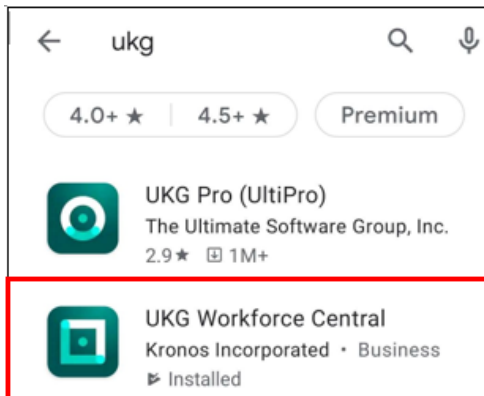


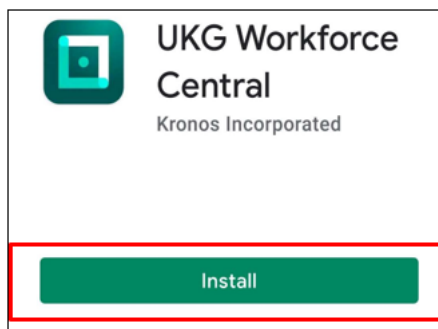
Mobile Kronos: Punching In & Out (Android)

***** This process only applies to non-exempt (hourly) employees.**

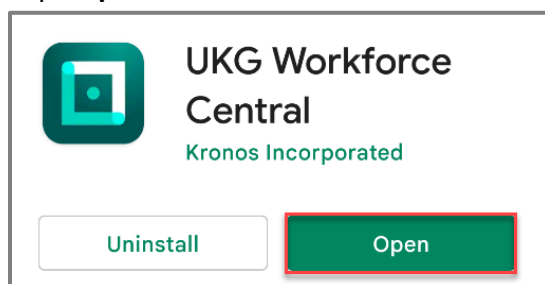
1. Open your device app store and search for “**ukg**”.
2. Choose the app titled “**UKG Workforce Central**”.



3. Tap “**Install**”.

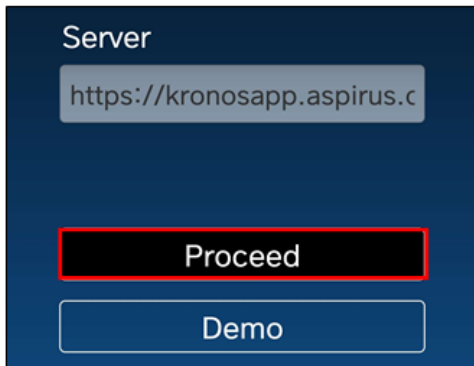


4. Tap “**Open**”.



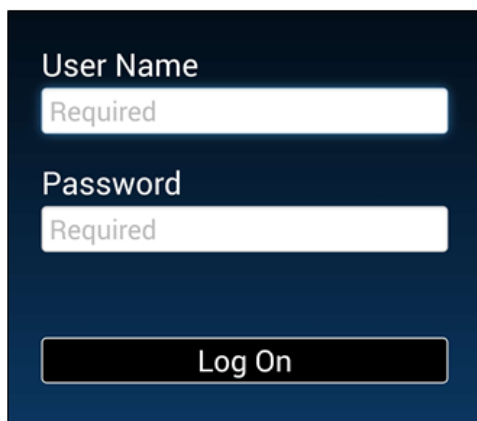
Mobile Kronos: Punching In & Out (Android)

5. Type in the Server: <https://kronosapp.aspirus.org/wfc/> and then tap “Proceed”.



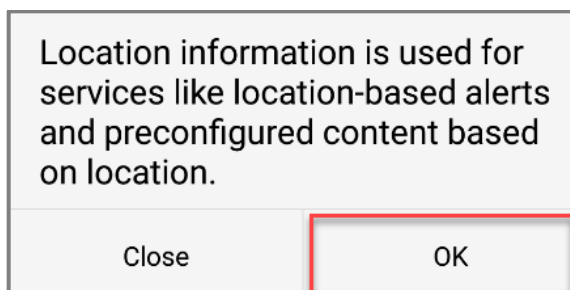
The screenshot shows a dark blue interface with the title 'Server'. Below the title is a text input field containing the URL 'https://kronosapp.aspirus.c'. At the bottom, there are two buttons: a black button with white text labeled 'Proceed' and a white button with blue text labeled 'Demo'. The 'Proceed' button is highlighted with a red rectangular border.

