

MOBILE - OVERVIEW

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

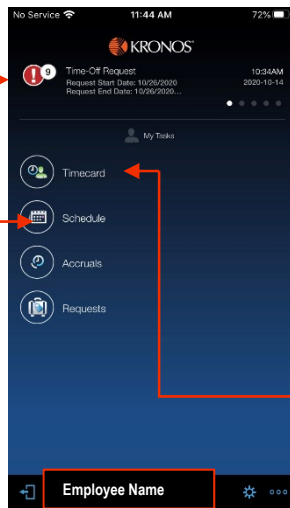
Logging On

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:

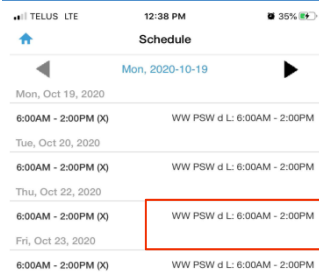
<https://oxfordcounty.kronos.net/wfc>

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

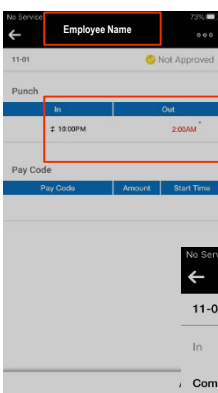
Tap to switch between a list view (pictured here) and a calendar view. In the calendar, dates with dots have a scheduled shift or time off.

View Your Timecard

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

Adding Comment (overtime)
Tap day

1 Tap on the punch



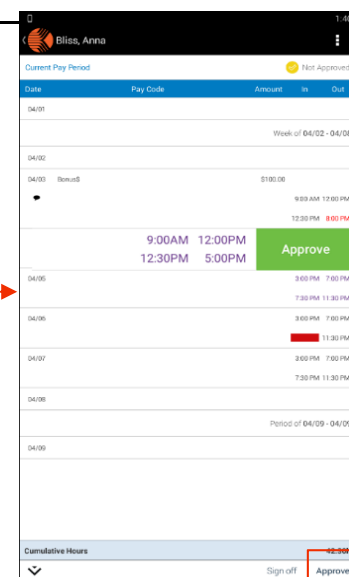
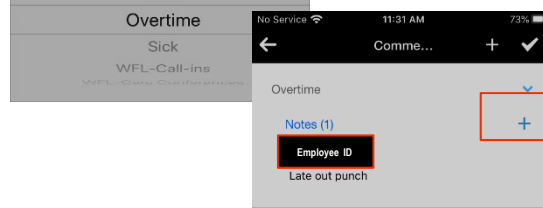
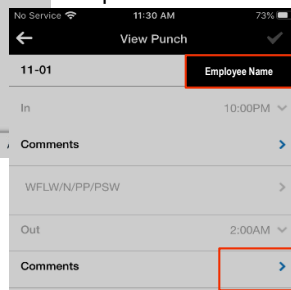
2 Tap on the blue arrow to add comment to the punch

3 Tap the + and scroll for applicable comment type

Tap the ✓

4 Tap the +

Type explainable in note field. When done tap ✓



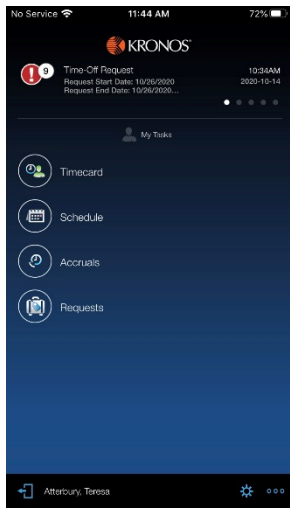
Timecard Approval
Tap to approve your timecard hours

EMPLOYEE REQUEST (MOBILE)

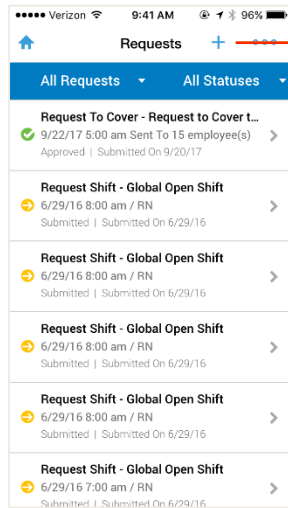


Objective

There are a few types of requests you can submit – **time off** (vacation, banked time, etc...), **request to cover** and **shift swap**. In this job aid, you will learn how to submit a time-off request.



