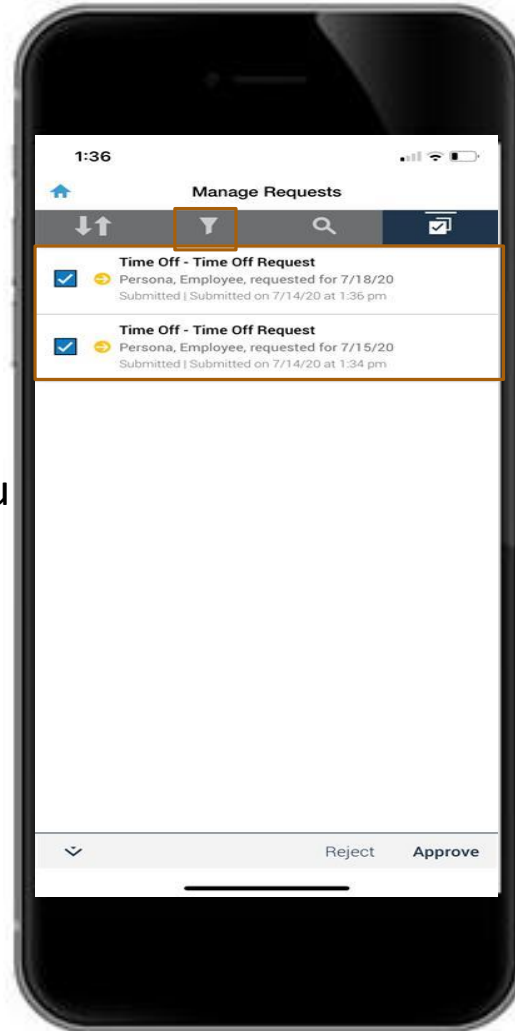


# Handling Requests

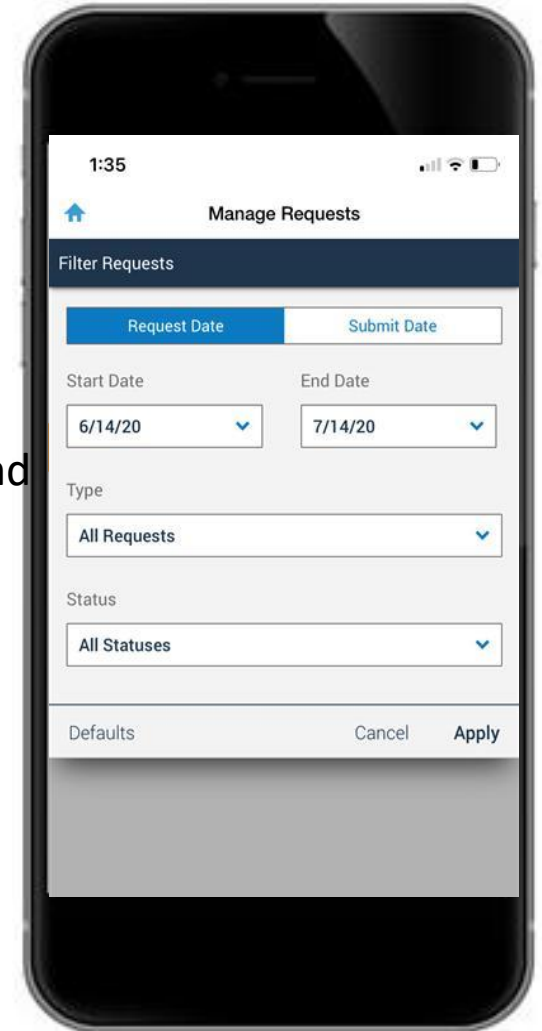


1 Click on **Manage Timecards**

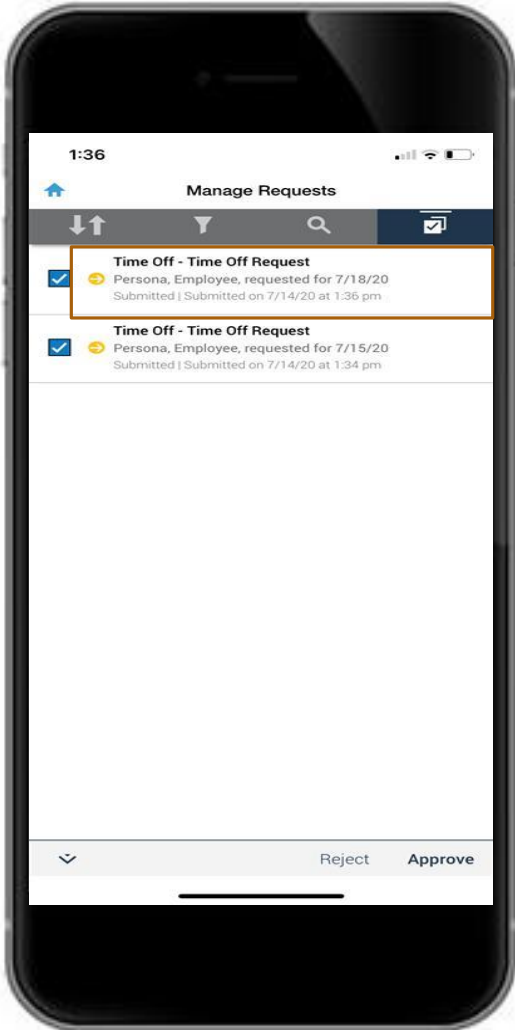
2  
Select the requests you want to manage or you can choose to filter using the button shown