6. Log in using your network username and password.



The screenshot shows a dark blue interface with the title 'User Name'. Below the title is a white text input field with the placeholder text 'Required'. Below that is the title 'Password' followed by another white text input field with the placeholder text 'Required'. At the bottom is a black button with white text labeled 'Log On'.

7. **IMPORTANT:** You MUST select **OK** to allow Location information to be used. Without allowing this access, you will be unable to record mobile punches.



The screenshot shows a white dialog box with a gray border. The text inside reads: 'Location information is used for services like location-based alerts and preconfigured content based on location.' At the bottom, there are two buttons: a white button with gray text labeled 'Close' and a white button with gray text labeled 'OK'. The 'OK' button is highlighted with a red rectangular border.

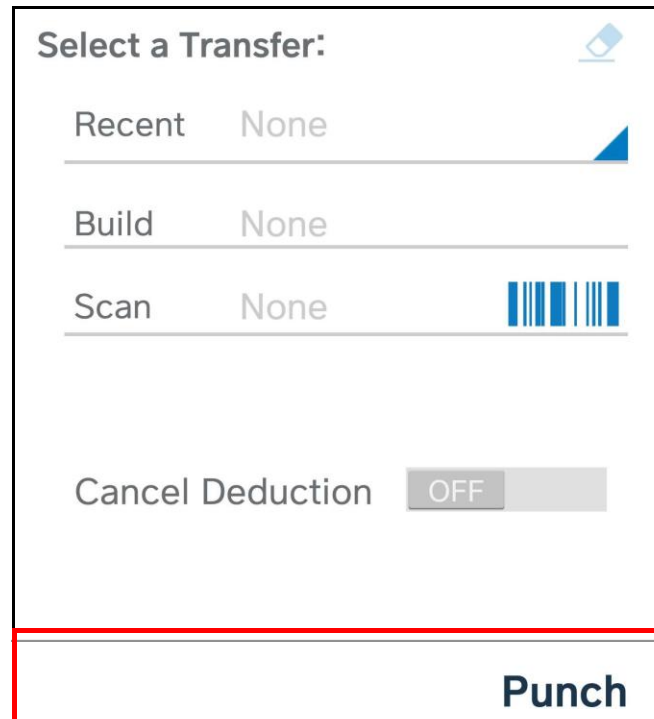
Mobile Kronos: Punching In & Out (Android)

How to Punch In

1. To punch into your **PRIMARY** position:
 - a. Click “Punch” to open the punch screen.



- b. Click “Punch” to save your in punch.

A screenshot of the mobile application's punch screen. At the top, it says "Select a Transfer:" with a small icon to the right. Below this are three rows: "Recent" with "None" and a blue triangle icon; "Build" with "None"; and "Scan" with "None" and a barcode icon. At the bottom of the screen, there is a large white button with the word "Punch" in blue text. A red border highlights the bottom section of the screen containing the "Punch" button.

2. To punch into a position that is **NOT** your primary *but still a regular shift*:
 - a. Click “Punch” to open the punch screen.

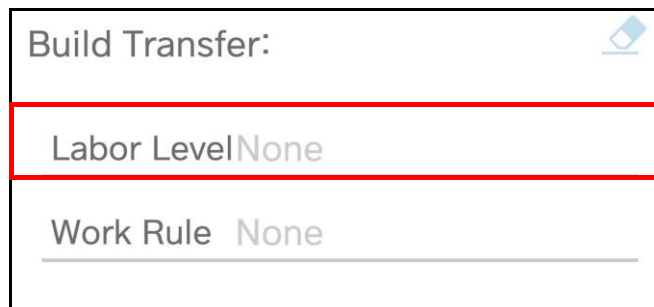


Mobile Kronos: Punching In & Out (Android)

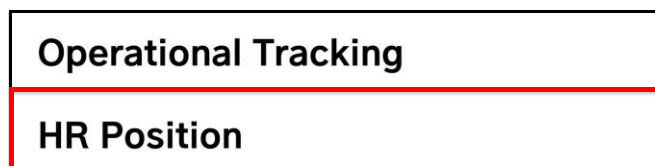
- b. Click “Build” to open the build transfer screen.



