

Downloading the Application

From the **App Store** on your **iPhone**, 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.

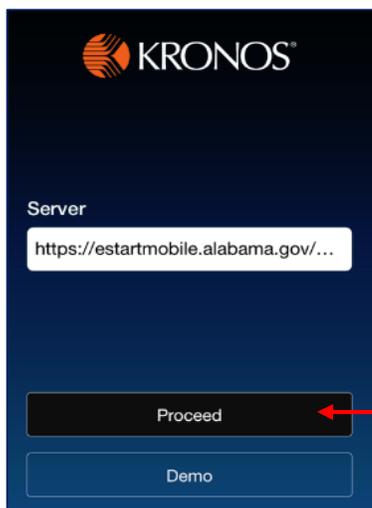
Launching the Application and Logging On

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

1. Enter the following URL in the **Server** field:

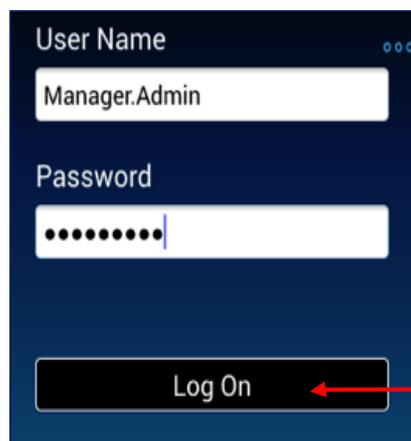
https://estartmobile.alabama.gov/wfc

2. Click the **Proceed** button.

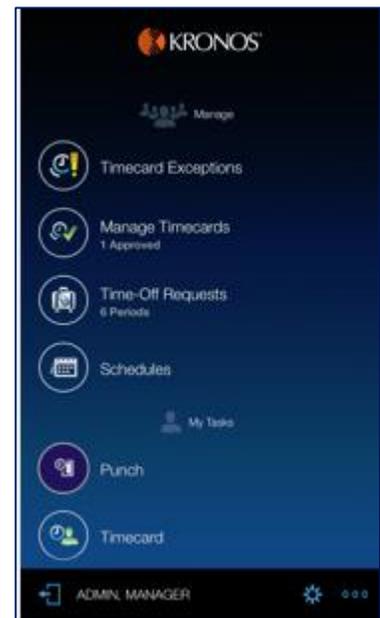


3. Enter your eSTART **User Name** and **Password**.

4. Click **Log On**.



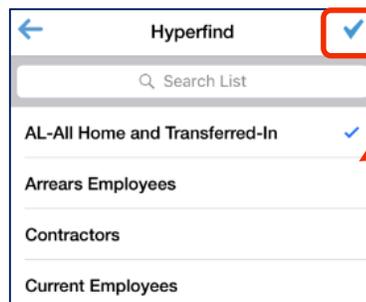
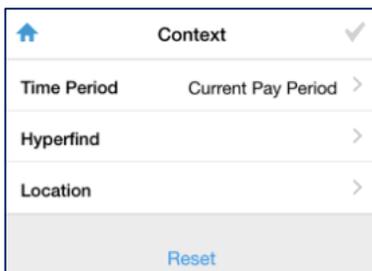
5. Main menu screen displays.



6. Next, select the gear icon to set your HyperFind. The gear icon may also be used to change the Time Period.

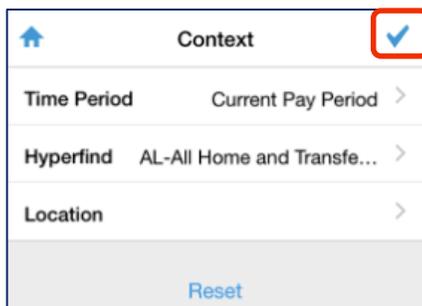


7. Tap **Hyperfind**.



8. Tap the desired **Hyperfind**.

9. Then tap the **blue check mark** to confirm.



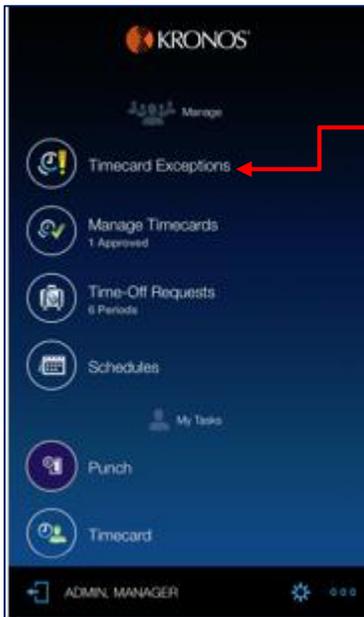
10. If the selection is correct, tap the **blue check mark** to save.

