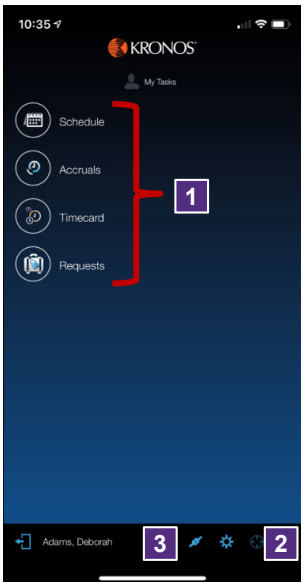
Kronos v8 Mobile for Salaried Non-Exempt Employees

Home Screen



Icons 1

- **Schedule** – allows access to view your schedule.
- **Accruals** – allows access to view your leave accrual balances.
- **Timecard** – allows access to view your timecard information.
- **Requests** – allows access to request time off.

Refresh 2

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

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

Log Off 3

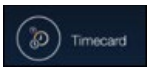
Tap the **Door** icon to log out of the system and return to the Log On screen.

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

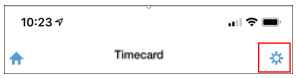
***Note**: If you are a Supervisor, scroll down to see your My Tasks menu.*

Review Timecard Information

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



2 Tap the **Gear** icon to change the view between **Current Pay Period** and **Previous Pay Period**.



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

***Note**: Rotate your phone to increase the width of the viewable area.*

Approve Timecard 3

Allows you to approve your timecard.

Toolbar 4

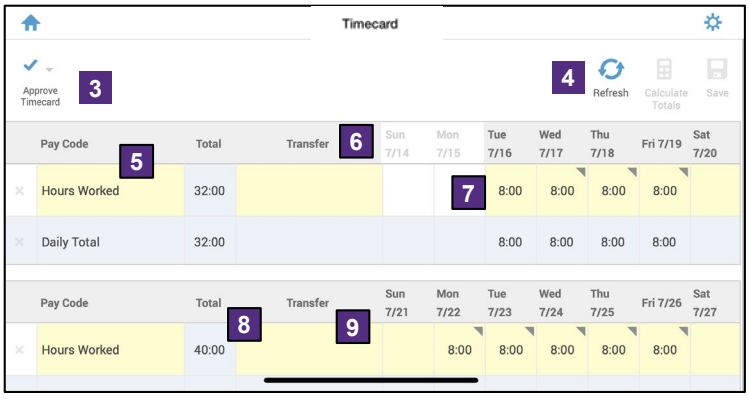
Allows you to refresh or save changes to the timecard.

Pay Code 5

Hours worked or leave accrual type and amount.

Dates 6

Dates within the selected time period.



Hours 7

Number of hours: minutes input for each pay code for the date.

Total 8

Total weekly hours.

Transfers 9

Allows you to transfer hours to a different job.

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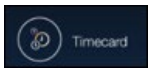
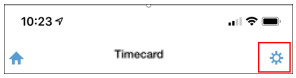
Enter Daily Time Worked

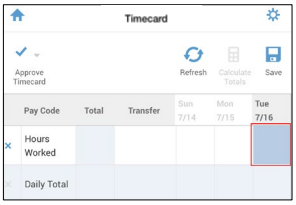
1. Tap the **Timecard** icon from the Home screen.



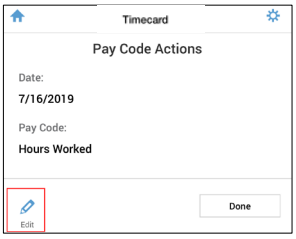
2. Tap the **Gear** icon to change the view between **Current Pay Period** and **Previous Pay Period** (if applicable).



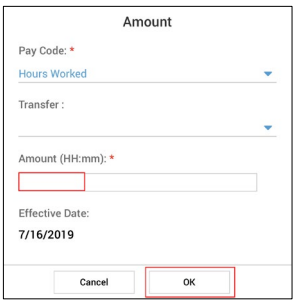
3. Tap the field under the date you want to enter or change your worked hours. (Note: If you do not see "Hours Worked", go to instructions in the next column.)



