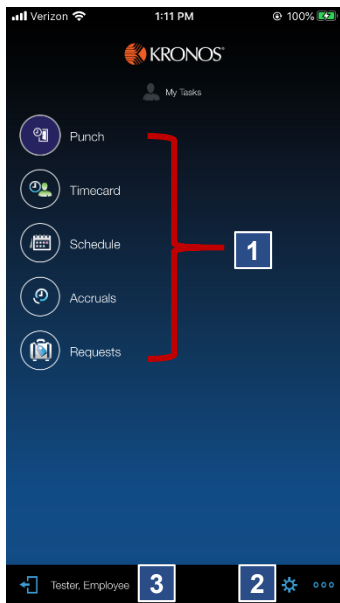


Kronos for Mobile Employees

Home Screen



Note: If you are a Supervisor, scroll down to see your My Tasks menu.

Icons

- **Punch** – allows you to punch in and out.
- **Timecard** – allows access to view your timecard information.
- **Schedule** – allows access to view your schedule.
- **Accruals** – allows access to view your leave accrual balances.
- **Requests** – allows access to request time off.

Refresh

Tap the horizontal **Three Dots** icon to refresh the screen **or** tap the **Circle Arrow** icon on the left to refresh the screen.

Log Off

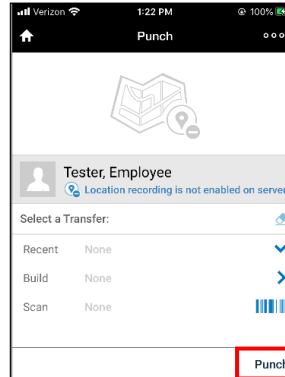
Tap the **Door** icon to log out of the system and return to the Log On screen **or** tap the vertical **Three Dots** icon on the right and select **Sign Out** to return you to the Log On Screen.

Record Punch Times

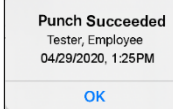
- 1 Tap the **Punch** icon from the Home screen.



- 2 Tap **Punch** in the lower-right corner.



- 3 A confirmation of the punch displays including the date and time of the punch. Tap **OK**.

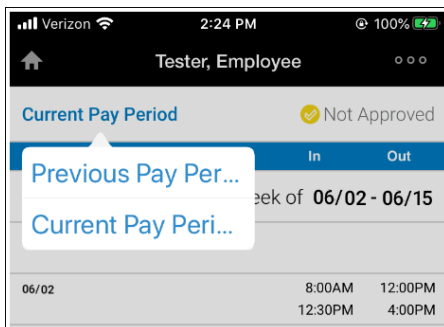


View Time Information

- 1 Tap the **Timecard** icon from the Home screen.



- 2 Tap **Current Pay Period** to change the view to **Previous Pay Period** or vice versa.



Note: Only the Previous Pay Period and the Current Pay Period are available for review and action.

Current Pay Period					
Date	Pay Code	Amount	In	Out	
06/02			8:00AM	12:00PM	
			12:15PM	4:00PM	
06/03					
06/04					
06/05	Annual Leave	7.5			
06/06			8:00AM		
06/07					
06/08			7:55AM	12:00PM	
			12:30PM	4:00PM	
06/09			8:30AM	11:59AM	
			12:15PM	4:02PM	
06/10					
06/11					
06/12			8:03AM	11:54AM	
			12:27PM	4:30PM	
06/13			8:05AM	12:05PM	
			12:35PM	3:59PM	
06/14			7:59AM	12:00PM	
			12:30PM	4:24PM	
Cumulative Hours					61:00

Dates

Dates within the selected time period.

Pay Code

Leave accrual type and amount.

Exceptions

Exceptions track deviations from the schedule or missing time.

- a. **Excused Absence** – blue date
- b. **Unexcused Absence** – red date
- c. **Missed Punch** – solid red box
- d. **Early or Late** – red punch time

Punches

In and out punch times for the date.

Cumulative Hours

Total pay period hours.

Icons

Pay period totals, Map (Punch location).

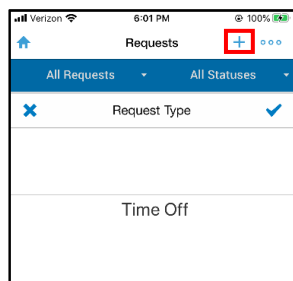
Kronos for Mobile Employees

Request Time Off

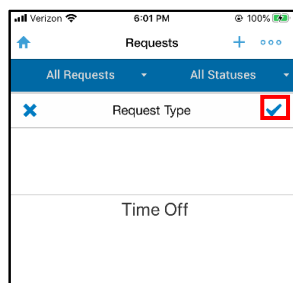
- 1 Tap the **Requests** icon.



- 2 Tap the **Plus (+)** icon to create a new request.



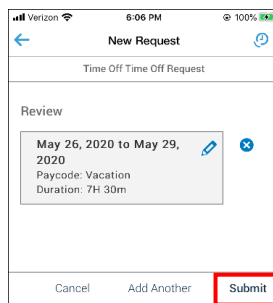
- 3 Accept the default request type (**Time Off**) and tap the **Checkmark** icon.



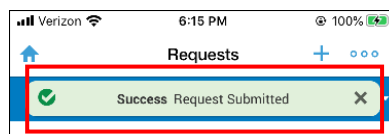
- 4 Tap each field to enter the details for your time off request. Once all fields are complete, tap **Review**.

- **Start Date**-Date time off begins
- **End Date**-Date time off ends
- **Pay Code** -Type of leave you are using
- **Duration**-Hours (default)
- **Start Time**-Time of day time off begins
- **Length**-Hours per day for time off request

- 5 Review the details of the request and tap **Submit**.



- 6 The confirmation message displays.

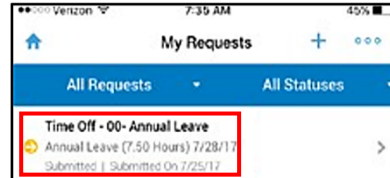


Cancel Time Off Request

- 1 Tap the **Requests** icon.

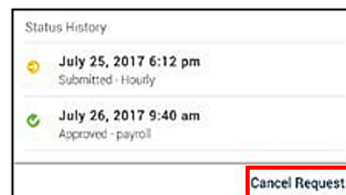


- 2 Tap the **Request** you want to



Note: On the mobile app, you can cancel both approved and submitted requests.

- 3 To cancel an approved request, tap **Cancel Request** at the bottom.



- 4 Tap **Yes** to confirm the cancellation of your request.