- c. Click “Labor Level”.



- d. Click “HR Position”.




- e. Select the applicable position. You can search by either position number or description.
- f. Click the check mark (✓) to save your changes.



Mobile Kronos: Punching In & Out (Android)

- g. If the pay rule for your primary position is different than the pay rule for the position you are transferring time to, you will also need to transfer to the appropriate work rule (same name as pay rule). To do so, click on “Work Rule” and select the appropriate work rule.

Build Transfer: 

Labor Level/////0/

Work Rule None

- h. Click “Done”.

Labor Level/////0/

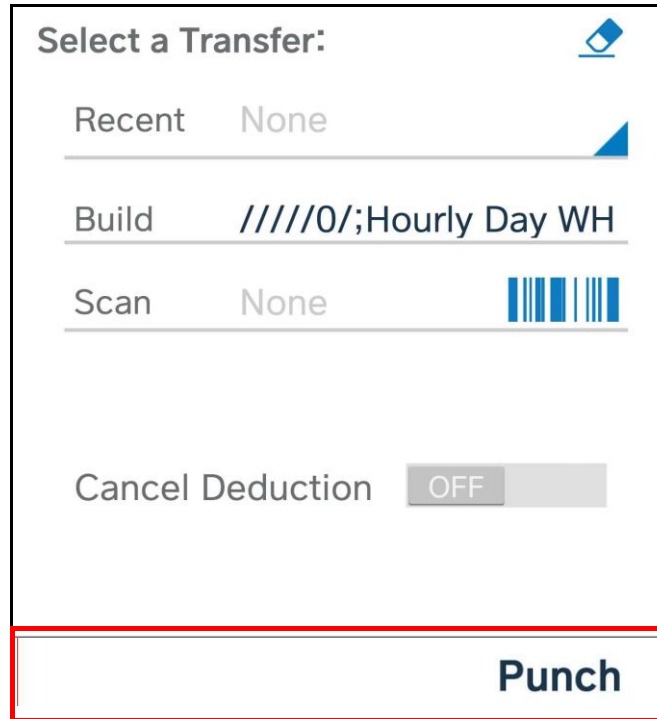
Work Rule Hourly Day WH


Build from Recent

Done

Mobile Kronos: Punching In & Out (Android)


- i. Click “Punch” to save your punch.



Select a Transfer: 

Recent None

Build /////0/;Hourly Day WH

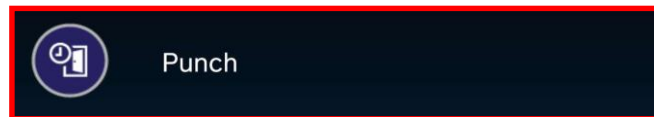
Scan None 

Cancel Deduction ☐ OFF

Punch

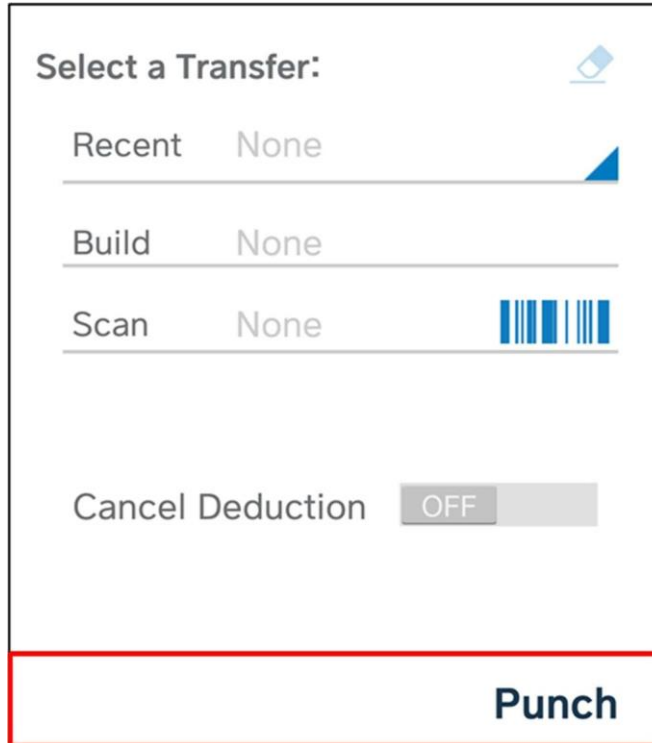
How to Punch Out


1. To punch out:
 - a. Click “Punch” to open the punch screen.



Mobile Kronos: Punching In & Out (Android)


