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
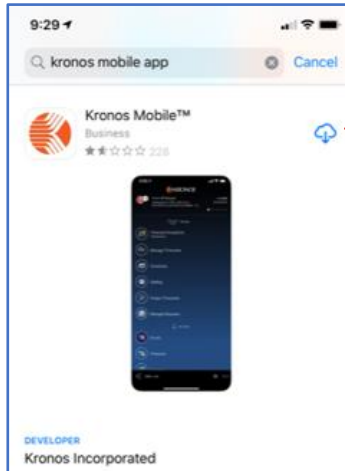
LOGGING INTO KRONOS

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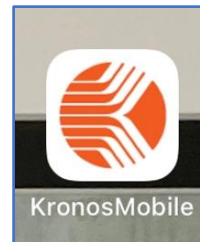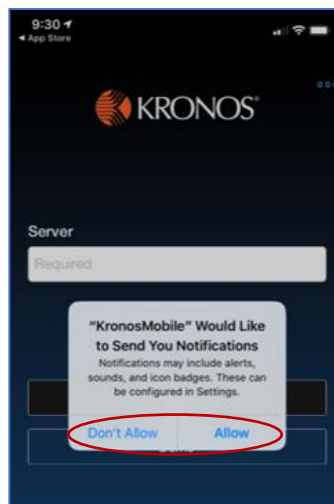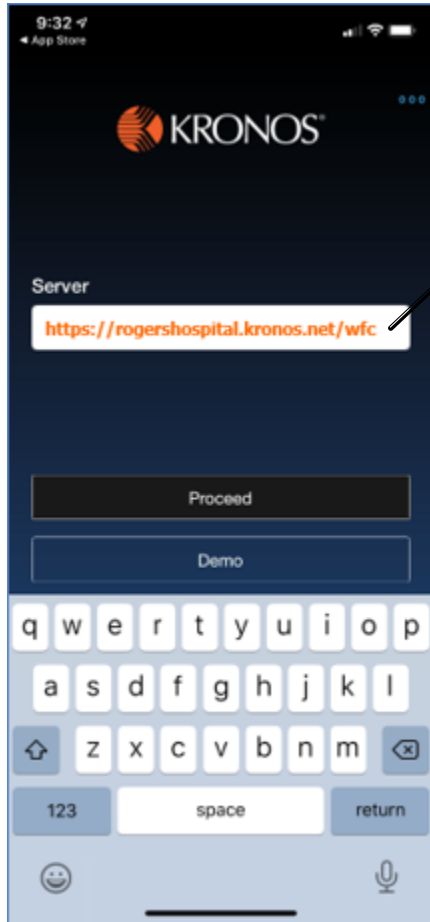
ACCESSING KRONOS AND CLOCKING IN & OUT VIA MOBILE APPLICATION (iPHONE & ANDROID)

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"

◆ **SERVER ADDRESS** ◆

https://rogershospital.kronos.net/wfc

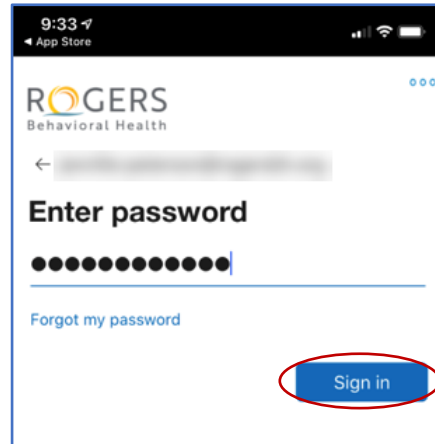* <u>Note: The server address only needs to be entered once</u> *