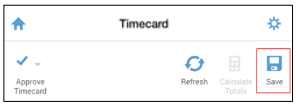
4. Tap the **Edit** icon at the bottom.



5. Tap the **Amount** field and enter or change the number of hours:minutes. Tap **OK**.

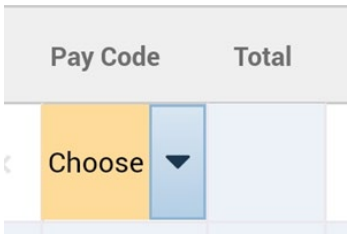


6. Tap **Save**.



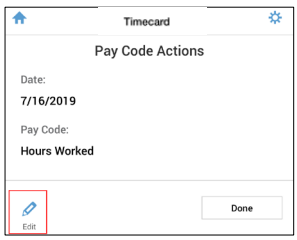
Choosing Hours Worked

1. If you haven't entered any time in the timecard for the week at this point, you will need to select the "Hours Worked" pay code.
Select the pay code drop-down:

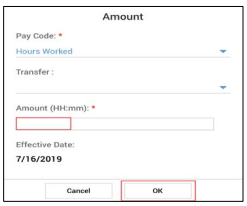


2. A list of pay codes will open. Select the "Hours Worked" pay code.

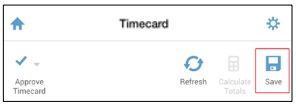
3. Tap the **Edit** icon at the bottom.



4. Tap the **Amount** field and enter or change the number of hours:minutes. Tap **OK**.



6. Tap **Save**.



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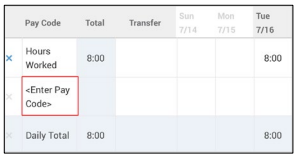
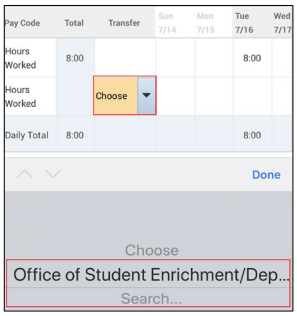
Transfer to a Different Job (if applicable)

1 From the timecard, tap **<Enter Pay Code>** and select the **Hours Worked** pay code.

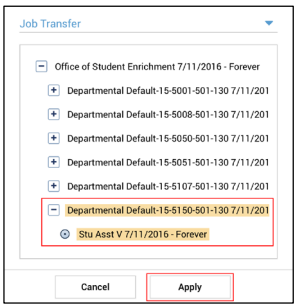


2 Tap the **Transfer** field on the same row and tap **Search** and then tap **Done**.



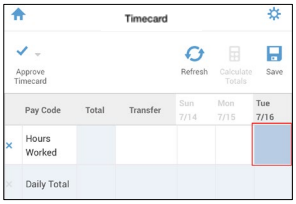
***Note**: If you enter the same job transfer often, you can tap the transfer from the list.*

3 Expand the organization tree and select the job. Tap **Apply**.

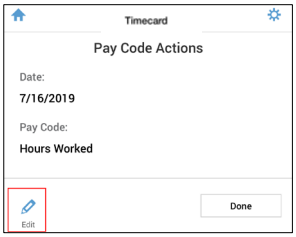


***Note**: If you have access to more than one job, you are prompted to select a Department and Subsection code before selecting a Job.*

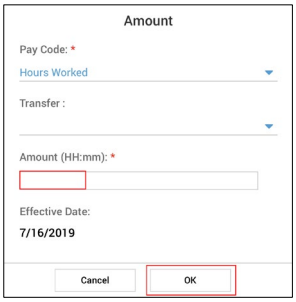
4 On the same row, tap the field under the date you want to enter a transfer.