- b. Click “Punch” to save your out punch.



Select a Transfer: 

Recent None

Build None

Scan None 

Cancel Deduction OFF

Punch

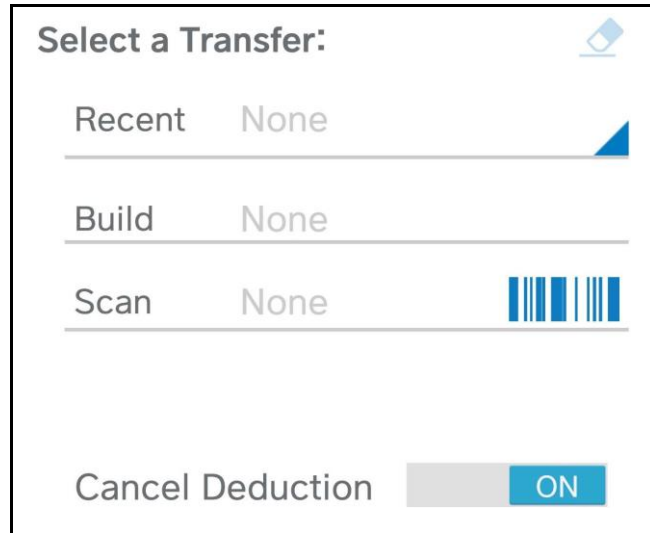
2. To punch out & **CANCEL** the automatic meal deduction:

- a. Click “Punch” to open the punch screen.



Mobile Kronos: Punching In & Out (Android)

- b. Turn “Cancel Deduction” from OFF to ON.



Select a Transfer:

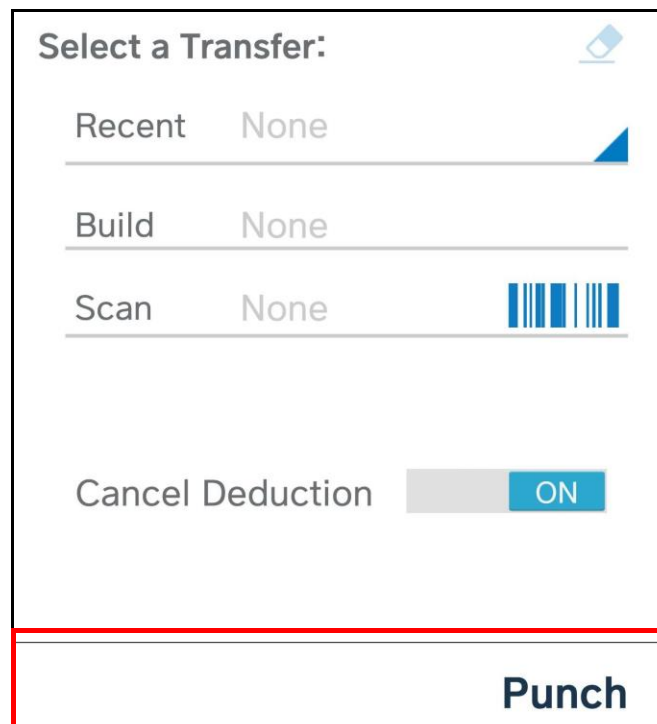
Recent None

Build None

Scan None

Cancel Deduction ☒ ON

- c. Click “Punch” to save your punch. This will both punch you out and cancel the automatic meal deduction for that shift.



Select a Transfer:

Recent None

Build None

Scan None

Cancel Deduction ☒ ON

Punch

If you have questions about this process or would like more information, please contact your Timekeeper or Human Resources Business Partner.