Workforce Mobile (Android)
Performing Manager Tasks

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Home Screen Overview

Logging On
When you start the Kronos Mobile app, your device connects to your organization's Workforce Central server. Log on using your existing Workforce Central credentials.

Alerts
If there are matters requiring your attention, they will appear as alerts. Tap the Alerts icon to view all of your alerts.

Tasks
Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.

Offline Mode
If you cannot connect to your server, tap ⚡ to enter Offline mode. Any edits you make will upload the next time you are online.

Location
Tap to view your current geographical location, and assign it a context (HyperFind and Time Period). In future, that context will be used whenever you are in the location.

Additional Options
Tap to access additional options: **Refresh** to update the screen with the latest data from the server, **F.A.Q.** to help you resolve common issues.
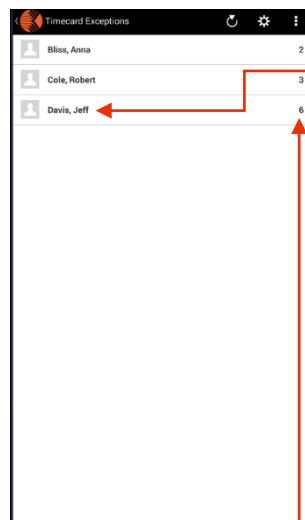
Context
Tap to change the Time Period, Location, etc. you are viewing. Options depend on what task you are performing. All information you view will be in this context until you change it.
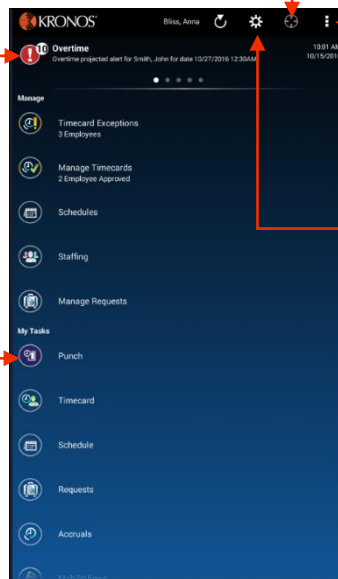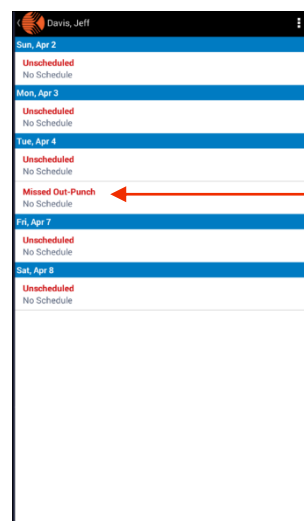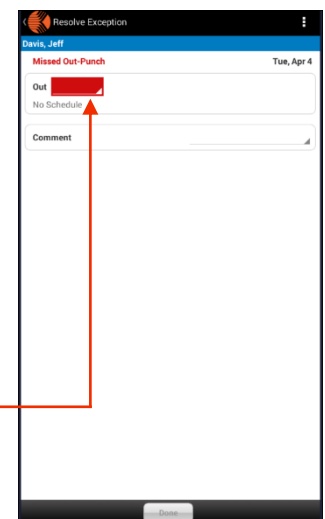

Manage Timecard Exceptions

Marking Exceptions as Reviewed
Some exception types cannot be resolved in Workforce Mobile, but must instead be resolved from your PC. In this case, you may have the option to tap Reviewed to mark the exception as reviewed. Exceptions are removed from the list when they are either resolved or marked reviewed.

1 On the main screen, tap **Timecard Exceptions**.

2 Tap a name to view that employee's exceptions.

3 Tap an exception to review its details.

Timecard Exceptions Count
The count under **Timecard Exceptions** tells you how many employees have exceptions that need your review.

Exception Count
The number next to each employee's name tells you how many unresolved exceptions that employee has.

4 Your options for correcting the punch depend on the type of exception.

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Manage Timecards

On the home screen, tap Manage Timecards.

Filter
Tap to filter the list to include only employees whose timecards have (or have not) been approved.

Sort
Tap to sort the list of employees by who has exceptions, overtime rule violations, or employee approval.

Additional Options
Tap to select a different Hyperfind to work with, or to view a Legend of the icons used on this screen.

