

Kronos Mobile App Installation

Kronos is available as an app for your mobile device.

Employees will be able to:

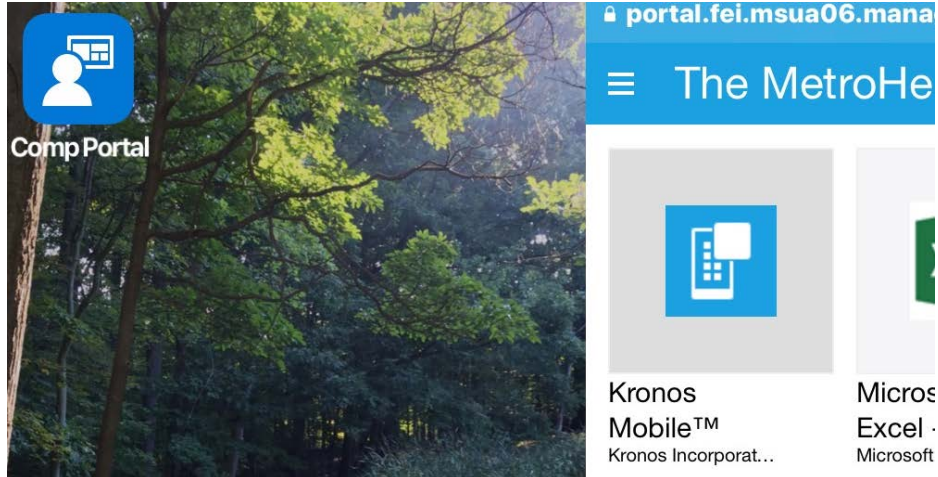
- view and approve their timecard
- view accrual balances
- submit requests for time off and
- view their schedule.

Managers will be able to:

- view, edit, and approve timecards
- approve time off requests and
- view and edit employee schedules.

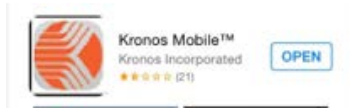
Install steps for a MetroHealth-supplied phone

Go to the CompPortal and download the Kronos Mobile app. This will complete the installation for you and includes the correct server URL.



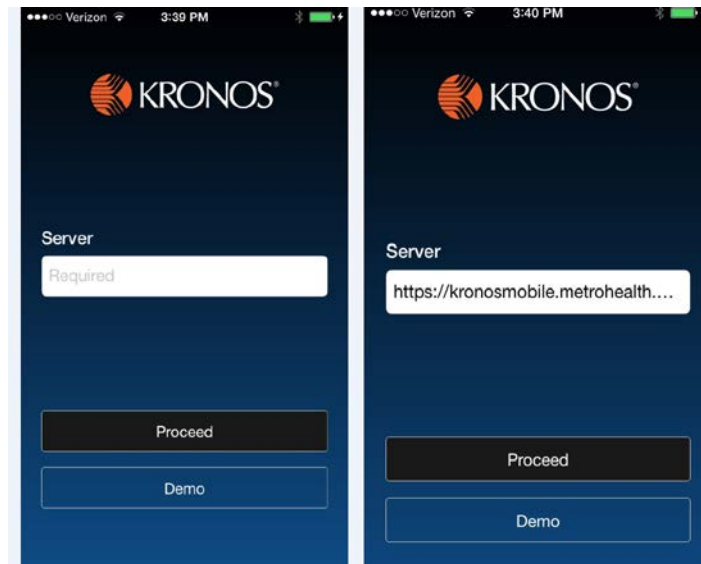
Install steps for a personal smart phone

Go to the App Store and download the FREE “Kronos Mobile” application and install.
(There are other Kronos Applications available; only select “Kronos Mobile”)



After Installation, the first time you open the app you will need to enter this URL as the Server name:

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



Do not key in any additional characters or spaces after “wfc”.

Click “Proceed”.

Log in with your network name and password.

The server URL and your network name will both be saved; you will not have to enter them again.

The app will not work on a personal device if you are connected to the MetroHealth Wi-Fi.

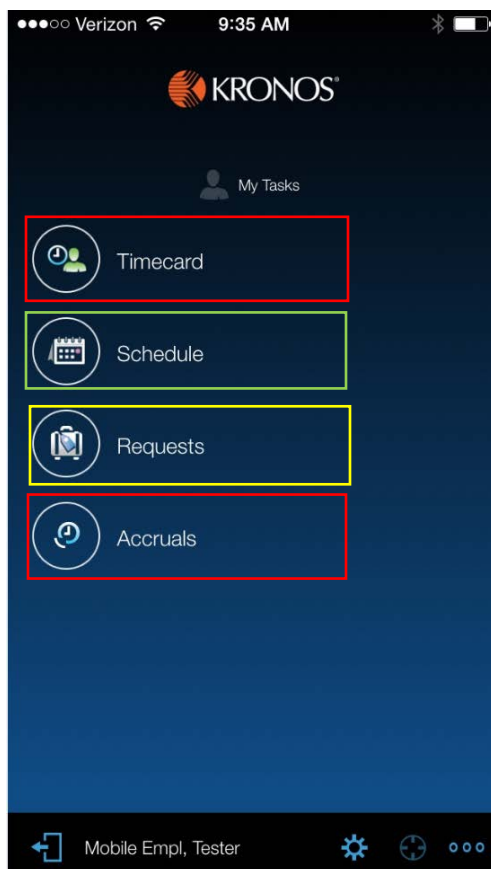
If you would like to remove the “Demo” option, go into settings on your device, scroll until you find Kronos Application, and turn off the option titled “Display Demo Button”.

Kronos Mobile for Employees

You will be able to:

- view and approve your timecard
- view accrual balances
- submit requests for time off and
- view your schedule.

Once the application is installed on your mobile device, 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:



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.

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

View your schedules for various weeks.

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

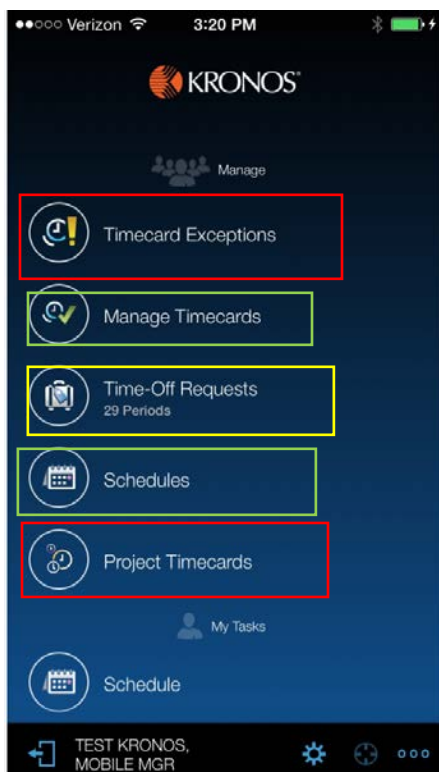
Accrual balances are displayed. Balances are as of the date displayed at top of screen.

Kronos Mobile for Managers

You will be able to:

- view, edit, and approve timecards
- approve time off requests and
- view and edit employee schedules.

Once the application is installed on your mobile device, log in using your Kronos ID (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:



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

Manage hourly employee timecards.

Time-Off Requests for all employees you have access to (*cannot select hyperfind queries*). Lists number of periods you have unapproved requests for.

View and edit employees' schedules.

Manage salaried employees' timecards.

The “My Tasks” section is the beginning of options to manage your own timekeeping functions and is covered in the “Kronos Mobile for Employees” document.