# INSTALL WORKFORCE MOBILE ON YOUR MOBILE DEVICE OR TABLET

#### Phone:

For iPhone, iPad, Android, J2ME, and BlackBerry devices, download Kronos Mobile from the applicable App Store. • Install <u>Kronos Mobile</u> on your mobile device or tablet. <u>Do NOT select Kronos tablet</u>.

iPad/Tablet Users - You may need to change your App Store setting to iPhone Only to allow Kronos Mobile to load. If you download Kronos Mobile to an iPad, you will get a fully functional Kronos Mobile phone application, rendered for the iPad.

To download:

 Apple:
 https://apps.apple.com/us/app/ukg-workforce-central/id404059113

Android: https://play.google.com/store/apps/details?id=com.kronos.mobile.android&hl=en\_US&gl=US

CONNECT TO YOUR MOBILE DEVICE

- 1. Log on to your mobile device iPad, iPhone, Android, BlackBerry, or J2ME.
- For example, iPhone and iPad users will see a display similar to below:

Kronos Mobile Application	UKG	EXERCISES KRONOS* User Name Required Password	Use your Kaleida Network username and password.
Server: https://mykronos.kaleidahealth.org/wfc Must be typed exactly as displayed here.	Server Required Proceed Demo	Required Log On	

### Troubleshooting Tips:

If you cannot connect to Workforce Central, it may be because:

- You did not enter the server address correctly (https://mykronos.kaleidahealth.org/wfc). Check the server name and try again.
- <u>Timekeepers/Schedulers</u> with access to <u>many employees</u> may timeout when trying to connect to the server. If after repeated attempts, you are not able to connect, Kronos Mobile maynot be available to you.
- The device cannot obtain a signal, you are not connected to a network, or the server is down. Please ensure you have a network connection and try again. <u>Note: Kaleida WiFi requires Acceptance of Terms before connection</u>. Try an Internet session prior to attempting Kronos Mobile.
- Ensure you know your Network ID and Password by accessing KPass from KaleidaScope on any Kaleida Health computer.
- The Kronos Mobile application may prompt you, "Do you allow location information to be sent to Kronos Server?". You may answer NO. Your current location is not necessary.
- Kaleida Health expires your network password every 90 days. If you do not log into a Kaleida Health workstation on a regular basis, you will need to sign in to <u>http://mail.kaleidahealth.org</u> at least every 90 days to reset your password.

If you still cannot connect, contact the Technology Assistance Center (TAC) at 859-7777.

# WORKFORCE MOBILE EMPLOYEE FUNCTIONS

### My Tasks:

- Timecard: View your hourly timecards
  - \*\*Note: Details displays in HH:HH, however, Totals displays in HH:MM
- Schedule: View your schedule (If applicable)
- Requests: (If applicable) View Nursing Schedule Requests entered for the period or enter for open period.
- Accruals: View accruals, such as Carry Over, PTO, Negative Allowance, ESB.
  - \*\*Note: Displayed in Hours/Minutes. HH:MM
  - Example: 7.5hrs will display as 7:30h
  - Example: 7.25hrs will display as 7:15h

### **IMPORTANT**: Kronos Mobile display

- Accrual balances display in Hours and Minutes, e.g. 7:30h (seven hours, thirty minutes = 7.5hrs)
- Timecard details display in Hours, e.g. 7.5hrs
- Timecard totals display in Hours and Minutes, e.g. 7:30

<u>IMPORTANT</u>: Kronos Timekeepers/Schedulers with access to many departments or All Org Maps, you may receive Unable to Connect to Server messages, or experience poor performance or the system may time out. You will not be able to use Kronos Mobile. Please continue to check your timecard and accruals by logging into the Kronos system.

EMPLOYEE - VIEWING MY TIMECARD AND ACCRUALS

n Smith, John					
Deta	ils Tat	ale			
ME40	Caysowe	Am		U.A	
07/10					
07/11			1:18AM	1:53AM (X)	
			1:53AM	3:00PM (X)	
67/12			7.00.001	12.50PM	
			1:00PM	3:00PM	
07/13			7.00AM	12:30PM	
			1.00PM	3.00PM	
07/14			8:434M	12:00PM	
			12:00PM	3:00(PM (X)	
07/15			7:00AM	12:30PM	
			1.00PM	3.00PM	

Tap gear to change the context. Select the time period shown, then you will be prompted to select Previous or Current Period.

Balance as of Fri, 0	09/30/2011 ~	
Сапу Очет РТО	8:00h	
PTO	120:00	
Neg PIOI imit	24:001	
ESB	4:00h	
TRAN	0:00h	
Buy Out	2:00h	