Kronos v8 Mobile for Supervisors

Home Screen

**Supervisor Icons**
- **Timecard Exceptions** – allows you to view & edit employee exceptions.
- **Manage Timecards** – allows access to view, edit & approve hourly employee timecard information.
- **Schedules** – allows access to review & edit employee schedules.
- **Project Timecards** – allows access to view, edit & approve salaried non-exempt employee timecard information.
- **Manager Requests** – allows access to review & take action on employee leave requests.

**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.

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

Review Timecard Information

1. Tap the **Manage Timecards** icon from the Home screen.

2. Tap **Current Pay Period** to change the view to Previous Pay Period or vice versa.

3. Tap the name of the employee who’s timecard you would like to view.

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

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

2. Tap the employee’s name with the exception you want to correct.

3. Tap the Missed Punch exception.

4. Tap the Missing Punch.

5. Select the time of the missing punch. Tap the Checkmark to confirm the selected time.

6. Tap Done to confirm the selected time.

7. Select the time of the punch and tap the Checkmark.

8. Tap the Comments field and select a comment.

9. Tap Done.

10. Tap the Checkmark to add the missing punch.

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**Exceptions Details**

- **Date**: Displays the date with the exception.
- **Exception**: Exception data displays in red and can be tapped to display greater timecard detail and make corrections.
- **Scheduled Shift**: If applicable, displays start and stop times of scheduled shift, if the employee has a schedule in Kronos.

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**Manage a Missed Punch**

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

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**Employee**

Tap the employee’s name to access the exception details.

**Exception Totals**

Displays the total number of exceptions per employee.

**Pay Period/Hyperfind**

Tap the gear icon to select the Time Period and Hyperfind fields.

**Return to Home**

Tap home icon to return to the home screen.

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**Note**: The images and text are representations of a mobile application interface for Kronos v8, providing instructions on managing timecard exceptions for supervisors.
**Mark an Exception as Reviewed**

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

2. Tap the employee’s name with the exception you want to review and tap the exception you want to review.

3. Tap the drop-down arrow in the **Comments** field and select a comment. Review the exception and tap the **Checkmark** in the upper-right corner.

4. The exception is marked as reviewed.

**Manage an Unexcused Absence**

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

2. Tap the employee’s name with the unexcused absence you want to correct.

3. Discuss with your employee the reason behind the unexcused absence. Circumstances may include unapproved leave, unentered leave, or unentered time worked.

4. Take the appropriate action needed.*

   *This step may include actions not addressed in this job aid. Please contact your Kronos/Payroll liaison for assistance.*

**Enter or Change Daily Time Worked (Salaried Non-Exempt Timecard)**

1. Tap the **Project Timecards** icon from the Home screen.

2. Tap the employee’s name from the list.

3. Tap the field under the date you want to enter or change the employee’s worked hours.

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

5. Tap the **Amount** field and enter or change the number of hours (HH:MM). Tap **OK**.

6. Tap **Save**.
Manage Time Off Requests

1. Tap the Manage Requests icon.

2. Tap the drop-down arrow in the Time Period field to select the range of dates.

3. Tap the name of the person for which a time-off request is to be approved.

4. Review the details of the time-off request and tap Approve in the lower-left corner.
**Approve Timecards**

1. Tap the **Manage Timecards** icon.

2. Tap **Current Pay Period** and select **Previous Pay Period** from the drop-down menu.

3. Tap the employee’s name who requires the timecard approval. Employee names in red have timecard exceptions.

4. Review the details of the timecard and tap **Approve**.

**Approval Status:**
- **Unapproved/Approved**: The first icon displays a yellow checkmark when the employee has not approved his/her timecard and a green checkmark when the employee has approved his/her timecard.
- **Overtime**: The second icon displays when the employee has overtime hours in his/her timecard.
- **Exception**: The third icon displays when the employee has exceptions in his/her timecard.

**Note**: Only timecards that require approval display in the list. If a timecard has been approved it no longer displays.

**Note**: Missing Punches and Unexcused Absence exceptions must be resolved before pay period close.

**Note**: To approve multiple timecards at the same time tap **Approve Clean** in the lower-right corner.

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**View Employee Schedules**

1. Tap the **Schedules** icon.

**Schedule List**

- **Date of Schedule**: Displays the date selected. Tap the arrow icons to navigate between dates.

- **Employees**: Displays the employees scheduled for the date selected. Tap the employee’s name to access details.

- **Sort**: Allows you to sort the list by start time, end time or job.

- **Calendar (iPhone)**: Allows you to select a date from a calendar. Schedules display for the selected date.

- **Hyperfind**: Allows you to select the group of employees to view.

**Schedule Details**

- **Schedule**: Displays the employee’s scheduled start and stop time for the date.

- **Duration**: Displays the total number of scheduled hours, including breaks and lunch.