4) After selecting "proceed", the RBH Single Sign On process will begin
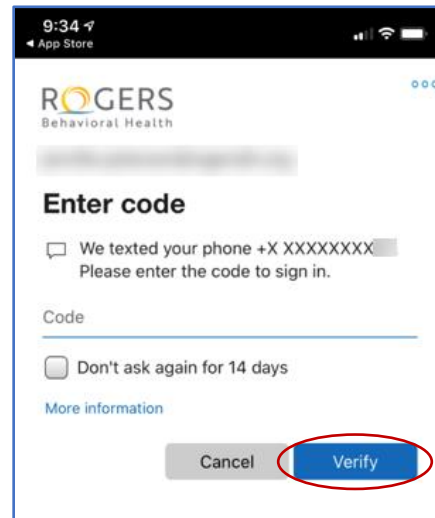   a. Enter your network username (first name.last name@rogersbh.org) and choose "next"
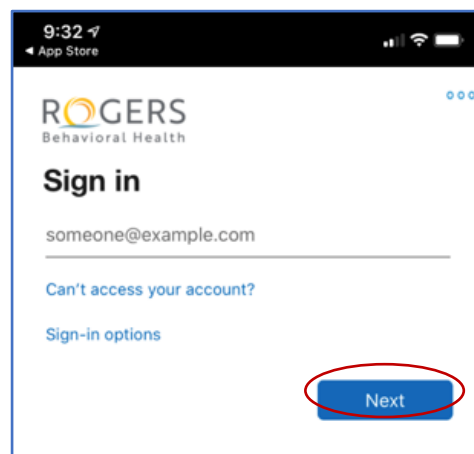
ACCESSING KRONOS AND CLOCKING IN & OUT VIA MOBILE APPLICATION (iPHONE & ANDROID)
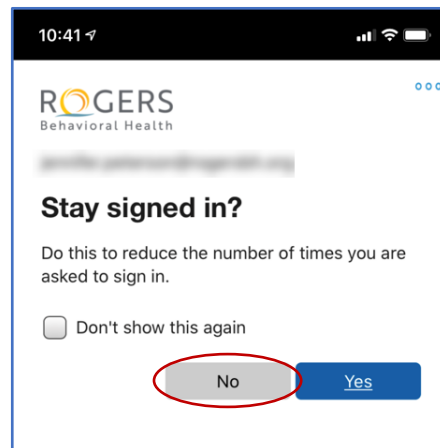
b. Enter your network password and choose "sign in"

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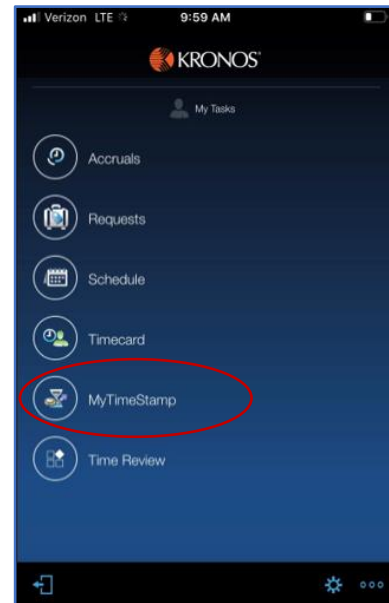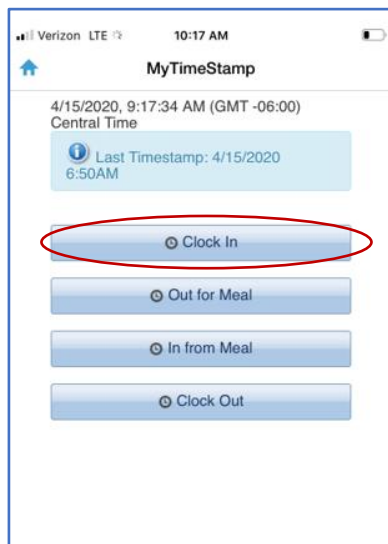   ii. Enter the code and choose "verify"

    iii. Stay signed in? Choose "No"

