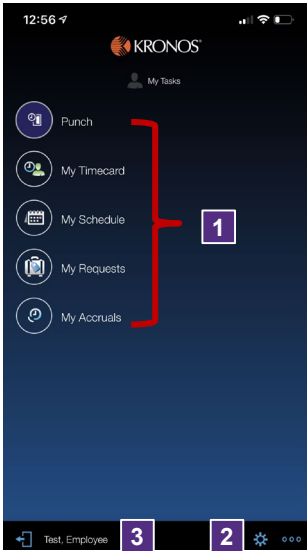


# Kronos v8 Mobile for Hourly Employees

## Home Screen



### Icons

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

### Refresh

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



Tap the **Circle Arrow** icon on the left to refresh the screen.

### Log Off

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



Tap the vertical **Three Dots** icon on the right and select **Sign Out** to return you to the Log On Screen.

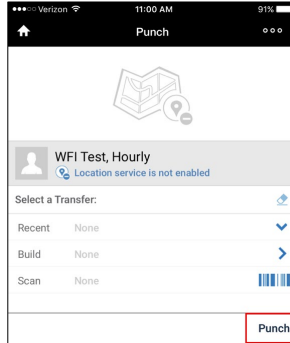
**Note:** If you are a Supervisor, scroll down to see your My Tasks menu.

## Punch In and Out

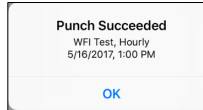
- 1 Tap the **Punch** icon from the Home screen.



- 2 Tap **Punch** in the lower-right corner.

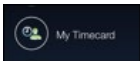


- 3 A confirmation of the punch displays including the date and time of the punch. Tap **OK**.



## 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.

Current Pay Period			In	Out
Date	Pay Code	Amount		
06/02			8:00AM	12:00PM
06/03			12:15PM	4:00PM
06/04				
06/05	Annual Leave	7.5		
06/06			8:00AM	
06/07			7:55AM	12:00PM
06/08			12:30PM	4:00PM
06/09			8:30AM	11:59AM
06/10			12:15PM	4:02PM
06/11				
06/12			8:03AM	11:54AM
06/13			12:27PM	4:30PM
06/13			8:05AM	12:05PM
06/13			12:35PM	3:59PM
06/14			7:59AM	12:00PM
06/14			12:30PM	4:24PM
Cumulative Hours				61:00

- 3 **Dates**  
Dates within the selected time period.

- 4 **Pay Code**  
Leave accrual type and amount.

- 5 **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** – red punch time

- 6 **Punches**  
In and out punch times for the date.

- 7 **Cumulative Hours**  
Total pay period hours.

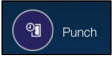
- 8 **Icons**  
Pay period totals, Map (Punch location).

**Note:** Only the Previous Pay Period and the Current Pay Period are available for review and action.

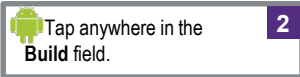
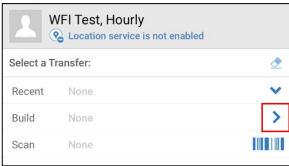
# Kronos v8 Mobile for Hourly Employees

## Transfer to a Different Job (if applicable)

1 Tap the **Punch** icon from the Home screen.

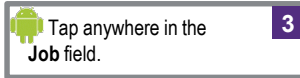
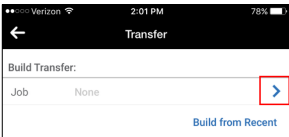


2 Tap the arrow icon in the **Build** field.

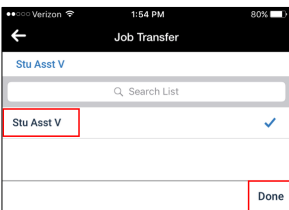


**Note:** If you enter the same job transfer often, you can tap the **Recent** field to access recent transfers.

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



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



**Note:** If you have access to more than one job, you are prompted to select a Department and Subsection code before selecting a Job.

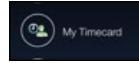
5 Verify the selected job displays and tap **Done** again.

6 Tap **Punch** in the lower-right corner.

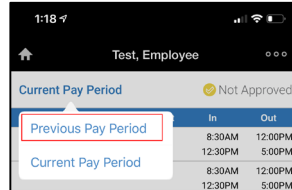
7 A confirmation of the punch displays including the date and time of the punch. Tap **OK**.