Timecard Details
Tap a name to view that employee's timecard.

Multi-select
If you have filtered the list, you may have the option to select multiple employees and approve or sign-off their timecards with one action.

Approval Count
The count under **Manage Timecards** tells you how many employees have approved their own Timecards.
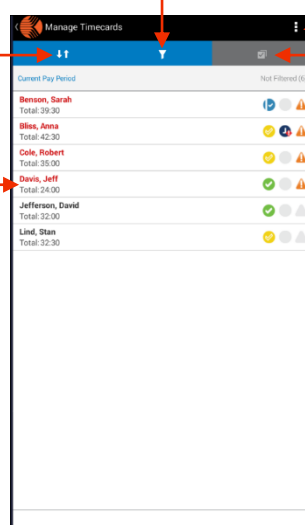
Daily Approval
To approve only a single day's hours, swipe the day's row and tap the Approve button that appears.

Day Details
While viewing a timecard's details, tap a punch to edit it, or tap a date to add a punch to that date.

List / Map View
Click to toggle between viewing a list of punches and a map showing the GPS locations of each punch.

Add or Edit Punches and Pay Codes
Tap a punch or pay code to edit it. Add a new punch of pay code edit by clicking ➕ .

Take Action
The actions available to you for this employee are presented here.

Partial Approval
Tap **Approve** to approve only this date.
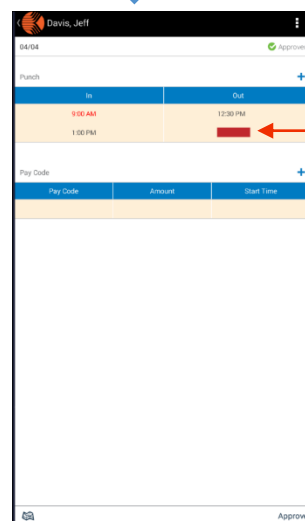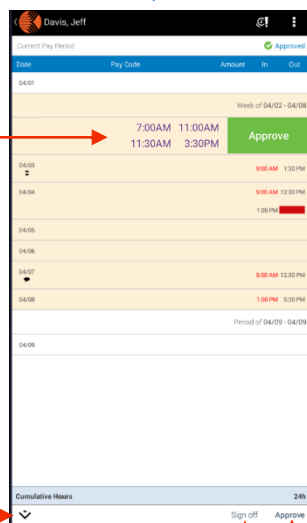
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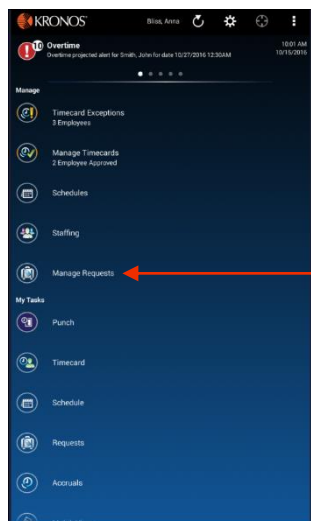
Manage Requests

On the home screen, tap **Manager Requests**.

Filter
Tap to filter the list to include only requests from certain dates, only certain request types (e.g. Time Off), or certain statuses (e.g. Approved).

Multi-select
Tap to select multiple requests and then Approve or Reject them all at once.

Sort
Tap to sort the list of employees by who has exceptions, overtime rule violations, or employee approval.

Status Indicators
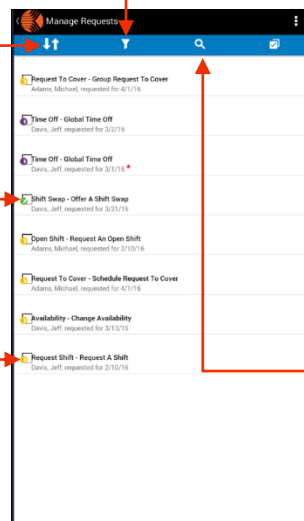Icons indicate the status (Submitted, Pending, Approved) of a request.

Request Details
Tap a request to view its details.
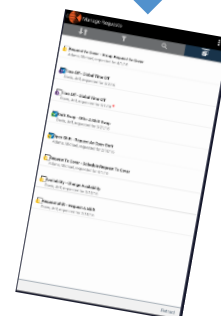
Search
Tap then enter text (such as an employee name) to find someone or something in the request list.