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

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
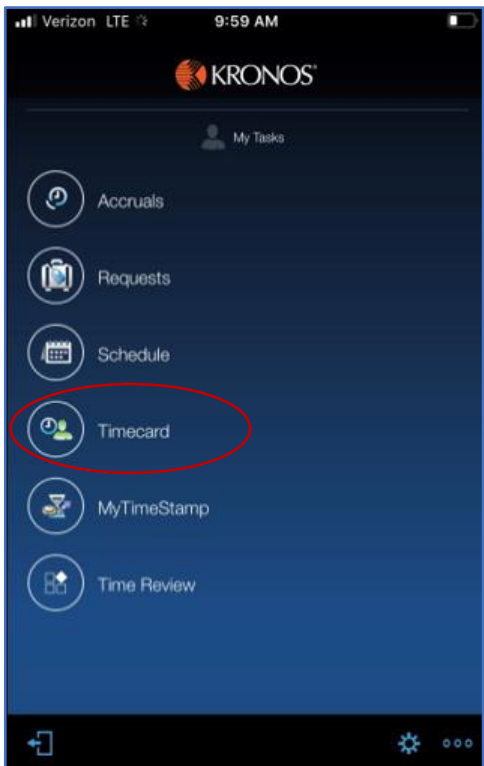
rev. 04.01.20
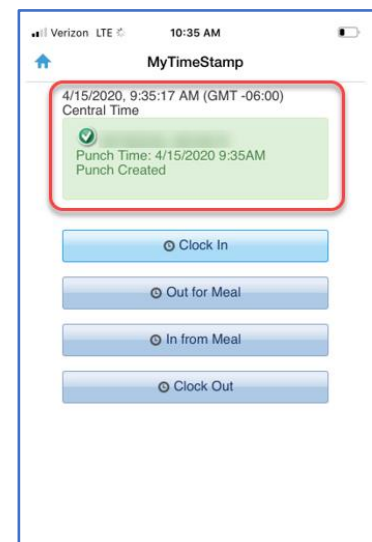
Meal Breaks

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

ACCESSING YOUR TIMECARD

1) Press the "Timecard" button

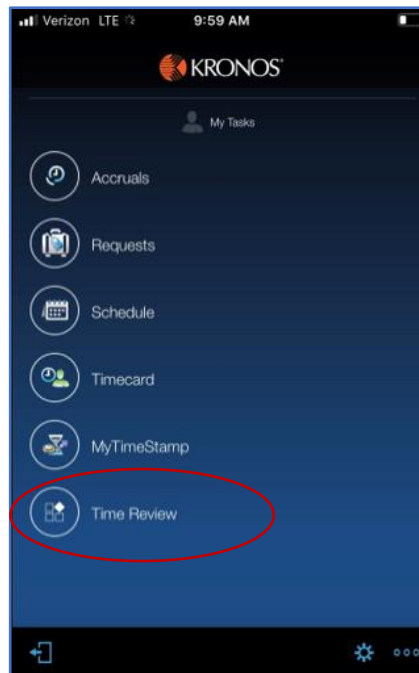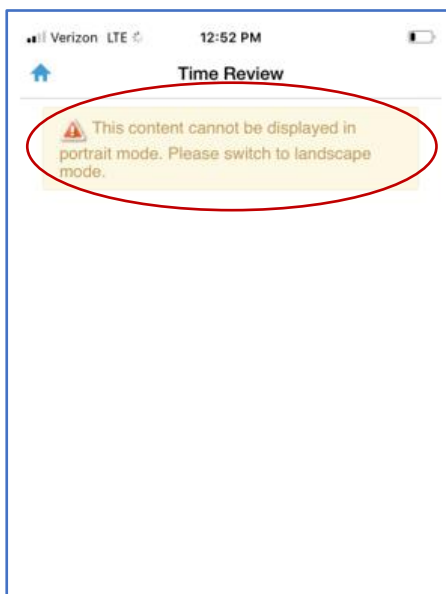   a. The timecard view opens and you may view you current time entries

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."
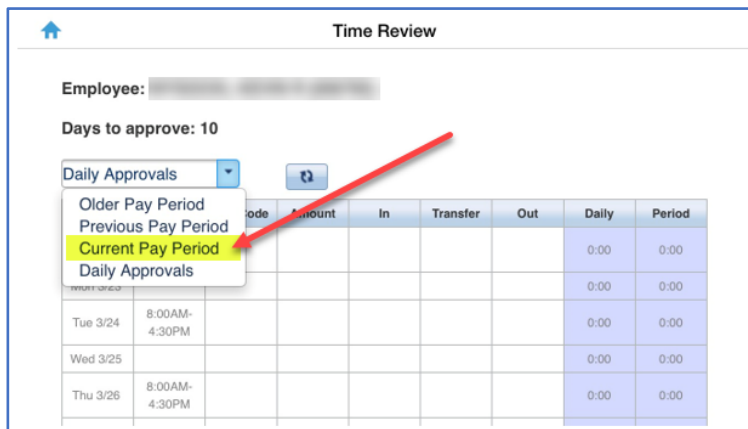

    a. This message means, turn your phone sideways. Once you do so, the data will be visible

