

Kronos Mobile for Employee View

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 **Kronos Mobile** on your mobile device or tablet. *Do NOT select Kronos tablet.*

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.

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



Use your Kaleida Network username and password.

Android users:
Server Address: Must be entered in Kronos Settings (separate icon found in Setting on your mobile device).

Server:
<https://mykronos.kaleidahealth.org/wfc>
Must be typed exactly as displayed here.

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.
- Timekeepers/Schedulers with access to many employees may timeout when trying to connect to the server. If after repeated attempts, you are not able to connect, Kronos Mobile may not 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. *Note: Kaleida WiFi requires Acceptance of Terms before connection.* 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 <http://mail.kaleidahealth.org> 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

IMPORTANT: 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



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

