

Downloading the Application

Download **Kronos Mobile** to your smartphone device. From an **Android** Phone, go to **Play Store** and search for **Kronos Mobile**. Download the free application. Once the application has been downloaded, you will need the following URL:

<https://estartmobile.alabama.gov/wfc>

Your username and password is the same that you use to logon to eSTART at your computer.

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

Performing Employee Tasks

Main Screen Overview

Logging On

When you start the Workforce Mobile Application, your device connects to your organization's Workforce Central server, using an IP address you supply. You can then log on using your existing Workforce Central credentials.

Tasks

Simply tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.



GET THE APP

Workforce Mobile Employee and Workforce Mobile Manager are licensed products, but anyone can download and try out the Workforce Mobile application – check your device's App Store to get it.

Context

Tap to change the Time Period you are viewing, as well as the group of employees you are viewing (if you are a manager). All information you view will be in this context until you change it.

Alerts

Certain tasks display a summary message to alert you that your attention is needed. Tap the task to see the details and address the situation.

Punch In or Out



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

When to Make a Transfer

Normally, you should only enter a transfer when your manager is aware that you will be making one.

Select the transfer only when punching In for the transfer, do not select the transfer again when punching Out.



- 2 If you are starting a shift requiring a transfer, select **Transfer**. Otherwise, skip to Step 4.



- 3 Select a transfer and tap **Done**. If the one you want does not appear, tap **+** on the previous screen.

When to Cancel a Deduction

Normally, you should only cancel a deduction when your manager has given you approval to do so.

Only cancel the deduction when punching Out at the end of your shift, unless your manager has instructed you to do otherwise.

- 4 If you are working without a break, switch **Cancel Deduction** to **ON**. To enter the punch, tap **Punch**.



View Your Timecard or Schedule



On the main screen, select Timecard or Schedule.



Today
Tap to jump directly to viewing today's schedule.

Schedule Details
Tap a date in the list or calendar to view the details of a shift or time off.

Timecard Totals
Tap to view a summary of the types of hours you have worked.

Timecard Approval
Tap to approve your timecard hours. Your manager will let you know how frequently you should Approve.



Submit a Time Off Request



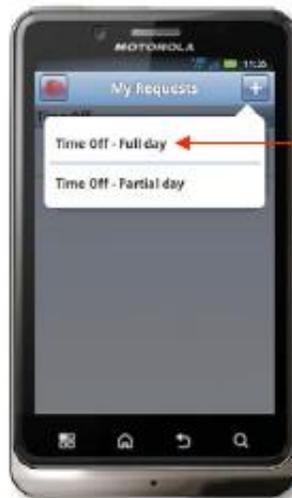
1 On the main screen, select Requests.

Check Your Accruals Balances
Before submitting a new Time Off Request, it's a good idea to tap Accruals on the main screen to review your balances.

Tap Balance as of to see the hours you will have on any given date.



2 Tap the + to add a new request.



3 Select a Time Off type.

Prior Requests
To view the details of a previously-submitted request, simply select it from the list of requests. The details screen also gives you the option to completely retract the request you are viewing.

4 Select the Start Date and End Date of your time off, and the type of hours (Paycode) you want to use.

To finalize the request, tap Submit.