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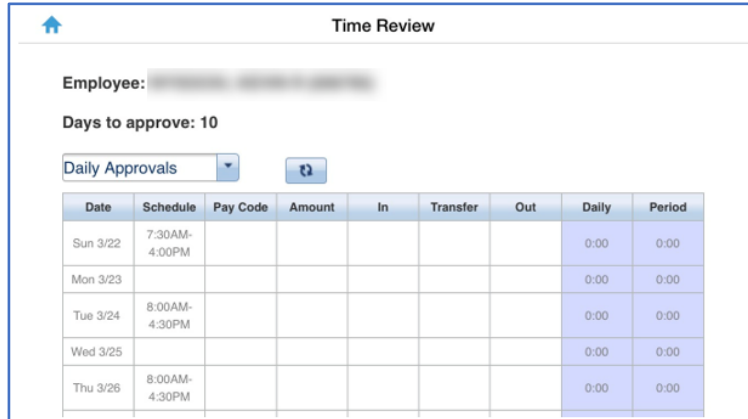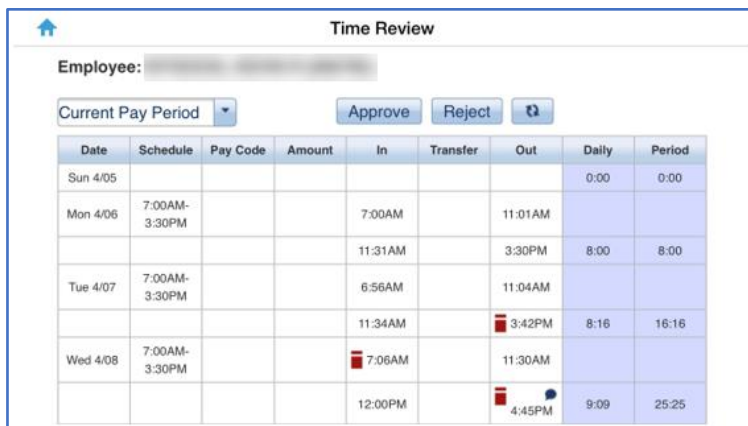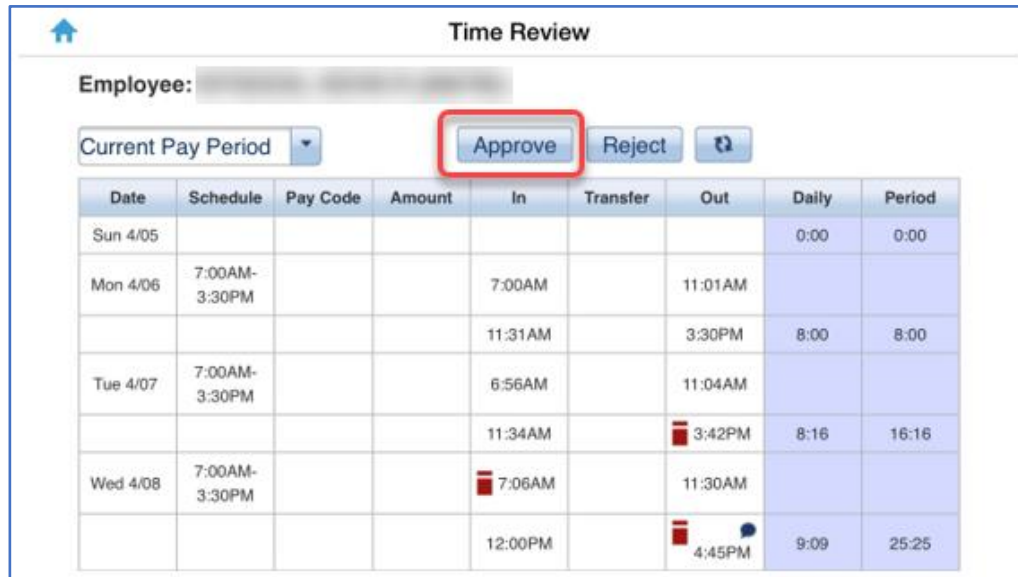

b. The "Time Review" page opens

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"

