Home Screen Overview

Logging On
When you start the Kronos Mobile app, your device connects to your organization’s Workforce Central server, using an IP address you supply. 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.

Tasks
Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.

Refresh
Tap to update the screen with the latest data from the server. It’s a good idea to refresh after making edits.

Offline Mode
If you cannot connect to your server, tap here to enter Offline mode. Any edits you make will upload the next time you are online.

Context
Tap to change the Time Period you are viewing. All information you view will be in this context until you change it.

Location
Tap to view your current geographical location, and assign it a context (HyperFind and Time Period). In future, that context will be used whenever you are in the location.

Manage Timecard Exceptions

1. On the main screen, tap Timecard Exceptions.

2. Tap a name to view that employee’s exceptions.

3. Tap an exception to review its details.

4. Your options for correcting the punch depend on the type of exception. In this example, you can manually enter a time, or tap the icon to enter the scheduled punch time.

GET THE APP

Anyone can download and try out the Kronos Mobile app – check your device’s app store to get it. To log on to your organization’s server, however, you must be granted access.

Marking Exceptions as Reviewed
Some exception types cannot be resolved in Workforce Mobile, but must instead be resolved from your PC. In this case, you may have the option to tap Reviewed to mark the exception as reviewed. Exceptions are removed from the list when they are either resolved or marked reviewed.
Respond to Alerts

- On the home screen, tap the Alerts icon.
- **Alert Count**: The count next to the Alerts icon indicates how many alerts you have.
- **Low Priority**
- **Medium Priority**
- **High Priority**
- **Edit**: Tap when you are done reviewing some or all of your alerts. You can then either Delete All, or select individual alerts and tap Delete.
- **Alert Details**: Tap an alert to view its details. Depending on the type of alert, you may be presented with options for responding to the alert, or for opening another part of the app for further action.

Manage Timecards

- On the home screen, tap Manage Timecards.
- **Approval Count**: The count under Manage Timecards tells you how many employees have approved their own Timecards.
- **Employee approval**
- **Timecard exception**
- **No employee approval**
- **Overtime hours**
- **Selective Approval**: Tap check boxes to select individual timecards, then tap Approve.
- **Name / Exceptions toggle**: Tap to sort Timecards alphabetically by Employee, or to display Timecards with potential issues at the top.
- **Timecard Details**: Tap a name to view that employee’s timecard (and approve it individually, if you choose). Then, to view the geographic locations of punches, tap the map icon.
- **Context**: Tap to select a different Time Period and HyperFind to work with.
- **Approve Clean**: Tap to approve all Timecards that have no potential issues.
- **Add or Edit a Punch**: While viewing a timecard’s details, tap a punch to edit it, or tap a date to add a punch to that date.