

# MetroHealth Kronos Mobile

## Kronos Mobile Installation

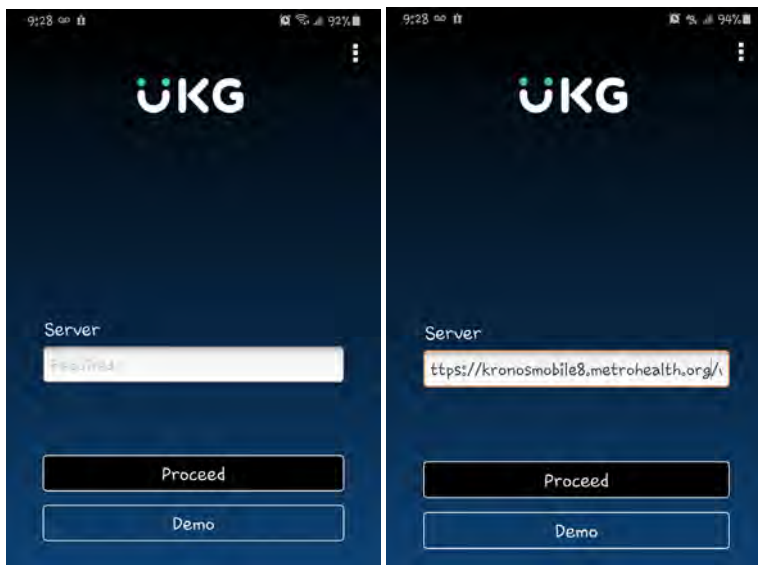
Kronos is now available on your mobile device. Managers will be able to review and approve timecards, approve time off requests and view employee schedules. Employees will be able to view and approve their own timecards, view accrual balances, request time off and view schedules.

First you will need to install the application. Go to the App Store and download the FREE Ultimate Kronos Group application using “UKG Workforce” to search and install. *(There are other Kronos Applications available, only select “UKG Workforce Central”)*



After installation, the first time you open the application you will need to enter in this URL:

<https://kronosmobile8.metrohealth.org/wfc>

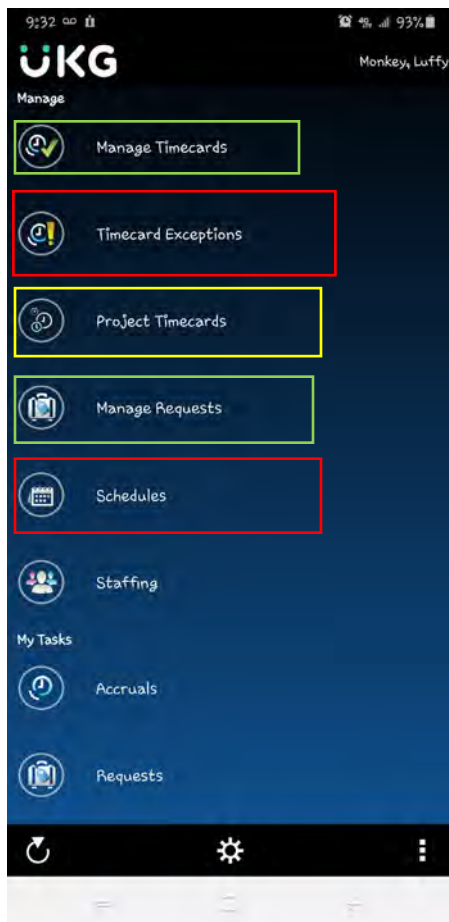


Click on proceed. You will then be asked for user name and password, these are the same you currently use to log into Kronos.

The URL and user name will both be saved and you will not have to enter again. If you would like to remove the “Demo” option, go into settings on your device, scroll until you find Kronos Application, and turn off the option titled “Display Demo Button”.

## Kronos Mobile Manager

Kronos Mobile Manager will allow you to review and approve employee timecards, approve/reject time off requests, and view schedules. Once the application is installed on your mobile device, when you log in using your Kronos (Same as Metrohealth Network ID) and password (Same as Metrohealth Network password) your mobile device will display a screen similar to this one based on your settings:



Manage hourly employee timecards

Timecard exceptions like missing punches, unscheduled time, missing time on scheduled days, etc.

Project Timecards option allows you to view your salaried employee time cards for editing and approvals.

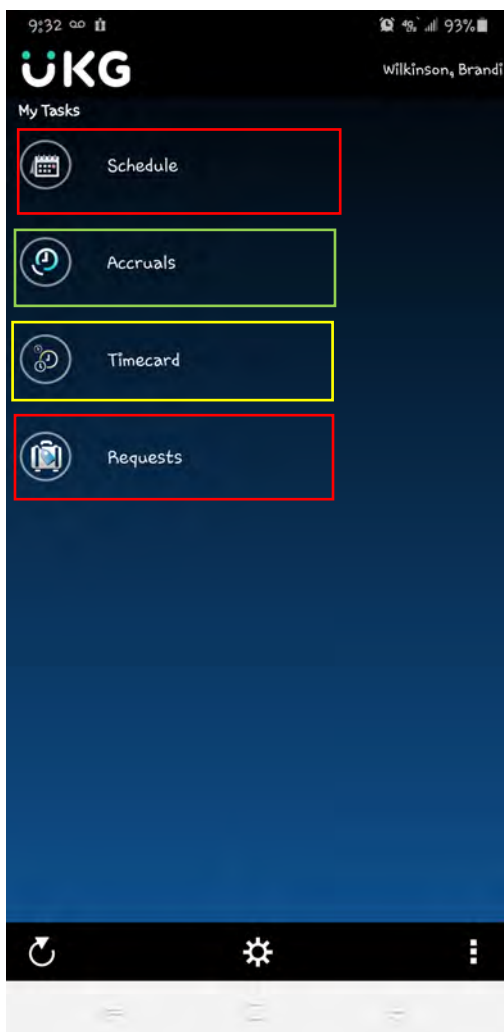
Time-Off Request for all employees you have access to. (Cannot select hyperfinds) Number of periods you have open requests for.

View employee schedules

The “My Tasks” section is the start of where you access options to manage your own time keeping functions and is covered in “Kronos Mobile Employee” document below.

## Kronos Mobile Employee

Kronos Mobile Employee will allow you to review and approve your own timecard, create your time off requests, view accrual balances, and view schedules. Once the application is installed on your mobile device, when you log in using your Kronos ID (Same as Metrohealth Network ID) and password (Same as Metrohealth Network password) your mobile device will display this screen:



View your schedules for various weeks.

Accrual balances are displayed, balances are as of the date displayed at top of screen

Timecard will display your own timecard and allow the same edits you currently have. ***(YOU CANNOT PUNCH IN/OUT USING YOUR MOBILE DEVICE)***

You can approve your time card using your mobile device.

Timecard may appear first or last depending on if it is an hourly view (First) or project view (Last) in order.

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Request time off in days or hours. This will trigger notification to your approving manager which can be approved or rejected from their phone.