

Work Instructions – Kronos

Kronos Mobile

Version 3.0

Kronos Mobile

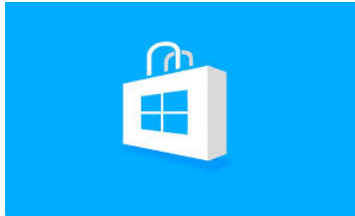
Purpose: The purpose of the work instruction is to assist managers and employees, accessing Kronos via their smartphone. Kronos mobile app, does not have the full functions of the internal software, however, does provide access to some commonly used functions.

Managers are able to:

- Approve or Reject time-off requests from employees
- Review and correct timecard exceptions
- Review and approve employee timecards

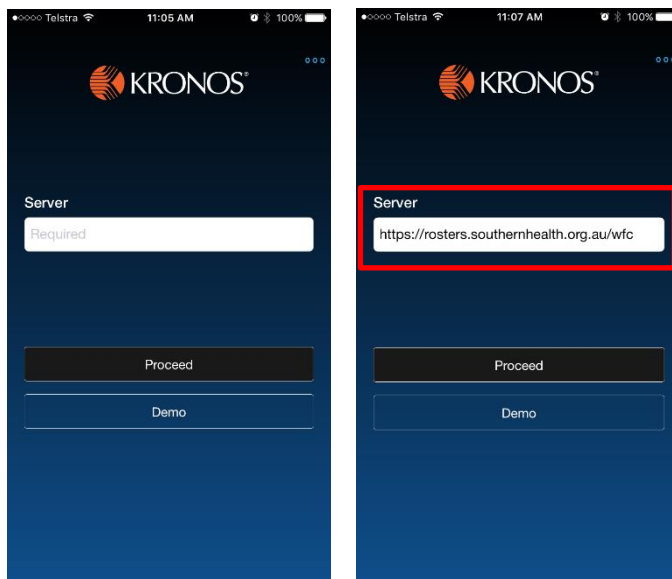
Employees are able to:

- View and approve your timecard
- View your accruals, such as sick and annual leave balances
- View your schedule
- View your requests for time off, ADO's, leave and shift swaps

Step	Action
1	To access Kronos via mobile, you must first Download the app from your service provider. For example:  Apple - App Store  Android - Google Play  Microsoft - Windows Store When you have opened your providers app store, search for Kronos Mobile  Kronos Mobile KRONOS INCORPORATED ★★★★★ (76) INSTALL Click Install
2	Launch the app on your phone by tapping the Kronos Icon

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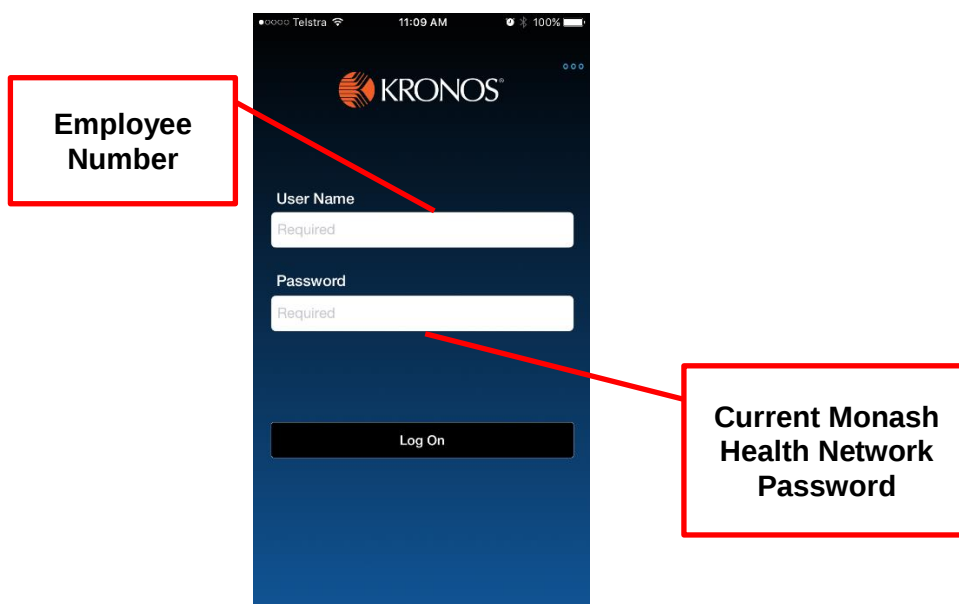
Enter the **Server Address** as follows: <https://rosters.southernhealth.org.au/wfc> Click **Proceed**



