Mobile Application Employee Job Aid (Android)

eSTART
State of Alabama

Downloading the Application

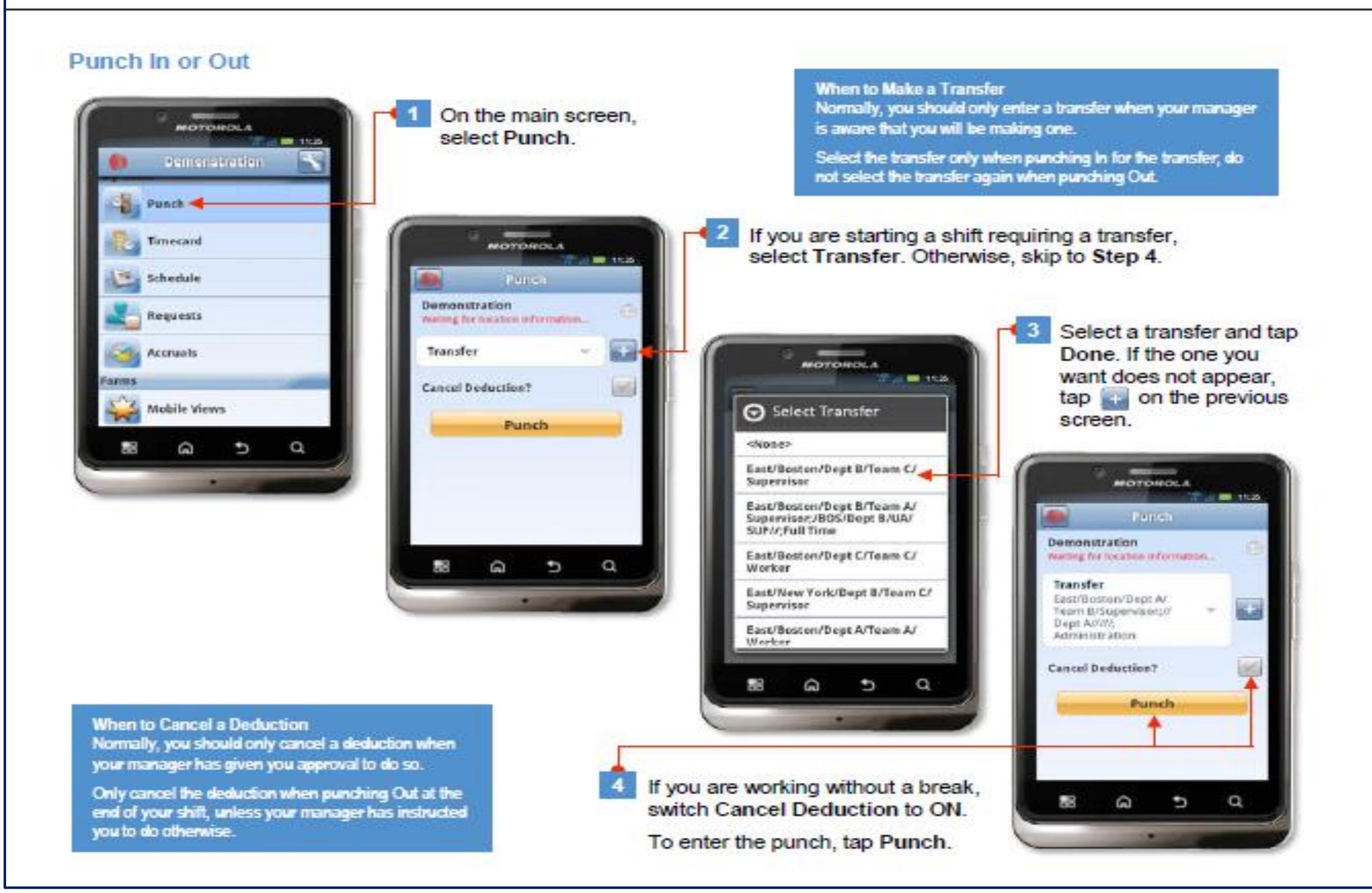
Download **Kronos Mobile** to your smartphone device. From an **Android** Phone, go to **Play Store** and search for **Kronos Mobile**. Download the free application. Once the application has been downloaded, you will need the following URL:

https://estartmobile.alabama.gov/wfc

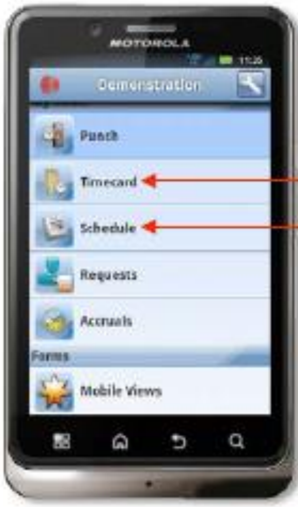
Your username and password is the same that you use to logon to eSTART at your computer.

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



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.

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**.

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.