Schedules
If you need to monetarily view schedules to help you make a decision, tap the Schedules icon.

Additional Details
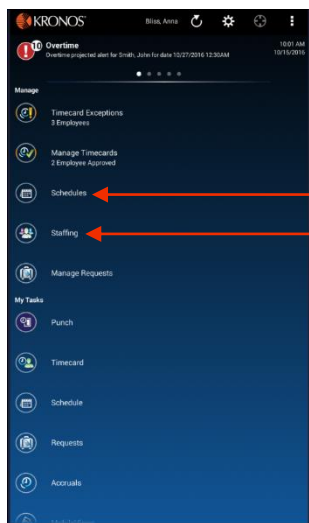Some parts of a request may display an icon; tap to view more details.

Additional Options
Some requests have additional options, such as adding a Comment
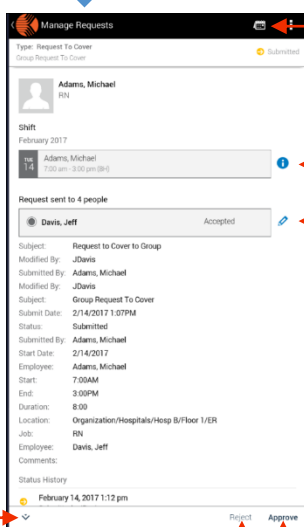
Take Action
The actions you can take depend on the type and status of the request.
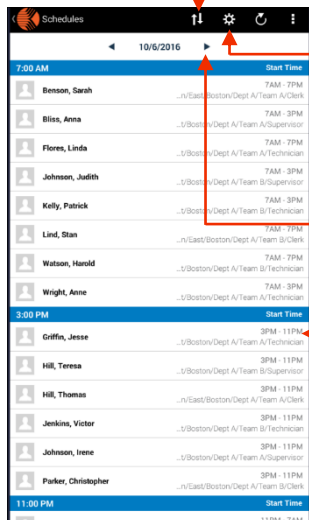
View Schedules and Staffing

On the home screen, select Scheduling or Staffing.

Sort Order
Tap to sort the schedules by Start Time, End Time, or Job (or, for Staffing, Location or by Unit).
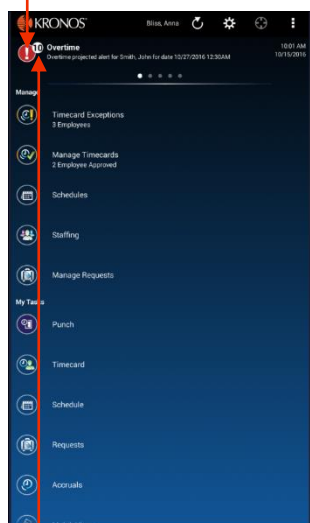
Context
Tap to select a different Time Period or Location (or, for Staffing, Zone and Location Type).

Cycle Date
Tap an arrow to move a day ahead or back in the schedule.

Schedule Details
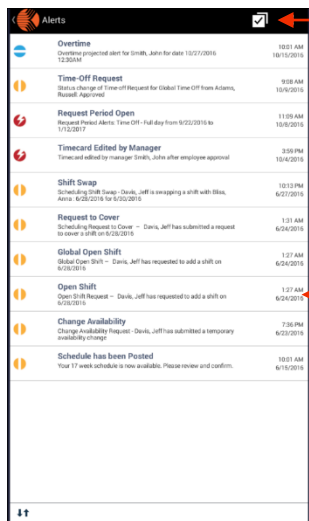Tap a date in the list or calendar to view the details of a shift or time off.

Respond to Alerts

On the home screen, tap the Alerts icon.

Low Priority

Medium Priority

High Priority

Multi-select
Tap when you are done reviewing some or all of your alerts. You can then either Delete All or select individual alerts and tap Delete.

Alert Details
Tap an alert to view its details. Depending on the type of alert, you may be presented with options for responding to the alert, or for opening another part of the app for further action.
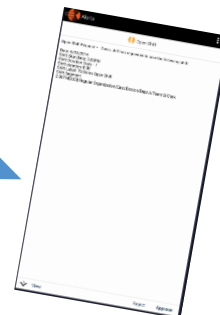
Alert Count
The count next to the Alerts icon indicates how many alerts you have.