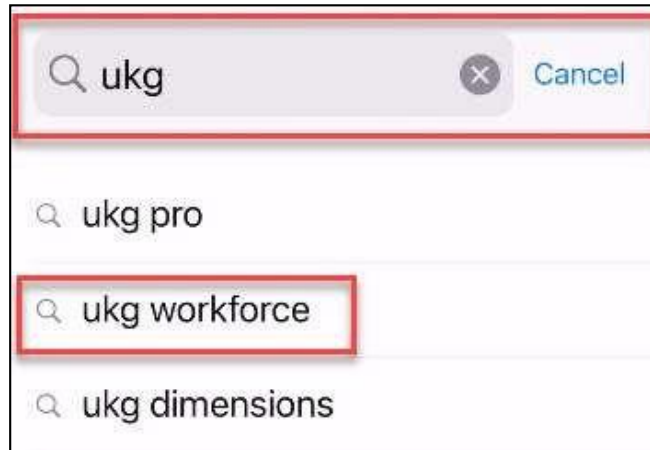


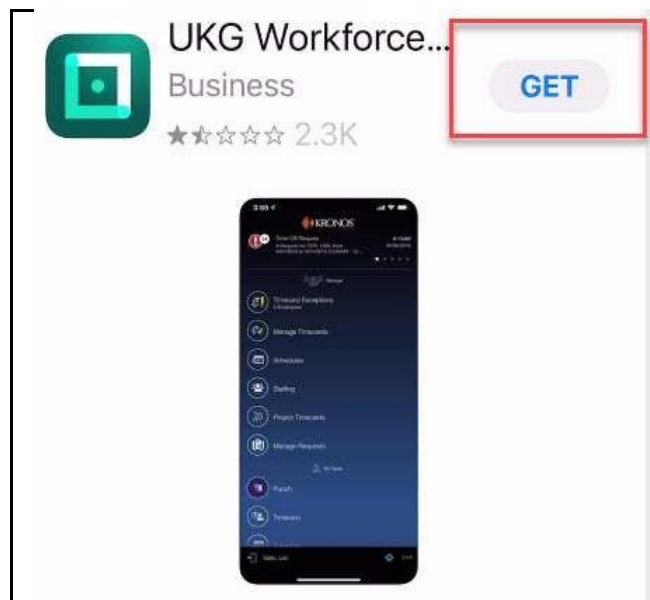
Mobile Kronos: Punching In & Out (iOS)

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

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

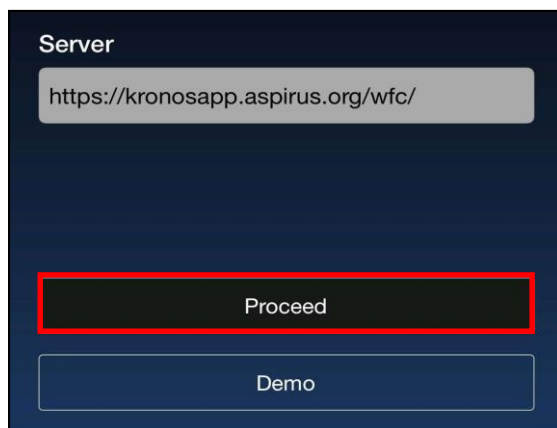


3. Next click “**GET**”.



Mobile Kronos: Punching In & Out (iOS)

4. Open the app, type in the Server: <https://kronosapp.aspirus.org/wfc/> and then tap "Proceed".



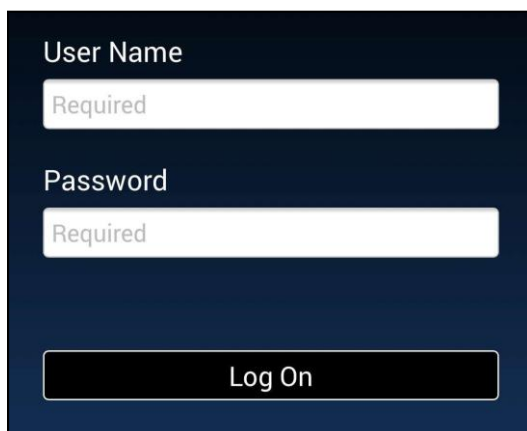
Server

<https://kronosapp.aspirus.org/wfc/>

Proceed

Demo

5. Log in using your network username and password.



User Name

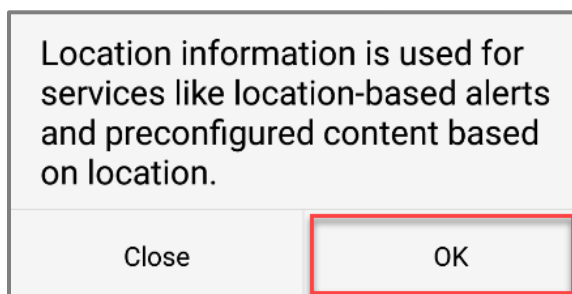
Required

Password

Required

Log On

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



Location information is used for services like location-based alerts and preconfigured content based on location.