## Approve Your Timecard

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

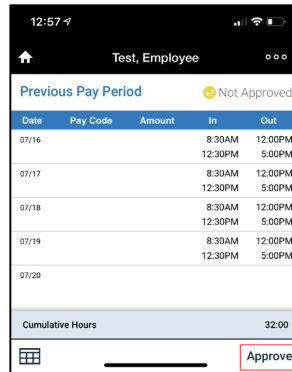


2 Tap **Current Pay Period** and select **Previous Pay Period** to change the time period of the timecard.

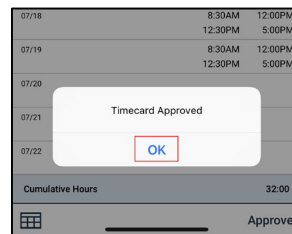


3 Review each day and total hours for accuracy.

4 Tap **Approve** in the lower-right corner.



5 Tap **OK**.

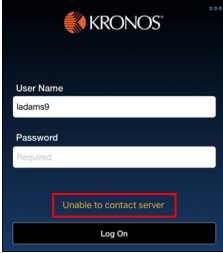


**Note:** After approving, the timecard cannot be edited unless you remove your approval. You can remove an approval using the same process but select **Remove Timecard Approval**.

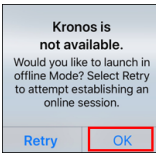
# Kronos v8 Mobile for Hourly Employees

## Punch In or Out Using Offline Mode

- 1 Log on to Kronos using your Clemson username and password. A message stating “Unable to contact server” displays. Tap **Log On**.



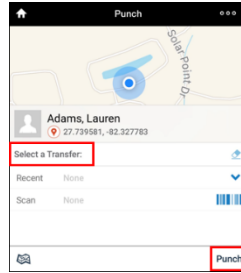
- 2 Tap **OK** on the “Kronos is not available” message.



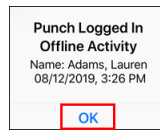
- 3 Tap the **Punch** icon from the Home screen.



- 4 Transfer to a different job if applicable. Tap **Punch** in the lower-right corner.



- 5 A confirmation displays “Punch Logged In Offline Activity”. Tap **OK**.



- 6 Next time you log in using “Online Mode” your offline punches automatically sync.



## Review Leave Accrual Balances

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



Balance as of	Tue, 07/25/2017
Annual Leave Pool	0:00h
Annual	58:51h
Annual Leave Pool Received	0:00h
Holiday Comp	0:00h
Military	0:00h
Optional Holiday	2:00h
Sick Leave	42:30h
Sick Leave Pool Received	0:00h

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

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

**Balance Totals**  
The total amount of hours as of the date selected.

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

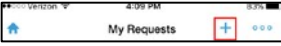
# Kronos v8 Mobile for Hourly Employees

## Submit a Time Off Request

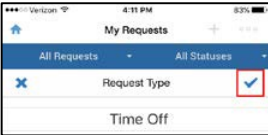
1 Tap the **My Requests** icon.



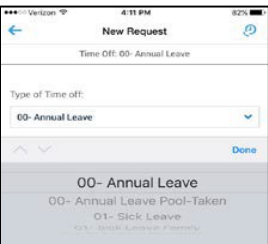
2 Tap the **Plus (+)** icon to create a new request.



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

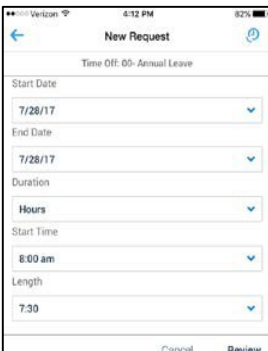


4 Tap the **Type of Time off** field and select the type of time being requested. Once selected, tap **Done** then tap **Apply**.

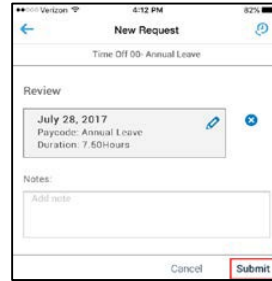


5 Tap each field to enter the details for your time off request. Once all fields are complete, tap **Review**.

- **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.

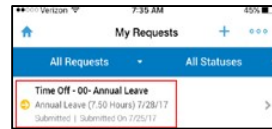


## Retract or Cancel a Time Off Request

1 Tap the **My Requests** icon.



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



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

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



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