Note: To sign out of the application, use the "door" icon in the lower left corner of the screen.



Performing Manager Tasks

Managing Timecard Exceptions



1. From the main screen, select **Timecard Exceptions**.



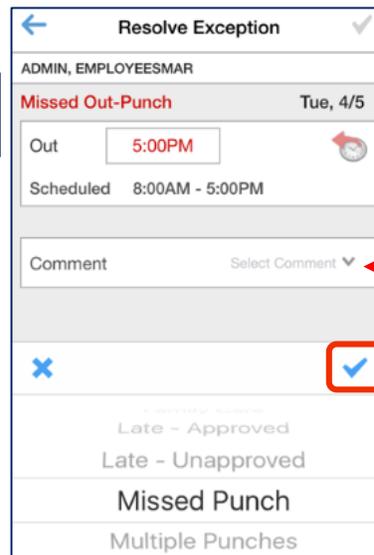
2. Tap an employee name.



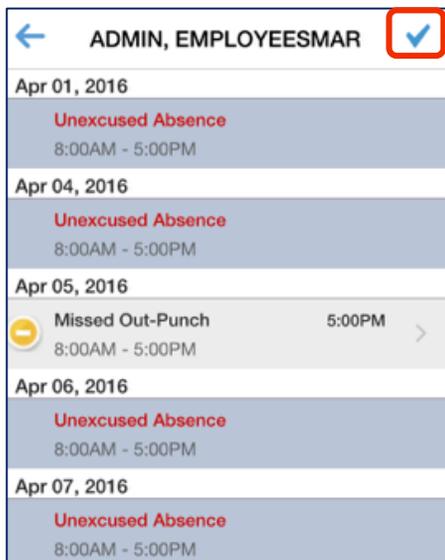
3. Tap any editable exception to correct, for example, a Missed Out-Punch.