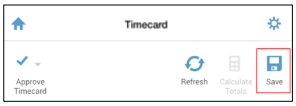
5 Tap the **Edit** icon at the bottom.



6 Tap the **Amount** field and enter or change the number of hours:minutes. Tap **OK**.



7 Tap **Save**.



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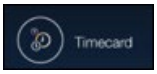
Approve Your Timecard

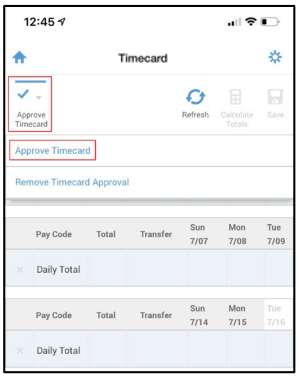
1 Tap the **Timecard** icon from the Home screen.



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

3 Review total hours each day for the pay period. Remember, for each workweek, you must meet your standard hours either through worked time or leave taken. You may need to review workweek totals using a computer.

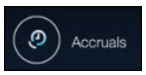
4 Tap the **Approve Timecard** icon and tap **Approve Timecard**.



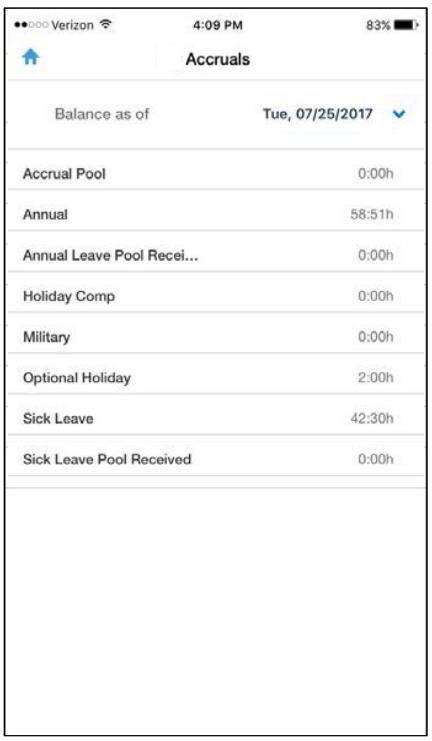
Note: *After approving, the timecard cannot be edited unless you remove your approval. You can remove an approval using the same process but select Remove Timecard Approval.*

Review Leave Accrual Balances

1 Tap the **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.

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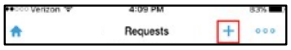
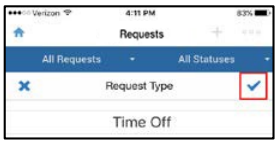
Submit a Time Off Request

1 Tap the **Requests** icon.

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

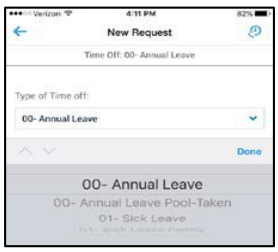


3 Accept the default request type and tap the **Checkmark** icon.



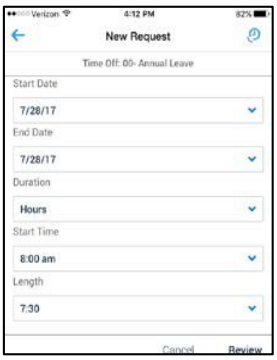
Select **Time Off**. **3**

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

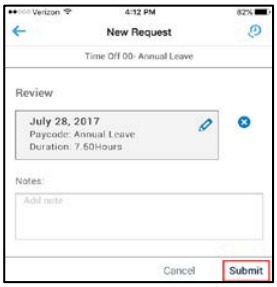


5 Tap each field to enter the details for your time off request. Once all fields are complete, tap **Review**.

- **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



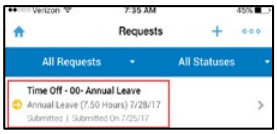
6 Review the details of the request and tap **Submit** at the bottom.



Retract or Cancel a Time Off Request

1 Tap the **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.

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