MOBILE - OVERVIEW

myCloud

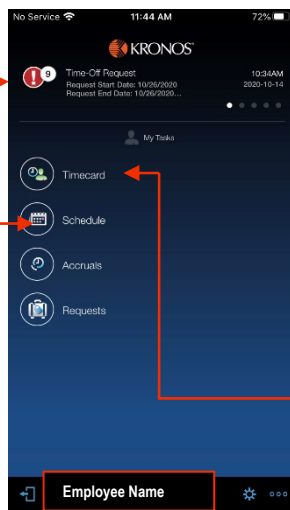| Objective	To familiarize employees with the mobile features. A mobile app is available for staff to access their timecard from their phone and perform various timekeeping functions.

Signing in and Out

Logging On
When you start the Kronos Mobile app, your device connects to your organization's Workforce Central server.

You can then log on using your existing Workforce Central credentials.

Alerts
If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

GET THE APP

Download & try out the Kronos Mobile scheduling app – check your device's app store to get it.
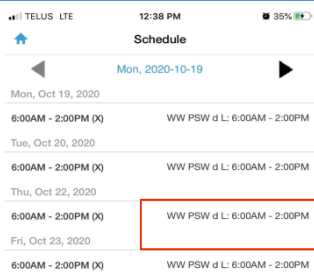
Server URL:
https://oxfordcounty.kronos.net/wfc

View Your Schedule

On the home screen, select **Schedule**.

Date Range
Tap an arrow to change the dates you are viewing.

Shift Details
View shift label including start and end times
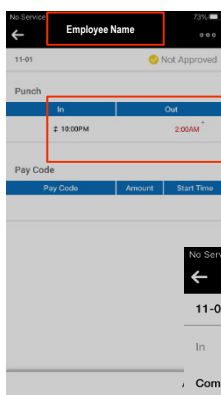
Schedule Calendar Toggle
Tap to switch between a list view (pictured here) and a calendar view. In the calendar, dates with dots have a scheduled shift or time off.
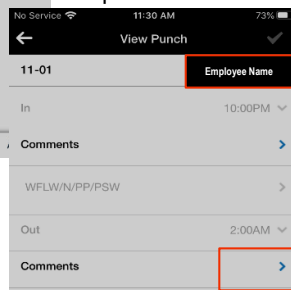
View Your Timecard

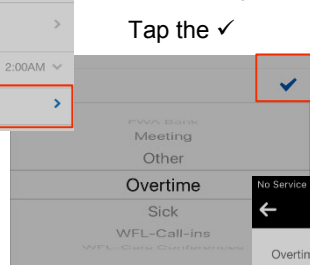On the home screen, select **Timecard**.

Adding Comment (overtime)
Tap day

1 Tap on the punch

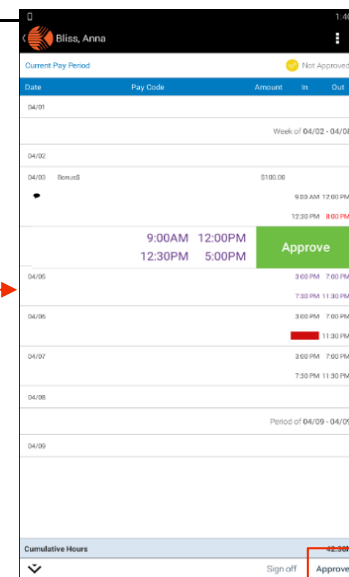2 Tap on the blue arrow to add comment to the punch

3 Tap the + and scroll for applicable comment type

Tap the ✓

4 Tap the +

Type explainable in note field. When done tap ✓

Timecard Approval
Tap to approve your timecard hours