4. Tap the punch field to add the time.

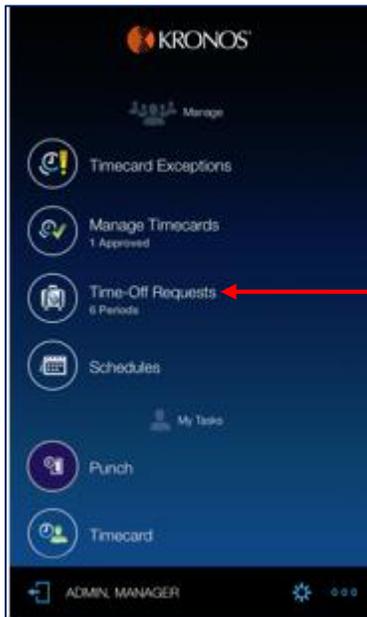


5. Add a Comment, if desired.
6. Then select the blue check mark to confirm.



7. The exceptions list displays.
8. Tap the blue check mark to save.

Manage Time-Off Requests

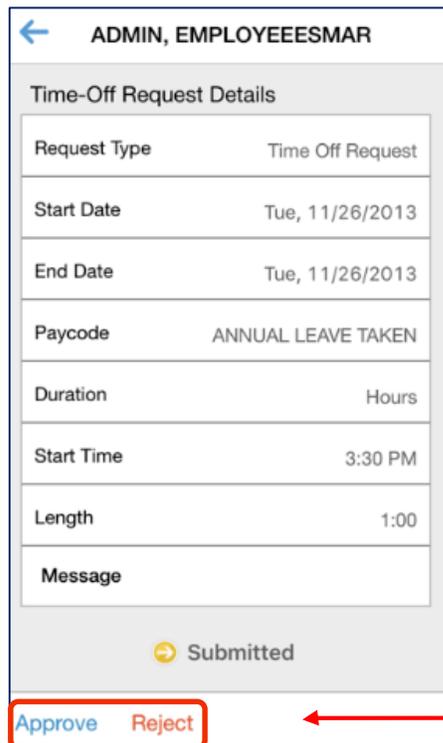


1. From the main screen, select the **Time-Off Requests** icon.



2. To change the time period, tap **Time Period**.

3. Tap the request to view the details.

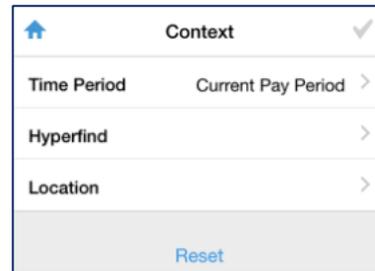


4. Review the request. Click **Approve** or **Reject**.

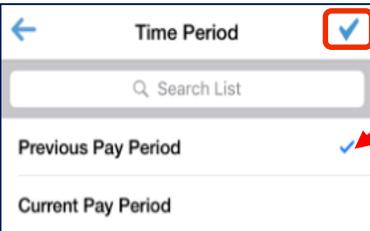
Approve Timecards



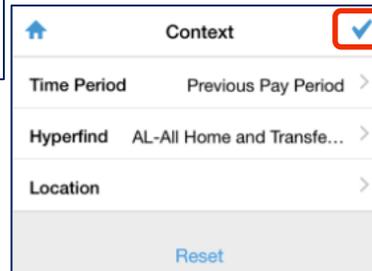
1. From the main screen, select the gear icon to verify or change the time period to **Previous Pay Period**.



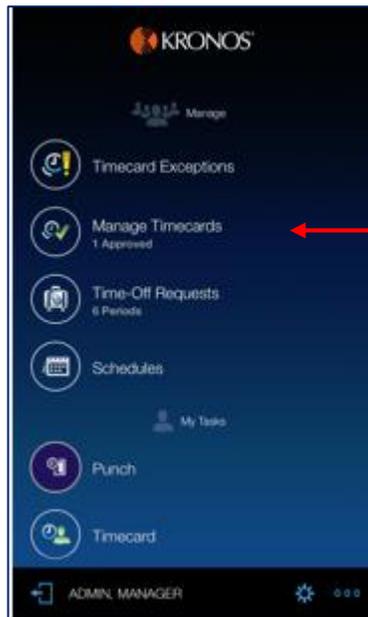
2. Tap **Time Period**.



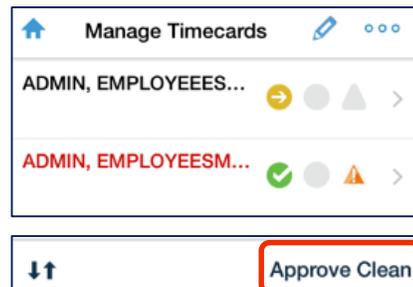
3. Select the correct pay period from the list that displays and tap the check mark to confirm.



4. Verify the change,
5. Tap the check mark to save.



6. From the main screen, select **Manage Timecards**.

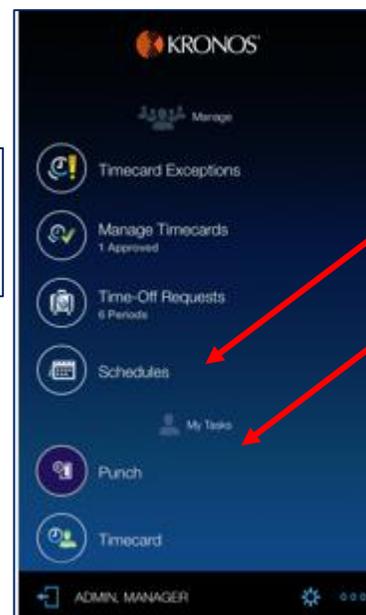


7. The listing of employees displays.
8. If no review is needed, select **Approve Clean** to approve **all** timecards.
9. To review an individual timecard, tap the employee name.

Date	Paycode	Amt	In	Out
04/01			7:30AM	4:30PM
04/02				
04/03				
04/04			7:30AM	4:30PM
04/05			7:30AM	4:30PM
04/06			7:30AM	4:30PM
04/07			7:30AM	4:30PM
04/08			7:30AM	4:30PM
04/09				
04/10				
Cumulative Hours				88:00

Approve

10. From an individual timecard, review, then select **Approve**.



Note: From the main screen, the **Schedules** icon may be used to view schedules.

The **My Tasks** section of the main screen is used for your own employee tasks (see Mobile Application Employee for iPhone job aid).