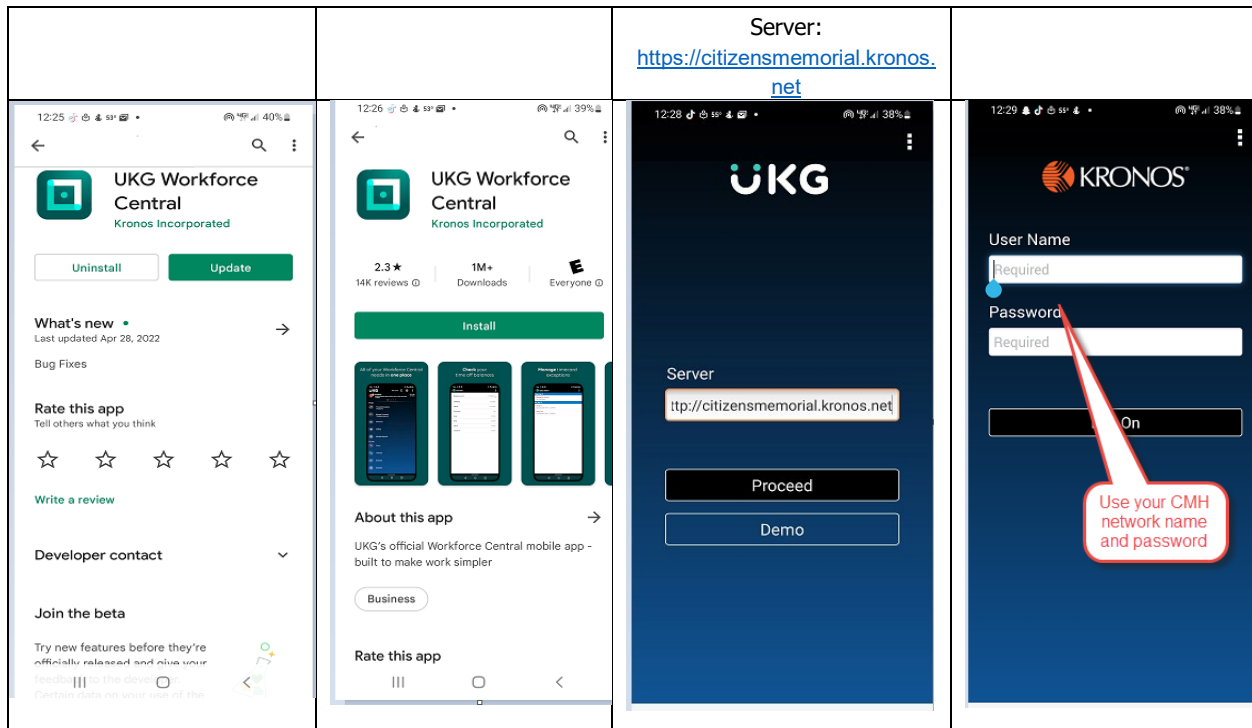




Mobile (previously known as Kronos)

Kronos is now available on your mobile device. Managers will be able to review and approve timecards, approve time off requests and view employee schedules. Employees will be able to view timecards, view accrual balances, request time off and view schedules.

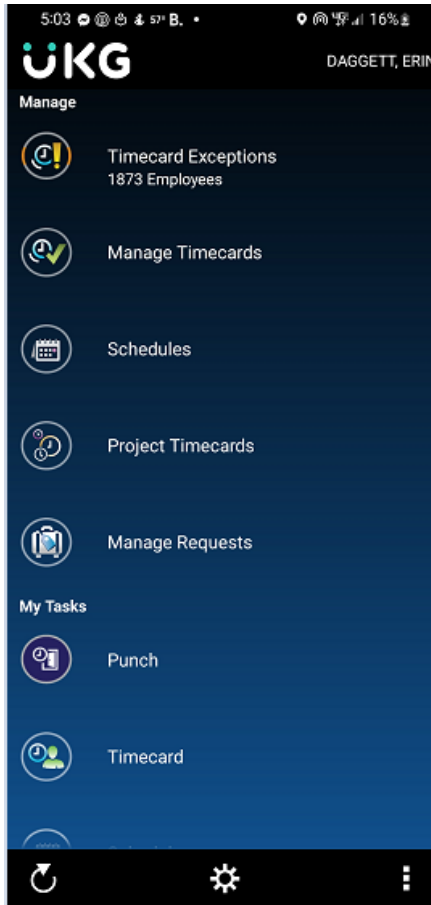
First you will need to install the application. Go the App Store and download the FREE “UKG Workforce Central” to search and install. *(There are other Kronos Applications available, only select “UKG Workforce Central”)*





Kronos Mobile Manager

Kronos Mobile Manager will allow you to review and approve employee timecards, approve/reject time off requests, and view schedules. Once the application is installed on your mobile device, when you are logging in use your CMH network ID and password, your mobile device will display a screen similar to this one based on your settings:



Timecard Exceptions: Specific to schedule, will include missed punches, unscheduled time, missing time based on schedule, etc.

Manage Timecards: Manage Employee Timecards

Schedules: View Employee Schedules

Project Timecards: Not currently using

Manager Requests: Time-Off Request for all employees you have access to. (*Cannot select hyperfinds*)

The “My Tasks” section is the start of where you access options to your own time keeping functions and is covered in “Kronos Mobile Employee” document below.



Mobile (previously known as Kronos)

Kronos Mobile Employee

Kronos Mobile Employee will allow you to review your timecard, create your time off requests, view accrual balances, and view schedules. Once the application is installed on your mobile device, when you are logging in use your CMH network ID and password and your mobile device will display this screen:



Timecard: Timecard will display your own timecard.

Schedule: View your schedules for various weeks.

Accruals: Accrual balances are displayed, balances are as of the date displayed at top of screen.

Requests: Request for time off in days or hours. This will trigger notification to your approving manager which can be approved or rejected.