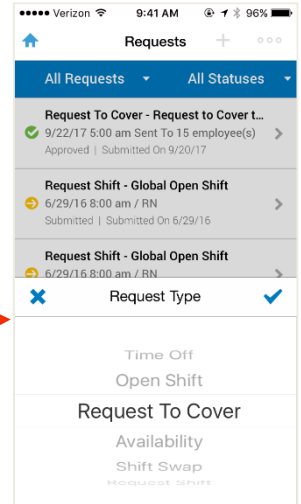
1 On the home screen, select **Mobile Employee Requests**.



2 Tap the **+** to add a new request.

3 Select the type of request you want to make and tap the check mark.

Instructions for each Request type are covered in subsequent sections.



Prior Requests: To view the details of a previously-submitted request, select it from the list of requests. The details screen also gives you the option to completely retract the request you are viewing.

Request for Time Off

Employee sends Request for time off

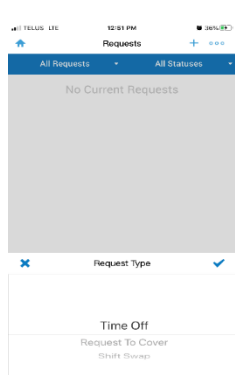
Scheduler receives notification reviews & approves

Shift change is automatically updated in the schedule

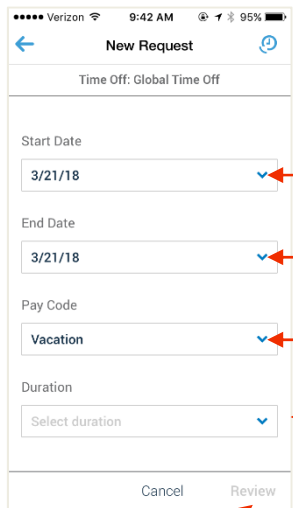
Employee can review the approved request and see changes in schedule

If request is within 2 weeks – see request to cover

For Part-time Uniform – if the vacation request is for a schedule not released – select 1/2 time for duration (For example for a 8 hour shift – request 4 hours)



1 Select **Time Off**.



2 Enter a **Start Date** and **End Date** for the time off.

Select a **Pay Code**.

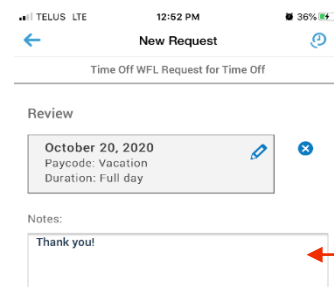
3 Select a **Duration** for the time off.

If you will be taking off an entire shift each day, select **Full day**

If you will be taking off only half a shift each day, select **Hours**

4 Tap **Review**.

If you selected Hours for the Duration, enter a **Start Time** and **Length**.



5 Review the summary of the request for accuracy.

You may enter a textual **Note**
Tap **Submit**



6 Tap **Submit**

Check Your Accruals Balances: Before submitting a new Time Off Request, it's a good idea to tap **Accruals** on the home screen to review your balances. Tap **Balance as of "December 31, 20xx"** to see the hours you will have available for any given year



Shift swap shifts

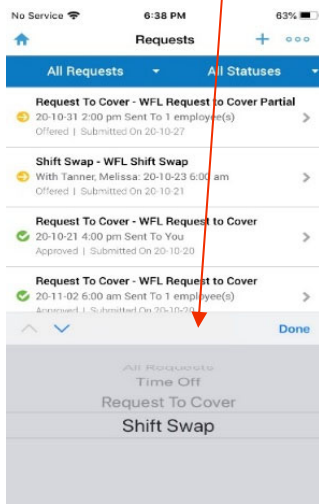
Employee A sends shift swap request to Employee B

