ACCESSING KRONOS AND CLOCKING IN & OUT VIA MOBILE APPLICATION (iPHONE & ANDROID)

Below are instructions for accessing Kronos with a smart phone, utilizing the Kronos Mobile app. This may be done with both Android and iPhones.

DOWNLOAD THE KRONOS MOBILE APPLICATION

The Kronos Mobile application is available in Google Play and the Apple App store

- 1) Search for the "Kronos Mobile App"
 - a. Download the app
 - b. Return to your home screen



LOGGING INTO KRONOS

1) Locate the Kronos Mobile App on you home screen and touch it to open



- 2) Kronos Mobile would like to know if you wish to receive notifications
 - a. Select "Allow" or "Don't Allow"



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- 3) The first time the app is used, the server address will need to be entered
 - a. Enter the server address below and choose "proceed"



- 4) After selecting "proceed", the RBH Single Sign On process will begin
 - a. Enter your network username (first name.last name@rogersbh.org) and choose "next"



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b. Enter your network password and choose "sign in"



- c. The multi-factor authentication window appears
 - i. You will receive a text message to your phone with a six-digit code
 - ii. Enter the code and choose "verify"



iii. Stay signed in? Choose "No"



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CLOCKING IN AND OUT

- 1) Kronos Mobile will open to main menu
 - a. Press the "My Timestamp" button



- b. Kronos will open to the "My Timestamp" page
 - i. Select either "Clock In" or "Clock Out"
 - ii. This process in the same for clocking in and clocking out; simply choose the appropriate button

Verizon LTE	10:17 AM	
↑	MyTimeStamp	
4/15/2020, Central Tim	9:17:34 AM (GMT -06:00)	
Last 6:50AM	Timestamp: 4/15/2020	
<	O Clock In	>
	Out for Meal	
	O In from Meal	
	O Clock Out	

- 2) The system provides a green confirmation bar displaying the date & time the punch was received
 - a. This is a successful clocking confirmation
 - i. Press the 🟫 "home" button to return to the main menu
 - b. On the main menu page, press the 🔂 button to "exit through the door." This will log you out of the Kronos mobile application



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Meal Breaks

a. The "<u>Out for Meal</u>" and "<u>In from Meal</u>" buttons are utilized for clocking out and back in from breaks

ACCESSING YOUR TIMECARD

1) Press the "Timecard" button

📲 Verizon LTE 🔅	9:59 AM		
	KRONOS'		
	🔔 My Tasks		
Accruals			
Requests			
Schedule			
Timecard			
MyTimeSta	amp		
Time Revie	w		
+ <u>-</u>]		*	000

a. The timecard view opens and you may view you current time entries

11:01 🕫			•1	? ∎
↑	1			000
Current F	Pay Period		🥝 Not A	pproved
Date	Pay Code	Amount	In	Out
03/21				
		Wee	k of 03/22	- 03/28
03/22				
03/23			8:00AM	4:30PM
03/24			8:00AM	4:30PM
03/25			8:00AM	4:30PM
03/26			8:00AM	4:30PM
03/27			8:00AM	4:30PM
03/28				
		Wee	k of 03/29	- 04/04
03/29				
03/30			8:00AM	4:30PM
03/31			8:00AM	4:30PM
Cumulative	Hours			80:00
Ħ		Sig	in off	Approve

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APPROVING YOUR TIMECARD

All employees are required to review/approve their timecard upon completion of their final shift each pay period. *This applies to both hourly and salary employees.*

1) To review/approve your timecard, press the "Time Review" button on the main menu



2) The "Time Review" page appears, but the following warning message displays, "This content cannot be displayed in portrait mode. Please switch to landscape mode."



a. This message means, turn your phone sideways. Once you do so, the data will be visible



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			Ti	me Revi	ew			
Employe	e:							
Days to a	approve: 1	10						
Daily App	orovals	•	23					
Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 3/22	7:30AM- 4:00PM						0:00	0:00
Mon 3/23							0:00	0:00
Tue 3/24	8:00AM- 4:30PM						0:00	0:00
Wed 3/25							0:00	0:00
Thu 3/26	8:00AM-						0:00	0:00

b. The "Time Review" page opens

	Time Review										
Employe	e:										
Days to a	pprove:	10									
Daily App	rovals	-	53								
Older F	ay Period	ode	Laount	In	Transfer	Out	Daily	Period			
Current	ls Pay Pel Pay Peri	od					0:00	0:00			
Daily A	pprovals						0:00	0:00			
Tue 3/24	8:00AM- 4:30PM						0:00	0:00			
Wed 3/25							0:00	0:00			
Thu 3/26	8:00AM- 4:30PM						0:00	0:00			

