

Downloading the Application

From the **Play Store** on your **Android** phone, search and download **Kronos Mobile**. The application is free.

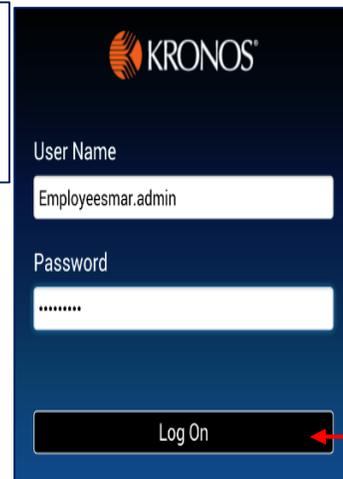
Note: You must be approved and have a mobile license applied to your eSTART account in order to use this application. For more information, contact your Agency Administrator.

Launching the Application and Logging On

Once the application has been downloaded, launch it on your phone.



1. Enter the following URL in the **Server** field:
https://estartmobile.alabama.gov/wfc
2. Click the **Proceed** button.



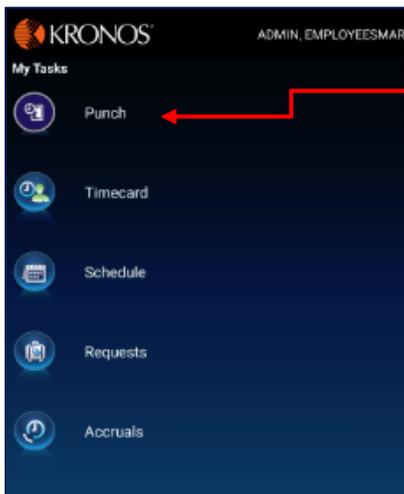
3. Enter your eSTART **User Name** and **Password**.
4. Click **Log On**.

Note: To sign out of the application, select the “three dots” icon in the bottom left corner of the screen.

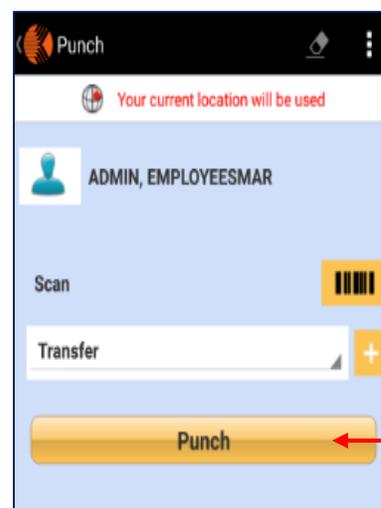


Performing Employee Tasks

Punch In or Out



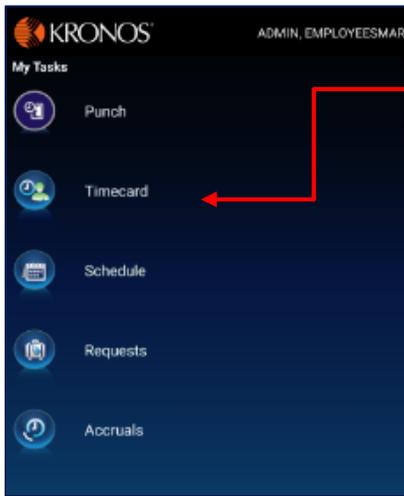
1. On the main screen, select the **Punch** icon.



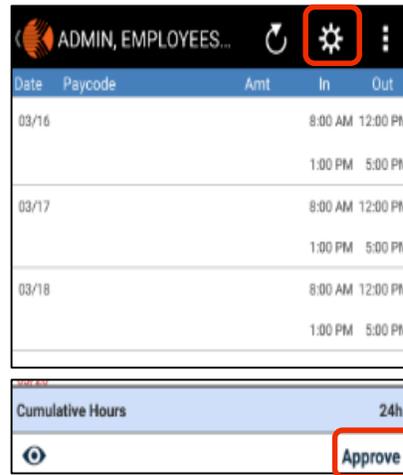
2. To enter a timestamp, select **Punch**.

