

# Kronos Mobile

## INSTALL WORKFORCE MOBILE ON YOUR MOBILE DEVICE OR TABLET

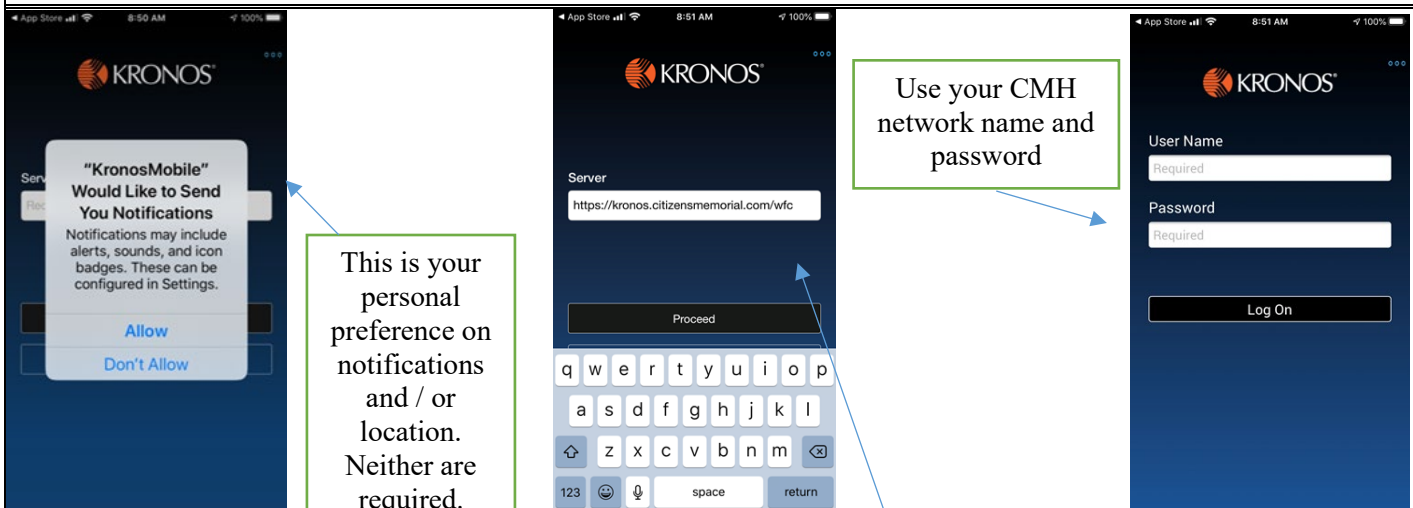
### Phone:

For iPhone, iPad and Android devices, download *Kronos Mobile* from the Google Play or Apple App Store. Do not install Kronos Workforce, Kronos Mobile for iSeries, or Kronos Tablet.



## CONNECT TO YOUR MOBILE DEVICE

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



Server:  
<https://kronos.citizensmemorial.com/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://kronos.citizensmemorial.com/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 for managers may not be available to you. Contact IS and we can give you employee only access.
- 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. Try an Internet session prior to attempting Kronos Mobile.
- Ensure you know your Network ID and Password by accessing Kronos on any CMH computer.
- CMH expires your network password every 90 days. If you do not log into a CMH workstation on a regular basis, you will need to sign in to <https://mail.citizensmemorial.com> at least every 90 days to reset your password.

If you still cannot connect, contact the IS Help Desk @ 417.328.6615 or email [ishelpdesk@citizensmemorial.com](mailto:ishelpdesk@citizensmemorial.com) to enter a work order.

## 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, PTO.
  - **\*\*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

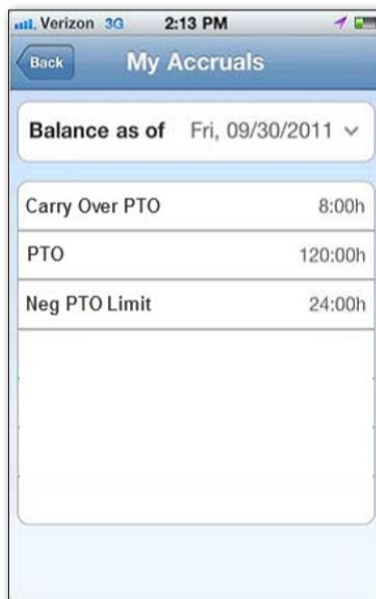
- **Accrual balances** display in Hours and Minutes, e.g. 7:30h (seven hours, thirty minutes = 7.5hrs)
- **Timecard details** display in Hours, e.g. 7.5hrs
- **Timecard totals** display in Hours and Minutes, e.g. 7:30

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 or contact IS to have manager access removed for Kronos Mobile.

## 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.



## EMPLOYEE - VIEWING AND SUBMITTING TIME-OFF REQUESTS

**Requests** + ⓘ

Time-Off

- 1 PTO  
12/30 - 12/31 (Full)  
Approved
- 1 PTO  
01/01 (Full)  
Approved

View existing requests    Start a new request    See current accruals

**New Request** ⓘ

1 PTO

Start Date    Mon, 01/27/2020

End Date    Mon, 01/27/2020

Duration    Select a value

Notes

Submit