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

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

Please Note ⟶

           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*
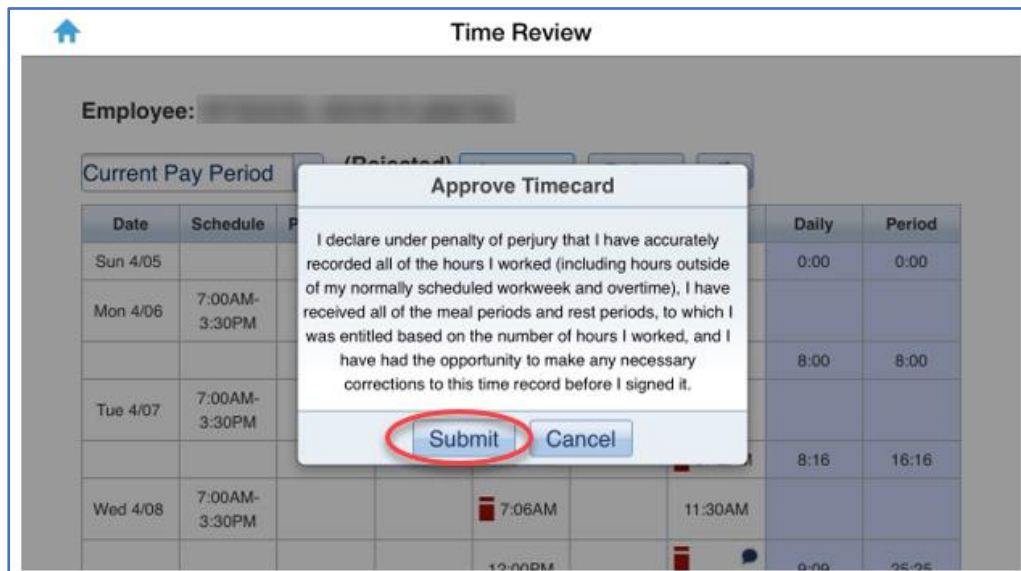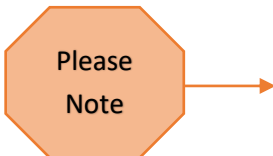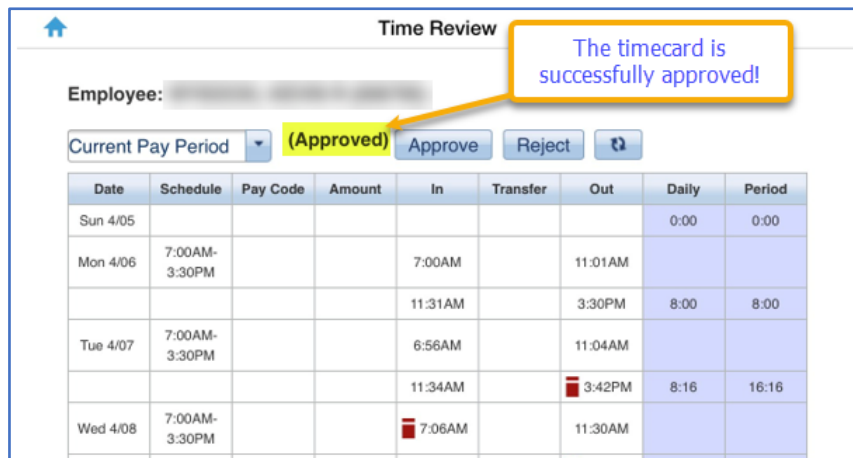