Note: The app will remember the server name next time you login

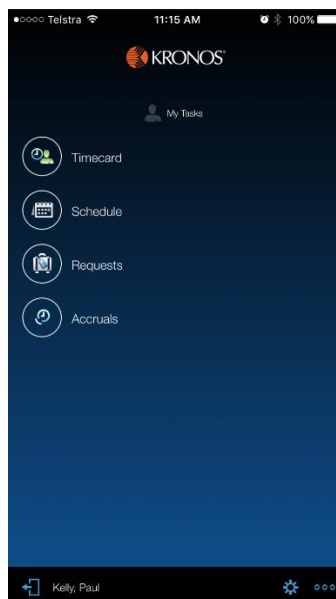
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Enter your **Username** and **Password**, which are the same credentials you use to login to Monash Health computers and Kronos



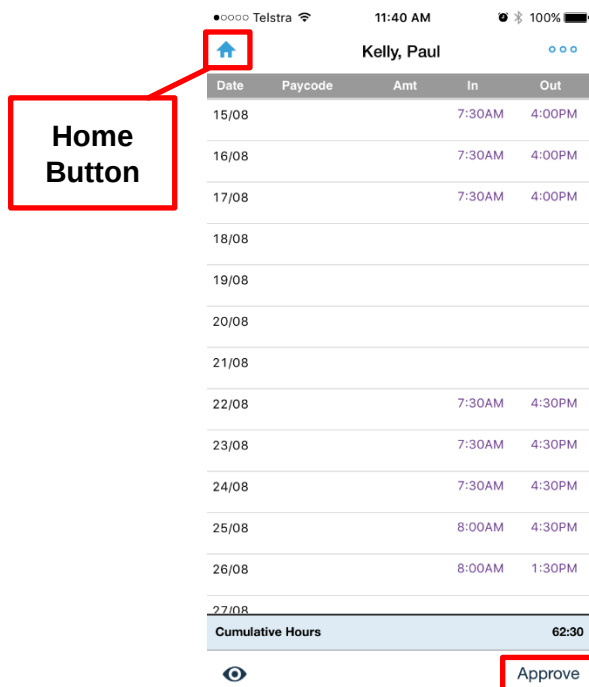
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The **Home** screen displays the tasks available to you



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Timecard enables you to view your scheduled and worked hours for the current **Pay Period**. In addition, **Approve** your timecard at the end of the pay period



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My Schedule shows your rostered shifts for the upcoming period

Date	Shift
29 Jun 2011	7:00am - 11:00am
30 Jun 2011	7:00am - 3:00pm
01 Jul 2011	7:00am - 3:00pm
04 Jul 2011	7:00am - 3:00pm
05 Jul 2011	7:00am - 3:00pm
06 Jul 2011	7:00am - 3:00pm
07 Jul 2011	7:00am - 3:00pm
08 Jul 2011	7:00am - 3:00pm

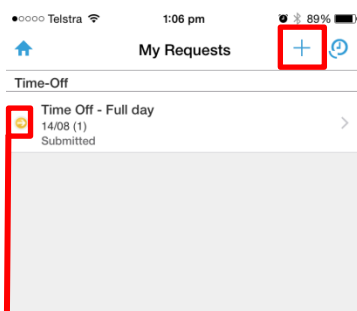
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My Accruals shows your totals as per the **Balance Date**

Accrual Type	Balance
STD	8:00h
FMLA	120:00h
CTFMLA	24:00h
Vacation	4:00h
UNLA	0:00h
Sick	2:00h
Personal	3.00d

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My Request shows your recent requests, and you can also apply for **Annual Leave** by clicking the **Plus** icon



Submitted

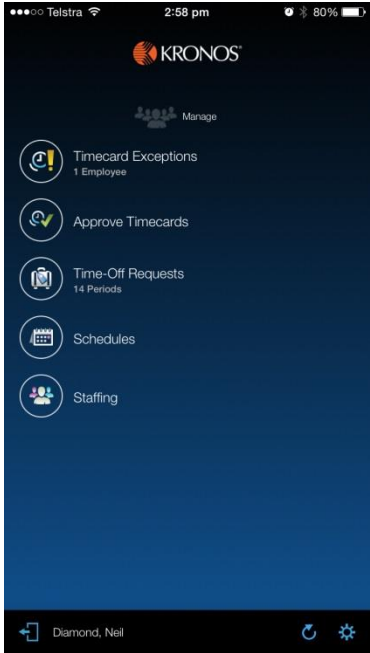
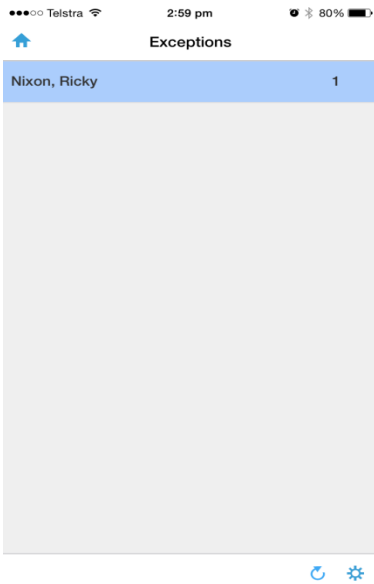