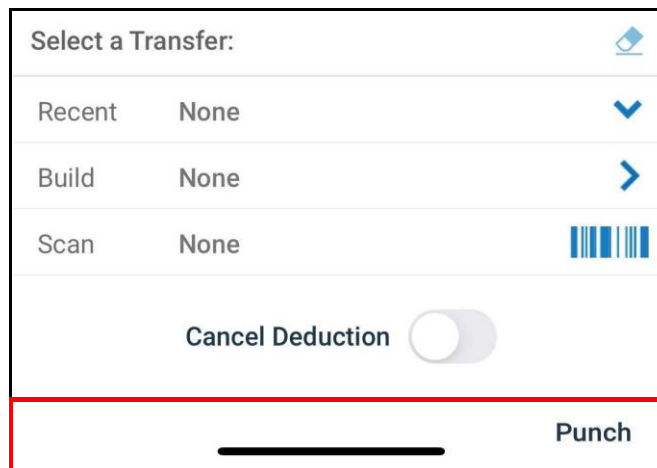
Close OK

How to Punch In

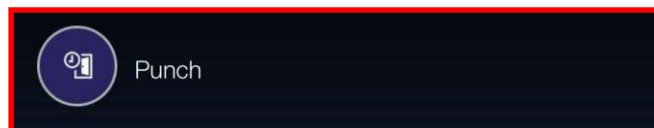
1. To punch into your **PRIMARY** position:
 - a. Click “Punch” to open the punch screen.



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



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 (iOS)

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

Select a Transfer:		
Recent	None	▼
Build	None	>
Scan	None	

- c. Click “Labor Level”.

Build Transfer:		
Labor Level	None	>
Work Rule	None	>

- d. Click “HR Position”.

Operational Tracking	>
HR Position	>

- e. Select the applicable position. You can search by either position number or description.
- f. Click “Done” to save your changes.


	Done
---	------

Mobile Kronos: Punching In & Out (iOS)



- 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”.

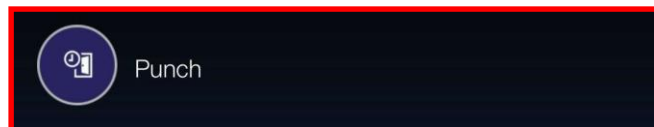
Build Transfer:	
Labor Level	/////0/ >
Work Rule	Hourly Day WH >
Build from Recent	
	Done

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

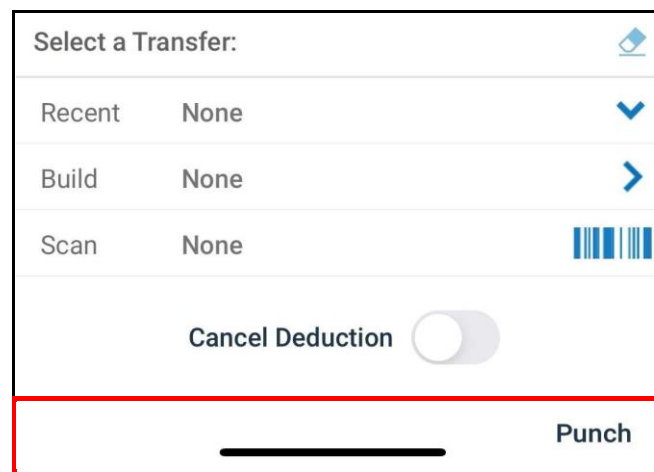
Select a Transfer:		
Recent	None	>
Build	/////0/;Hourly Day WH	>
Scan	None	
Cancel Deduction <input type="checkbox"/>		
		Punch

How to Punch Out

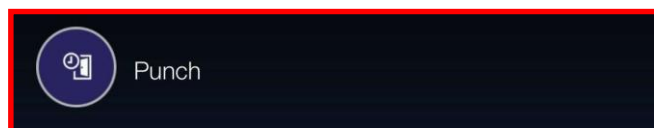
1. To punch out:
 - a. Click “Punch” to open the punch screen.



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

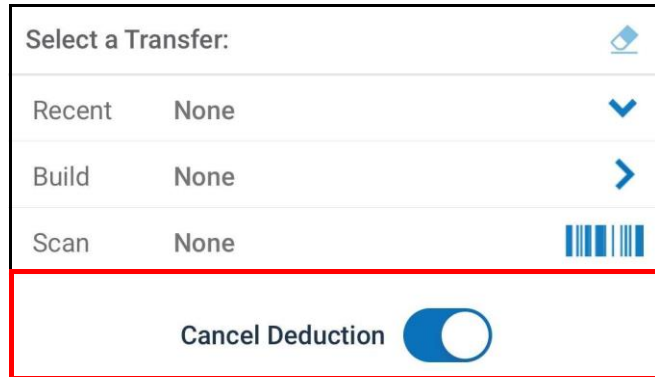



2. To punch out & CANCEL the automatic meal deduction:
 - a. Click “Punch” to open the punch screen.







Mobile Kronos: Punching In & Out (iOS)

- b. Turn on “Cancel Deduction”.

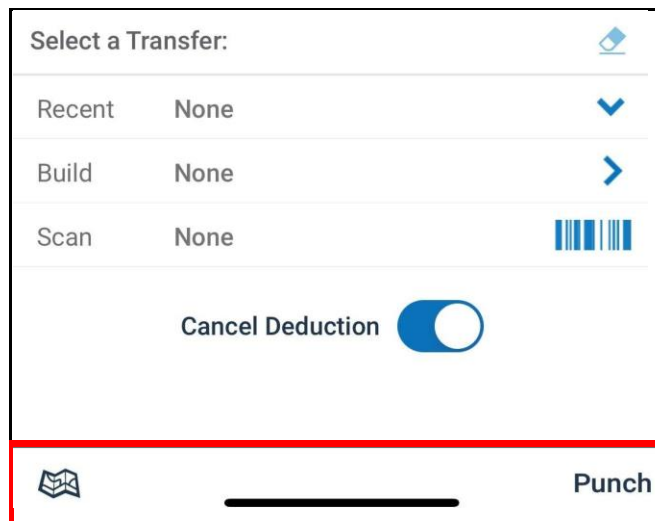



Select a Transfer: 




Recent	None	
Build	None	
Scan	None	


Cancel Deduction 


- 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 

 **Punch**

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