Kronos v8 Mobile for Employees

Home Screen

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

Refresh
Tap the horizontal Three Dots icon to refresh the screen.

Log Off
Tap the Door icon to log out of the system and return to the Log On screen.

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

Punch In and Out

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.

Review Timecard Information

1. Tap the My 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.

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 Punch – 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).
### Transfer to a Different Job (if applicable)

1. Tap the **Punch** icon from the Home screen.
2. Tap the arrow icon in the **Build** field.

**Note:** If you enter the same job transfer often, you can tap the **Recent** field to access recent transfers.

3. Tap the arrow icon in the **Job** field.

4. Select a job from the list and tap **Done** in the lower-right corner.

5. Verify the selected job displays and tap **Done** again.
6. Tap **Punch** in the lower-right corner.
7. A confirmation of the punch displays including the date and time of the punch. Tap **OK**.

### Review Leave Accrual Balances

1. Tap the **My Accruals** icon from the Home screen.

   **Note:** Balance totals only reflect approved leave. Pending or unapproved leave requests will not be reflected in the accrual balance total shown.

2. **Leave Accrual Type**
   - The name of the type of leave.

3. **Balance as of Date**
   - The effective date for the balances listed. You can change the date to see forecasted balances.

4. **Balance Totals**
   - The total amount of hours as of the date selected.
**Submit a Time Off Request**

1. Tap the **My Requests** icon.

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

3. Accept the default request type and tap the **Checkmark** icon.

4. Tap the **Type of Time off** field and select the type of time being requested. Once selected, tap **Done** then tap **Apply**.

5. 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
   - **Duration** - Hours (default)
   - **Start Time** - Time of day time off begins
   - **Length** - Hours per day for time off request

6. Review the details of the request and tap **Submit** at the bottom.

**Retract or Cancel a Time Off Request**

1. Tap the **My Requests** icon.

2. Tap the **Submitted** or **Approved Request** you want to cancel.

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

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

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