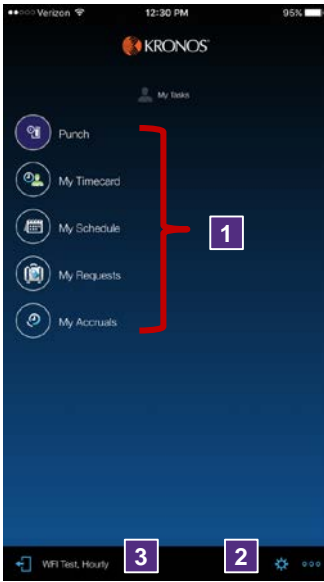


# Kronos v8 Mobile for Employees

## Home Screen



### Icons

- 1
  - **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.



Tap the **Circle Arrow** icon 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 and select **Sign Out** to return you to the Log On Screen.

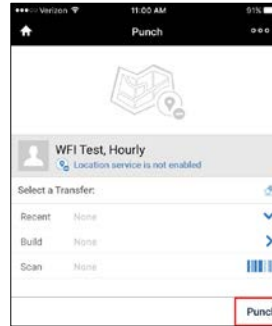
**Note:** If you are a Supervisor, scroll down to see your My Tasks menu.

## Punch In and Out

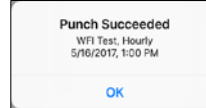
- 1 Tap the **Punch** icon from the Home screen.



- 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.

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

Date	Pay Code	Amount	In	Out
07/16				
07/17	Annual Leave	7:30		
07/18			8:00AM	12:30PM
07/19			8:00AM	12:00PM
07/20			12:30PM	4:00PM
07/21			8:15AM	12:30PM
07/22				
07/23				
07/24			7:30AM	11:30AM
07/25			8:00AM	12:00PM
07/26			12:30PM	4:00PM
07/27				
Cumulative Hours				41:15

- 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 Punch – red punch time

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

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

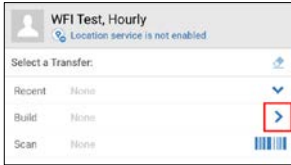
- 8 **Icons**  
Pay period totals, Map (Punch location).

# Kronos v8 Mobile for Employees

## Transfer to a Different Job (if applicable)

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

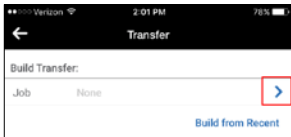
2 Tap the arrow icon in the **Build** field.



Tap anywhere in the **Build** field.

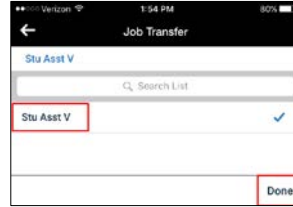
**Note:** If you enter the same job transfer often, you can tap the **Recent** field to access recent transfers.

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



Tap anywhere 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**.

## 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.

My Accruals	
Balance as of	Tue, 07/25/2017
Accrual Pool	0:00h
Annual	58:51h
Annual Leave Pool Recei...	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.

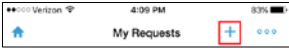
# Kronos v8 Mobile for Employees

## Submit a Time Off Request

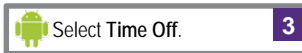
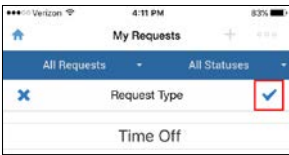
1 Tap the **My Requests** icon.



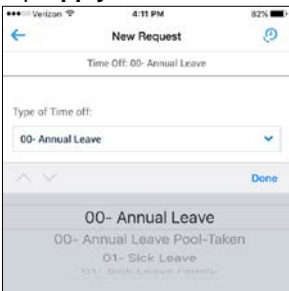
2 Tap the **Plus (+)** icon to create a new request.



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

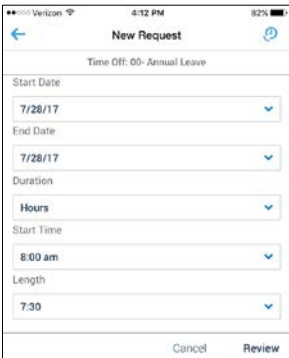


4 Tap the **Type of Time off** field and select the type of time being requested. Once selected, tap **Done** then tap **Apply**.

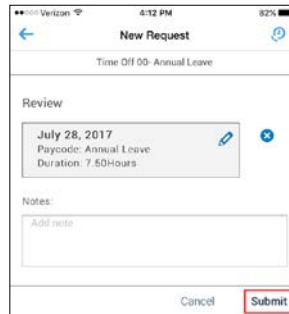


5 Tap each field to enter the details for your time off request. Once all fields are complete, tap **Review**.

- **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.

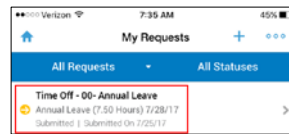


## Retract or Cancel a Time Off Request

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.