- 3) Select the appropriate pay period (current or previous)
 - a. When reviewing/approving your timecard upon completion of your final shift of the period, choose the "current pay period"

			т	ime Revie	w							
Employe	mployee:											
Current P	ay Period	-	(Approve	Rejec	t ta						
Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period				
Sun 4/05							0:00	0:00				
Mon 4/06	7:00AM- 3:30PM			7:00AM		11:01AM						
				11:31AM		3:30PM	8:00	8:00				
Tue 4/07	7:00AM- 3:30PM			6:56AM		11:04AM						
				11:34AM		3:42PM	8:16	16:16				
Wed 4/08	7:00AM- 3:30PM			7:06AM		11:30AM						
				12:00PM		4;45PM	9:09	25:25				

b. Once the time frame populates, verify the accurate dates were selected

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			т	ime Revie	w			
Employe	e:		-	100				
Current P	ay Period	-		Approve	Rejec	t a		
Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 4/05							0:00	0:00
Mon 4/06	7:00AM- 3:30PM			7:00AM		11:01AM		
				11:31AM		3:30PM	8:00	8:00
Tue 4/07	7:00AM- 3:30PM			6:56AM		11:04AM		
				11:34AM		3:42PM	8:16	16:16
Wed 4/08	7:00AM- 3:30PM			7:06AM		11:30AM		
				12:00PM		4;45PM	9:09	25:25

- 4) Timecards must be approved each pay period. Individual days may also be approved.
 - a. Review all entries and if the timecard is accurate, choose "approve"
 - i. If entries are missing or incorrect; contact your manager to discuss how best to resolve



- 1. Managers must make changes or submit adjustments to payroll prior to the payroll processing deadline, in order to be included with the current payroll cycle
- 2. Entries made or submitted to payroll *after* the payroll processing deadline, will be included with the *next payroll cycle*

Current P	ay Period	(Deinsted) Approve T	imecard	7		
Date	Schedule	P I declare under papality of per	upy that I have accur	alahu	Daily	Period
Sun 4/05		recorded all of the hours I work	ed (including hours o	utside	0:00	0:00
Mon 4/06	7:00AM- 3:30PM	of my normally scheduled work received all of the meal periods was entitled based on the num	week and overtime), and rest periods, to v per of hours I worked	I have which I and I		
		have had the opportunity t	o make any necessar	y	8:00	8:00
Tue 4/07	7:00AM- 3:30PM	corrections to this time red	cord before I signed it			
		Submit	Cancel		8:16	16:16
Wed 4/08	7:00AM- 3:30PM	7:06	AM	11:30AM		
		10:00			1000	

b. After "approve" has been selected, the timecard attestation window appears

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			Ti	me Revie	w				
🔺 Tin	necard is r	not totalize	d. Please	wait and	press Ref	resh	(×	
Employee: Current Pay Period (Approved) Approve Reject									
Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period	
Sun 4/05							0:00	0:00	
Mon 4/06	7:00AM- 3:30PM			7:00AM		11:01AM			
				11:31AM		3:30PM	8:00	8:00	
Tue 4/07	7:00AM- 3:30PM			6:56AM		11:04AM			
				11:34AM		3:42PM	8:16	16:16	

- c. Once "submit" has been selected, the timecard will totalize
 - i. Click "refresh" and the totalization process will complete

Employe	e:		Ti	me Revie	su	The tin Iccessfull	hecard is y approv	, ved!
Current P	ay Period	• (Ap	oproved)	Approve	Reje	ct 🛛 🛛		_
Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 4/05							0:00	0:00
Mon 4/06	7:00AM- 3:30PM			7:00AM		11:01AM		
				11:31AM		3:30PM	8:00	8:00
Tue 4/07	7:00AM- 3:30PM			6:56AM		11:04AM		
				11:34AM		3:42PM	8:16	16:16
Wed 4/08	7:00AM- 3:30PM			7:06AM		11:30AM		
				-				

ii. Once finished, the timecard is successfully approved and your process is complete

-		_	Ti	me Revie	w			
Employe	e:							
Current P	ay Period	• (Ap	oproved)	Approve	Reje	ct ta		
Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 4/05							0:00	0:00
Mon 4/06	7:00AM- 3:30PM			7:00AM		11:01AM		
				11:31AM		3:30PM	8:00	8:00
Tue 4/07	7:00AM- 3:30PM			6:56AM		11:04AM		
				11:34AM		3:42PM	8:16	16:16
Wed 4/08	7:00AM- 3:30PM			7:06AM		11:30AM		



e. Sign out by pressing the 🛃 "exit door" or 🔳 and select "sign out" to log out of the Kronos app