Approved

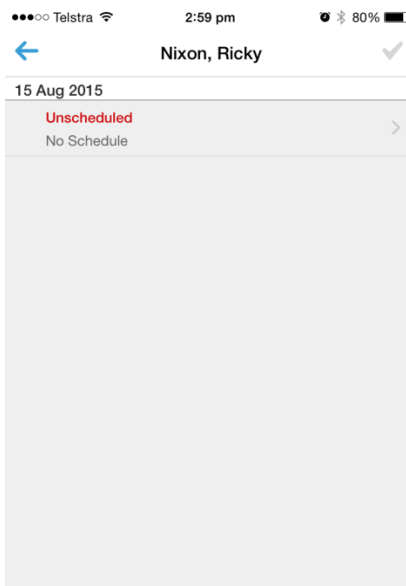


Rejected

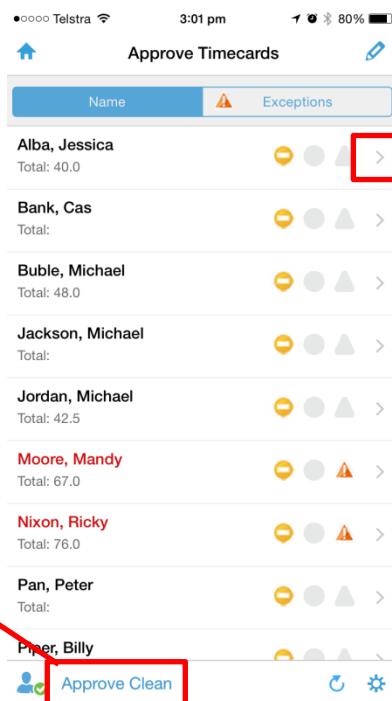
Note: No other form of leave is able to be applied for with the mobile app

Manager Tools	
10	The managers Homepage will display some commonly used functions to manage your workforce 
11	Timecard Exceptions will display employees who have timecard exceptions during the current or previous pay period. To resolve the exception Touch the employees name 

- 12** Once you have opened the employees **Exception**, touch the exception to **Review** and add any **Comments**



- 13** **Approve Timecards** displays a list of employees available for Manager approval. Only timecards with no exceptions should be approved via mobile. Any unapproved hours must be completed via computer



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Employee's **Timecards** are able to be **Viewed** and **Approved** individually

Date	Paycode	Amt	In	Out
10/08			7:00am	3:30pm
11/08				
12/08				
13/08			7:00am	3:30pm
14/08			7:00am	3:30pm
15/08				
16/08				
17/08			8:00am	4:30pm
18/08			7:00am	3:30pm
19/08				
20/08				
Cumulative Hours			40:00	

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The **Time-off Requests** option displays a list of submitted and approved requests. It does not display rejected requests. This function allows Managers to assess submitted requests, against time-off that has already been granted within the same time period

Time Period	Request
30/11 - 06/12	Jordan, Michael Leave Submitted 01/12 - 14/12 (Full) >
	Pan, Peter Leave 02/12 - 10/12 (Full) >

Touch to view Request

- 16 Within an employee's **Request** you are able to **Approve** or **Reject** and add **Comments**

Time-Off Request Details

Request Type	Leave
Start Date	Mon, 01/12/2014
End Date	Sun, 14/12/2014
Paycode	Annual Leave
Duration	Full Day
Job	RN
Location	... HEALTH/SHS01/AAKI/RN
Message	

Comment Select a Comment

Submitted

Approve Reject

- 17 Managers are able to view the current and past **Schedules** through the mobile app. However, changes to the schedule cannot be made using the mobile app

Schedules

Tuesday 01/09/2015

8:00 am Start Time

Buble, Michael	8:00am-4:30pm AAKI/EN
Jordan, Michael	8:00am-4:30pm AAKI/RN
Nixon, Ricky	8:00am-4:30pm AAKI/RN
Spears, Britney	8:00am-4:30pm AAKI/RN

1:00 pm Start Time

Moore, Mandy	1:00pm-9:30pm AAKI/ANUM
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Navigation icons: back, forward, settings

⊗ End of Work Instruction