Note: If you are starting a shift that requires a transfer, select **Transfer**. Then select the grant or project for the transfer. Click the  icon to search for a grant or project.

View your Timecard

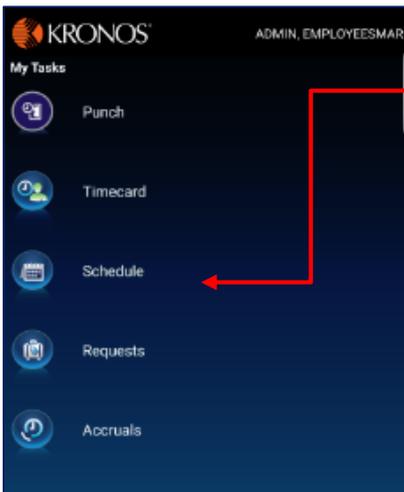


1. On the main screen, select the **Timecard** icon.

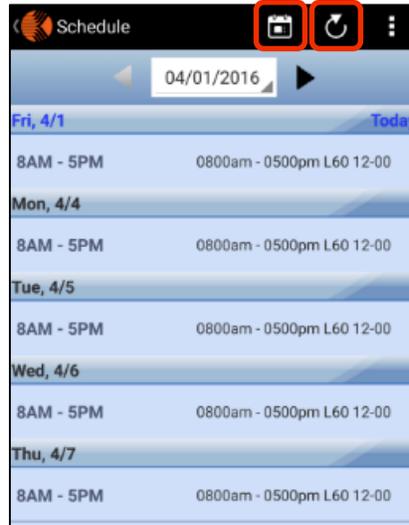


2. Use the gear icon at the top of the screen to change the pay period, if needed.
3. Tap the date to view details of the hours worked.
4. Tap **Approve** to approve the timecard.

View your Schedule

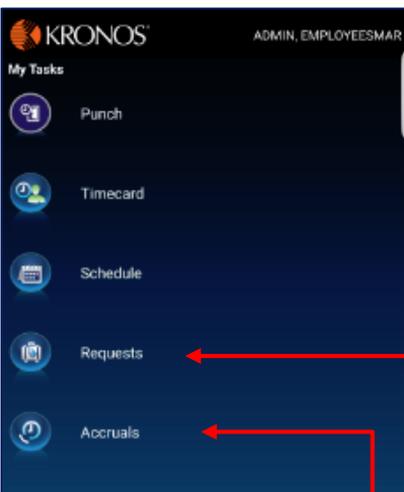


1. On the main screen, select the **Schedule** icon.

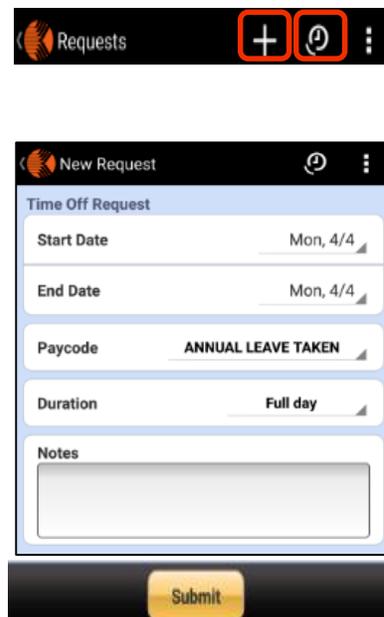


2. Tap the shift to view the details of a shift or time off request.
3. Use the arrows to change time periods.
4. Tap the **Calendar** icon to link to today's schedule.
5. Tap the **Refresh** icon to refresh the screen.

Submit a Time Off Request



1. On the main screen, select the **Requests** icon.



2. Tap the **Plus** icon to begin a new request.
3. Tap the **Clock** icon to view your accrual balances.

4. Tap **Start Date** and **End Date** to select the request dates.
5. Tap **Paycode** to select the pay code.
6. Enter comments in the **Notes** field, if desired.
7. Click **Submit** to submit the request.

Note: The **Accruals** icon may be used to view accrual balances.