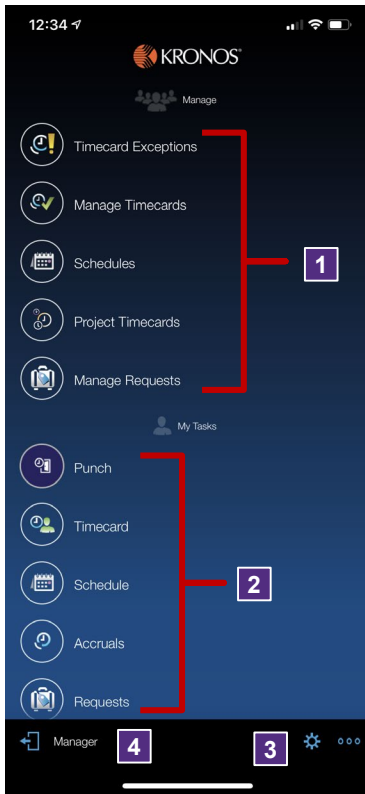


Kronos v8 Mobile for Supervisors

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.
- **ManagerRequests** – 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.

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

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** – red punch time

Punches

In and out punch times for the date.

Cumulative Hours

Total pay period hours.

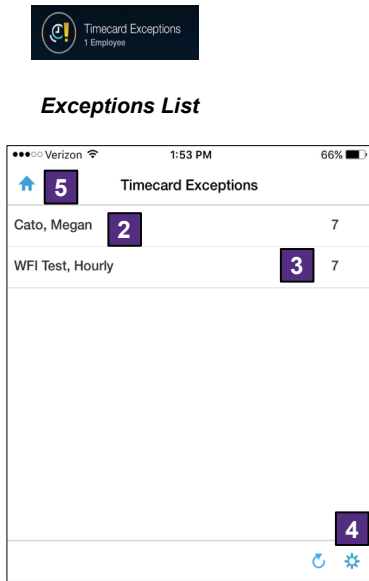
Icons

Pay period totals, Map (Punch location).

Kronos v8 Mobile for Supervisors

View Timecard Exceptions

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



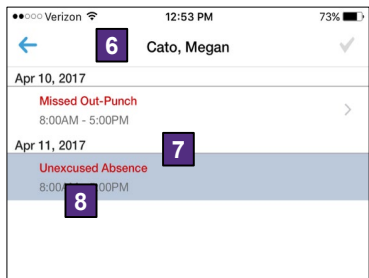
Employee 2
Tap the employee's name to access the exception details.

Exception Totals 3
Displays the total number of exceptions per employee.

Pay Period/Hyperfind 4
Tap the gear icon to select the Time Period and Hyperfind fields.

Return to Home 5
Tap home icon to return to the home screen.
Tap the arrow icon to return to the home screen.

Exceptions Details

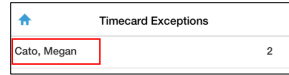


Date 6
Displays the date with the exception.

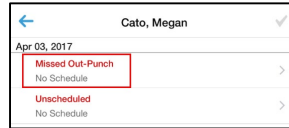
Exception 7
Exception data displays in red and can be tapped to display greater timecard detail and make corrections.

Scheduled Shift 8
If applicable, displays start and stop times of scheduled shift, if the employee has a schedule in Kronos.

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



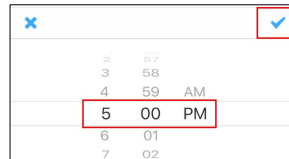
- 3 Tap the **Missed Punch** exception.



- 4 Tap the **Missing Punch**.

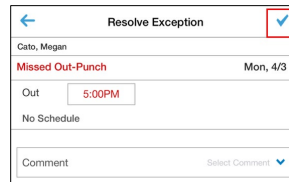


- 5 Select the time of the missing punch. Tap the **Checkmark** to confirm the selected time.



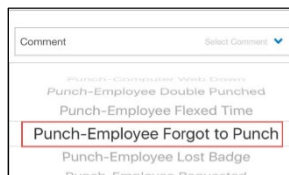
Tap **Done** to confirm the selected time.

- 6 Verify the time of the punch and tap the **Checkmark**.

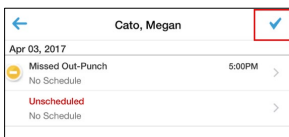


Tap **Done**.

- 7 Tap the drop-down arrow in the **Comments** field and select a comment.



- 8 Tap the **Checkmark** to add the missing punch.



Tap **Save** to add the missing punch.