Employee B receives request, then accepts request

Shift automatically updated in the schedule

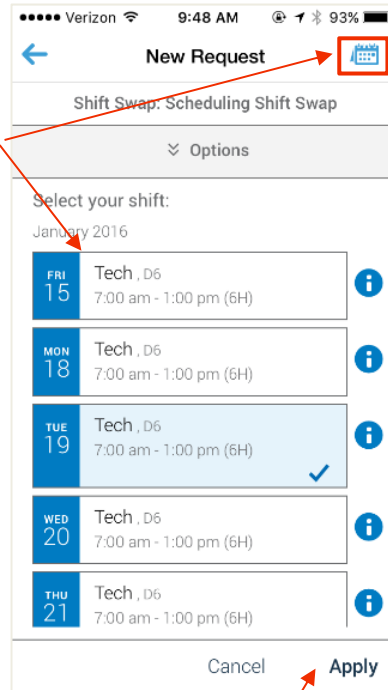
Both employees can view shift changes in their calendar

1 Select Shift Swap.



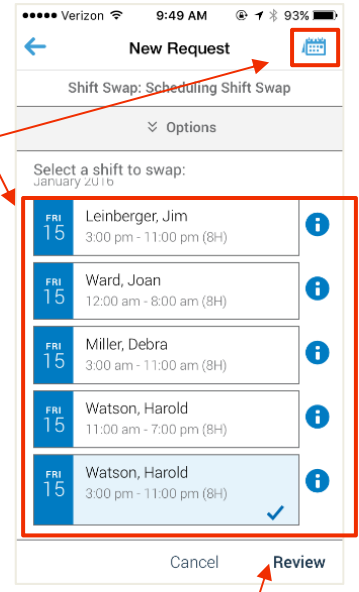
2 Select your shift that you want to swap.

(Tap the calendar icon if you need to change the range of dates first.)



4 Select the co-worker's shift that you want to work instead of your shift.

(Tap the calendar icon if you need to change the range of dates first.)



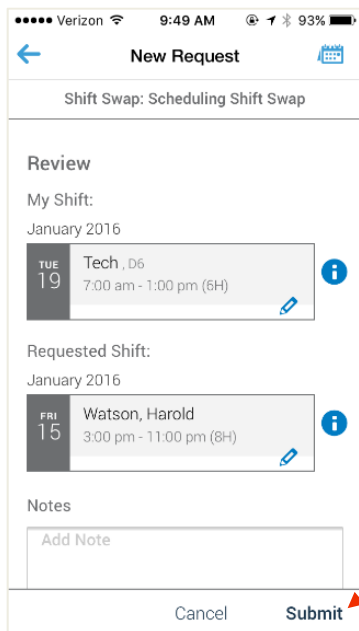
5 Tap Review.

3 Tap Apply.

6 Review the summary of the request for accuracy. (If you need to start over tap Cancel.)

You may enter a textual **Note**; the co-worker working the shift will see this note.

Tap **Submit** to send the request to your co-worker.



Retracting a shift swap request

You can retract your request while it is in Offered status (if swapping with an employee).

1. Hover on the request in your calendar & click arrow
2. Select **Retract**
3. Enter an explanation in the **Notes** field & click **Submit**.

Tracking the request status

After you submit the shift swap request, view the status of your request by reviewing the status icon or hover on the request

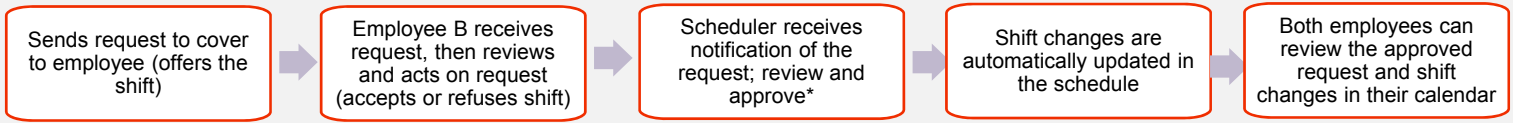
When the request is approved, the schedule change appears in your calendar and the request status is updated to **Approved**.