3  
You can filter by date, type of request, and status of request

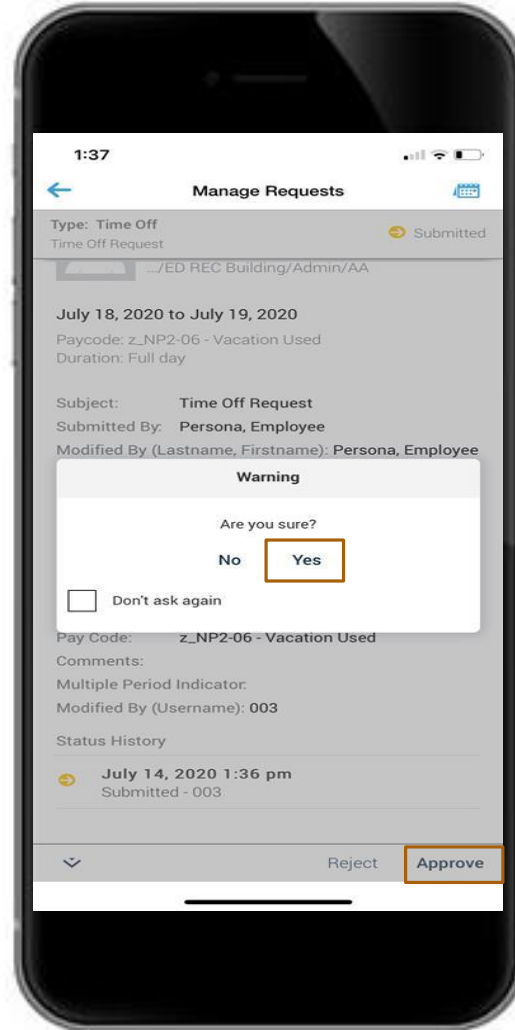


# Handling Requests



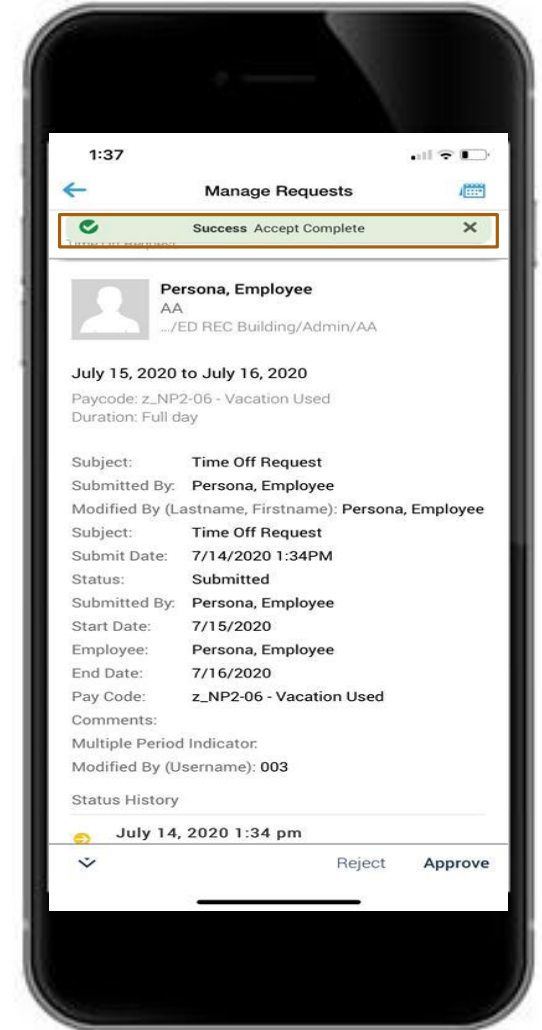
5

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



6

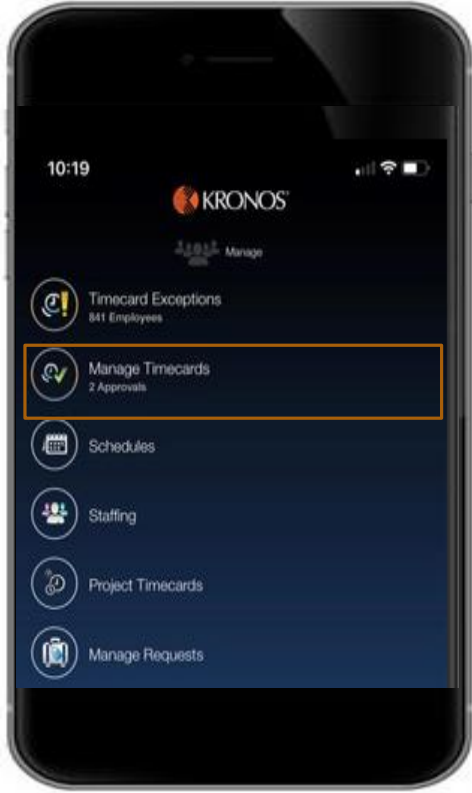
After approving, a banner will appear on top informing you that the request was accepted