    b. After "approve" has been selected, the timecard attestation window appears

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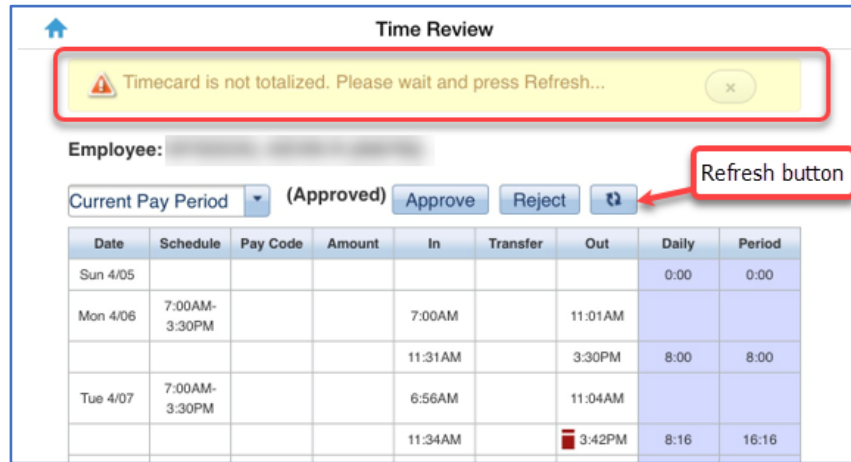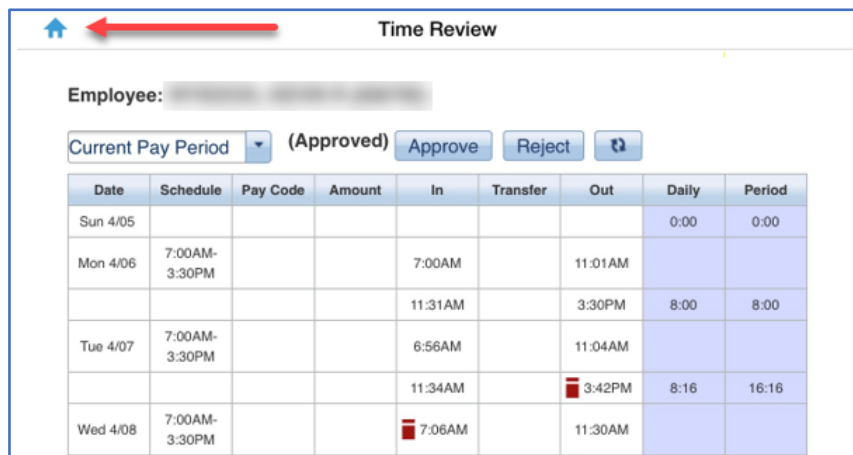

c. Once "submit" has been selected, the timecard will totalize

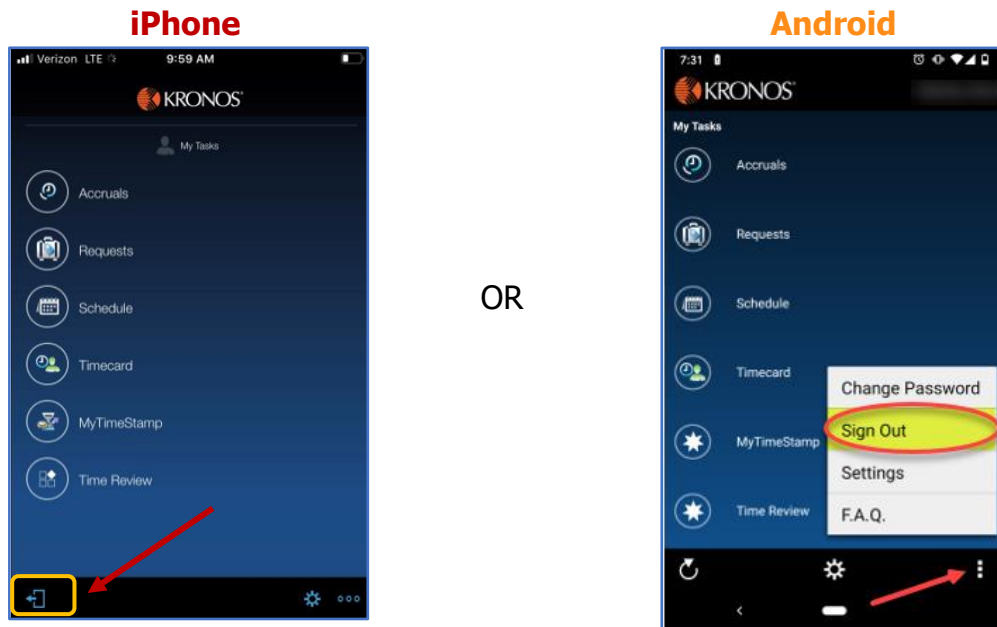   i. Click "refresh" and the totalization process will complete

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

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

d. Press either the ⬆ "home" or the ◀ "Kronos" button to return to the main menu

iPhone   **Android**

OR

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