Note: After you submit the request, the employee to whom you offered the shift swap receives a notification message is sent about the request. The message contains specific information about the shift swap and prompts the employee to accept or refuse the request from his or her employee calendar.

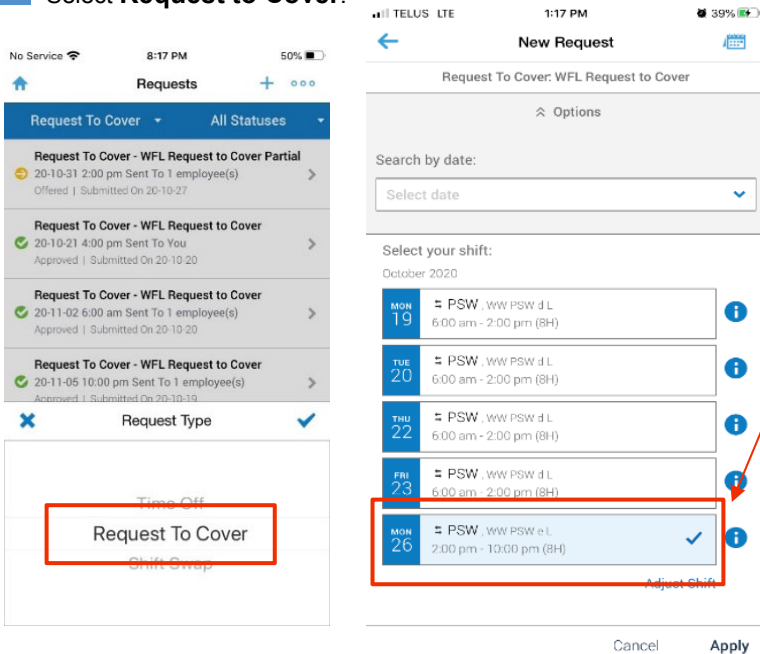
EMPLOYEE REQUEST (MOBILE)

Request to Cover Request

When you cannot work your scheduled shift within 2 weeks or giveaways (Unifor Contract). Submit a Request for Cover

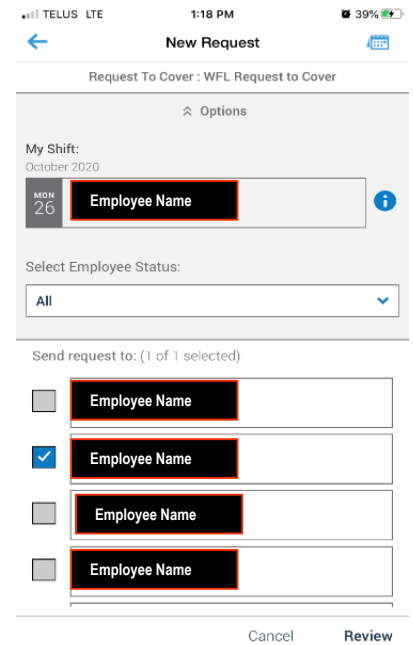


1 Select Request to Cover.



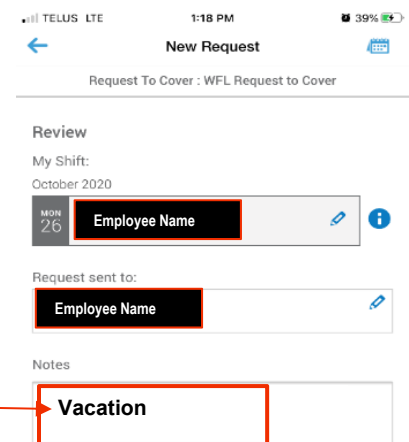
2 Select the shift you want to have covered.
(Tap the calendar icon if you need to change the range of dates first.)

3 Select the co-worker's who wants to work your shift



Note: After you submit your request to cover, the employee to whom you have offered your shift receives a notification, prompting the employee to accept or refuse the request from the employee calendar.

4 **Important** - In the notes field - **Giveaway, Vacation, Stat or OT**



5 Tap Submit

Request pending until review and approved