4

Select the request that you want to view

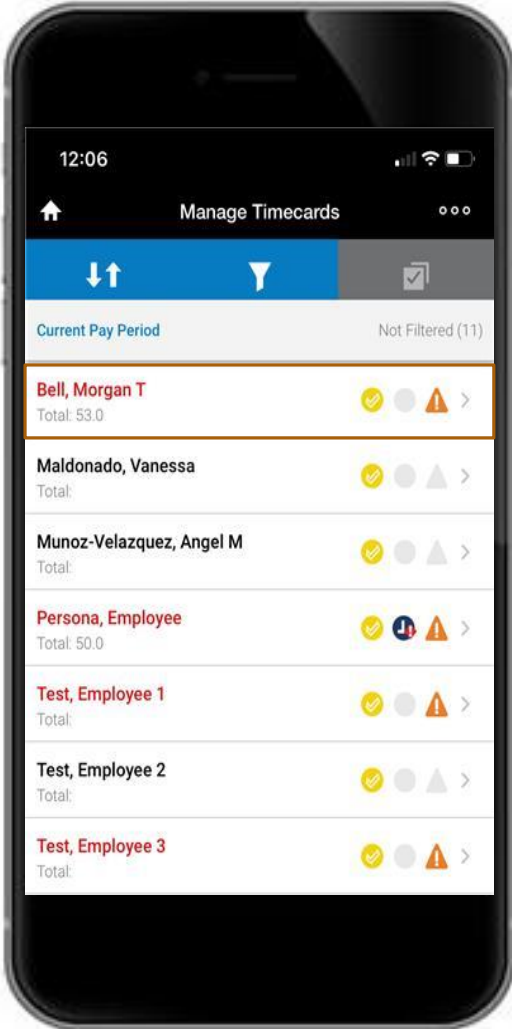
# Approving Timecards



**1** Click on **Manage Timecards**

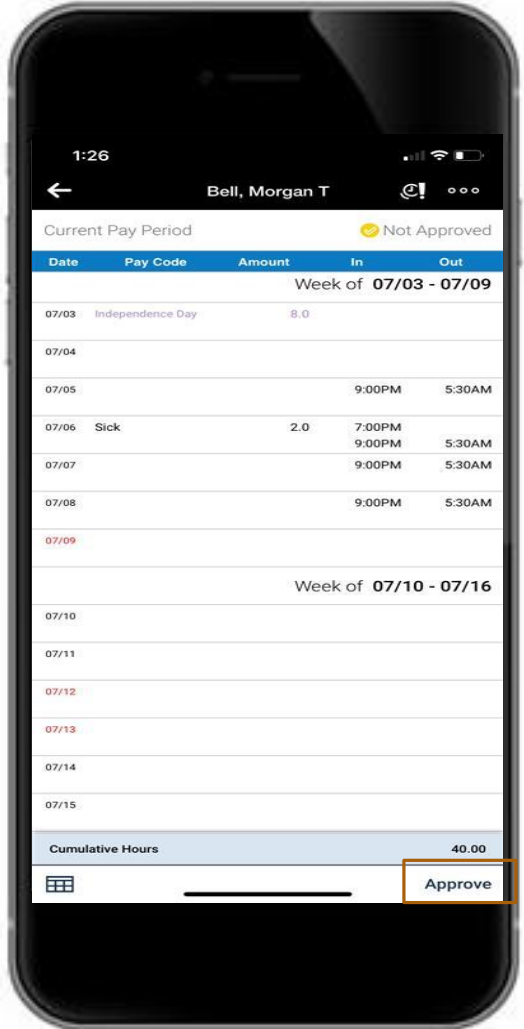
**2**

Select the employee whose timecard you want to approve



