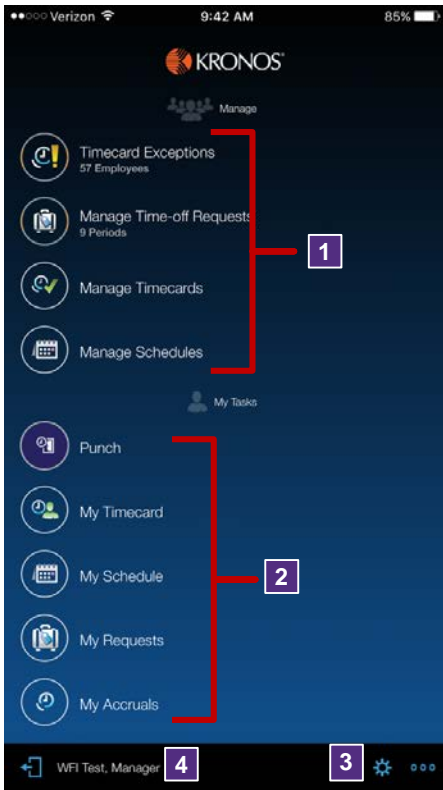


Kronos v8 Mobile for Supervisors

Home Screen



Supervisor Icons

- **Timecard Exceptions** – allows you to view and edit employee exceptions.
- **Manage Timecards** – allows access to view, edit and approve employee timecard information.
- **Manage Time-off Requests** – allows access to review and take action on employee leave requests.
- **Manage Schedules** – allows access to review and edit employee schedules.

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 to the Log On Screen.

Employee Icons

- **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.

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

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).

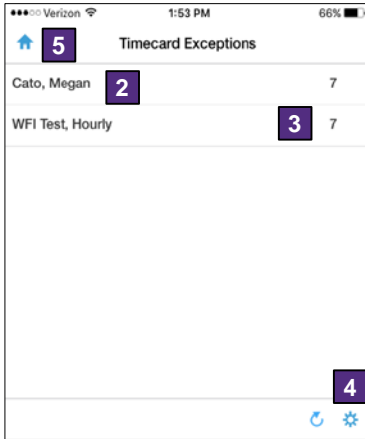
Kronos v8 Mobile for Supervisors

View Timecard Exceptions

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



Exceptions List



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

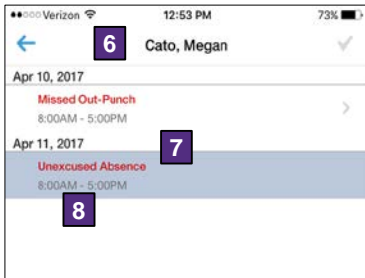
3 **Exception Totals**
Displays the total number of exceptions per employee.

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

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

Tap the arrow icon to return to the home screen

Exceptions Details



6 **Date**
Displays the date with the exception.

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

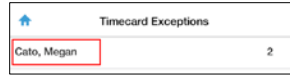
8 **Scheduled Shift**
If applicable, displays start and stop times of scheduled shift, if the employee has a schedule in Kronos.

Manage a Missed Punch

- 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**.

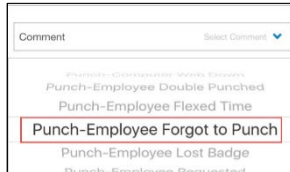


- 5 Select the time of the missing punch. Tap the **Checkmark** to confirm the selected time.



Tap Done to confirm the selected time. **5**

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



- 7 Verify the time of the punch and the comment then tap the **Checkmark**.



Tap Done. **7**

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



Tap Save to add the missing punch. **8**

Kronos v8 Mobile for Supervisors

Mark an Exception as Reviewed

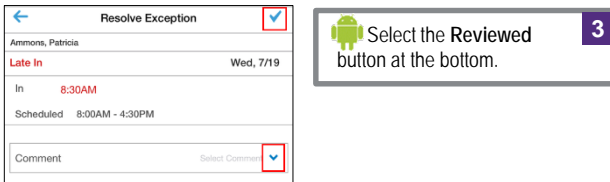
- 1 Tap the **Timecard Exceptions** icon from the Home screen.



- 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.



Select the Reviewed button at the bottom.

- 4 The exception is marked as reviewed.



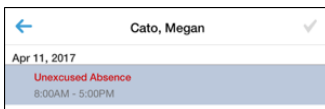
Click the Save button at the bottom.

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.*

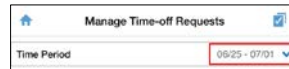
*This step may include actions not addressed in this job aid. Please contact your Kronos/Payroll liaison for assistance.

Manage Time Off Requests

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

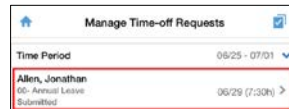


- 2 Tap the drop-down arrow in the **Time Period** field to select the range of dates.

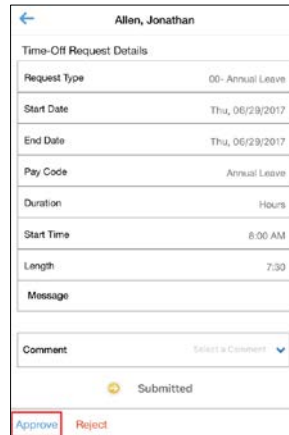


Scroll through the calendar at the bottom to select the range of dates.

- 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.



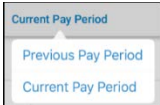
Kronos v8 Mobile for Supervisors

Approve Timecards

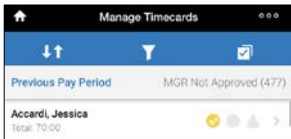
1 Tap the **Manage Timecards** icon.



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.

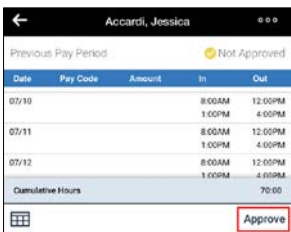


Approval Status:

- **Unapproved/Approved:** The first icon displays employee timecard approval status. Employee approval is not being used at this time.
- **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**.



Note: Prior to sign off, you can also **Remove Approval** on a previously approved timecard.

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

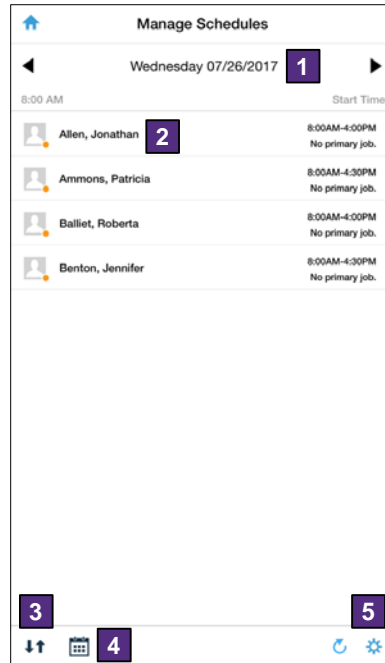
Note: To approve multiple timecards at the same time tap **Approve Clean** in the lower-right corner.

View Employee Schedules

1 Tap the **Manage 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.