Manage a Missed Punch

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



Kronos v8 Mobile for Supervisors

Mark an Exception as Reviewed

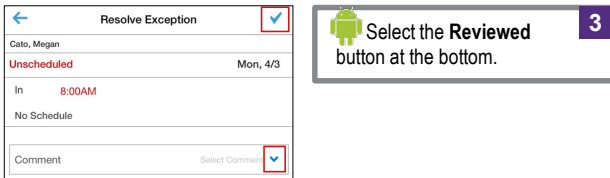
- 1 Tap the **Timecard Exceptions** icon from the Home screen.



- 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.

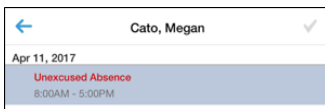


Manage an Unexcused Absence

- 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.*

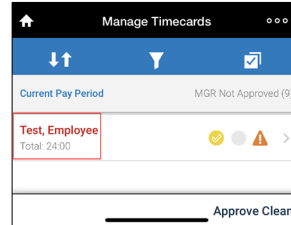
*This step may include actions not addressed in this job aid. Please contact your Kronos/Payroll liaison for assistance.

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

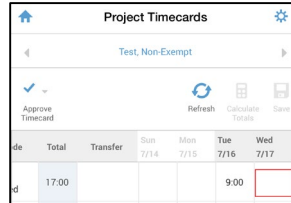
- 1 Tap the **Project Timecards** icon from the Home screen.



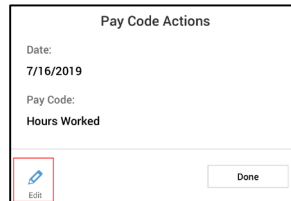
- 2 Tap the employee's name from the list.



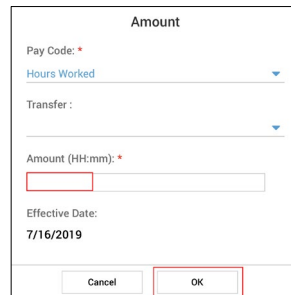
- 3 Tap the field under the date you want to enter or change the employee's worked hours.



- 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**.



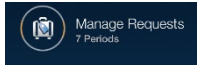
- 6 Tap **Save**.



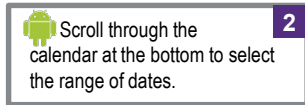
Kronos v8 Mobile for Supervisors

Manage Time Off Requests

- 1 Tap the **Manage Requests** icon.



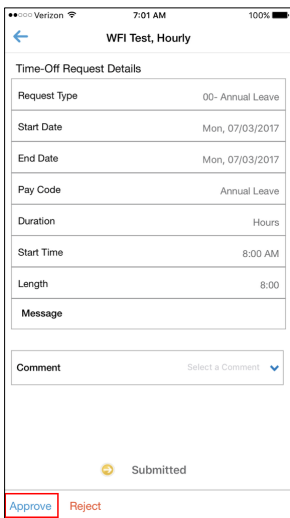
- 2 Tap the drop-down arrow in the **Time Period** field to select the range of dates.



- 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.



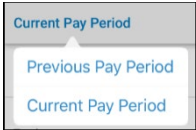
Kronos v8 Mobile for Supervisors

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.



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.

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

Date	Pay Code	Amount	In	Out
04/10			8:00AM	4:00PM
04/11			8:00AM	4:00PM
04/12			8:00AM	4:00PM
04/13			8:00AM	4:00PM
Cumulative Hours			80.00	

Approve

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

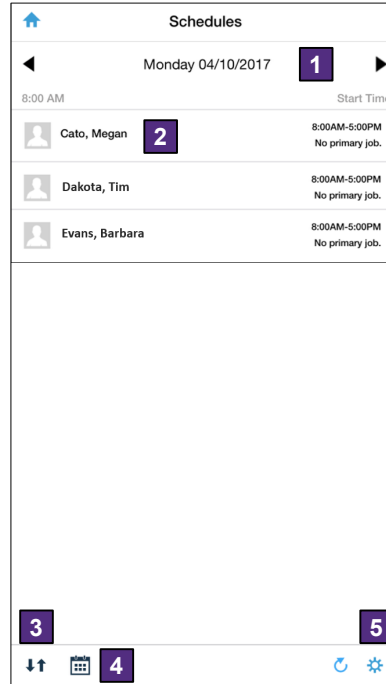
Note: To approve multiple timecards at the same time tap **Approve Clean** in the lower-right corner.

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.

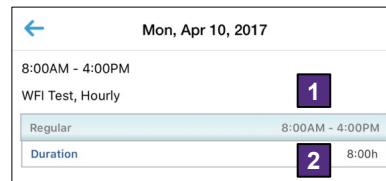
Employees
Displays the employees scheduled for the date selected. Tap the employee's name to access details.

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.