**3**

Select Approve on the bottom right hand corner

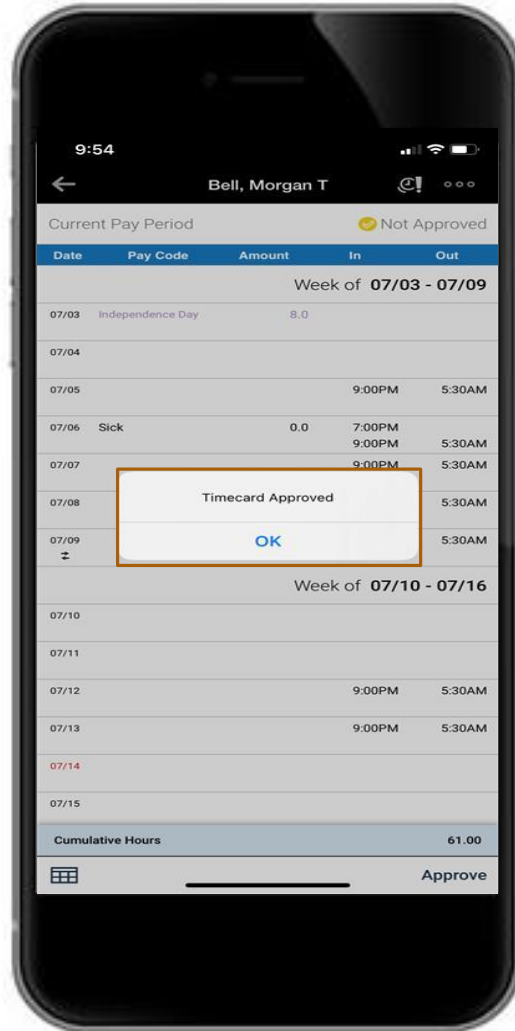




# Approving Timecards

4

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



5

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

