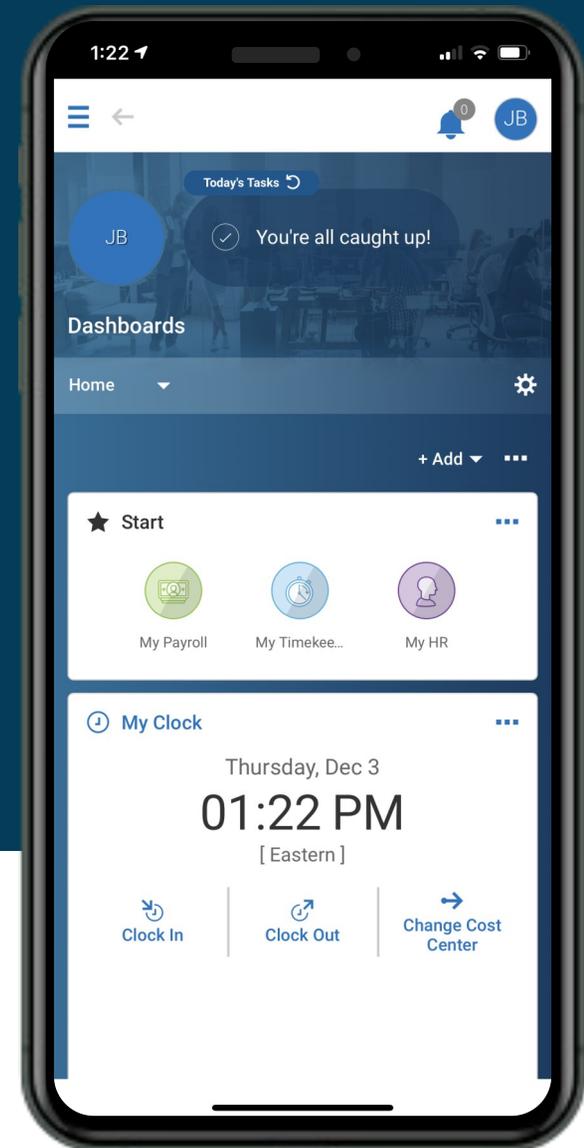
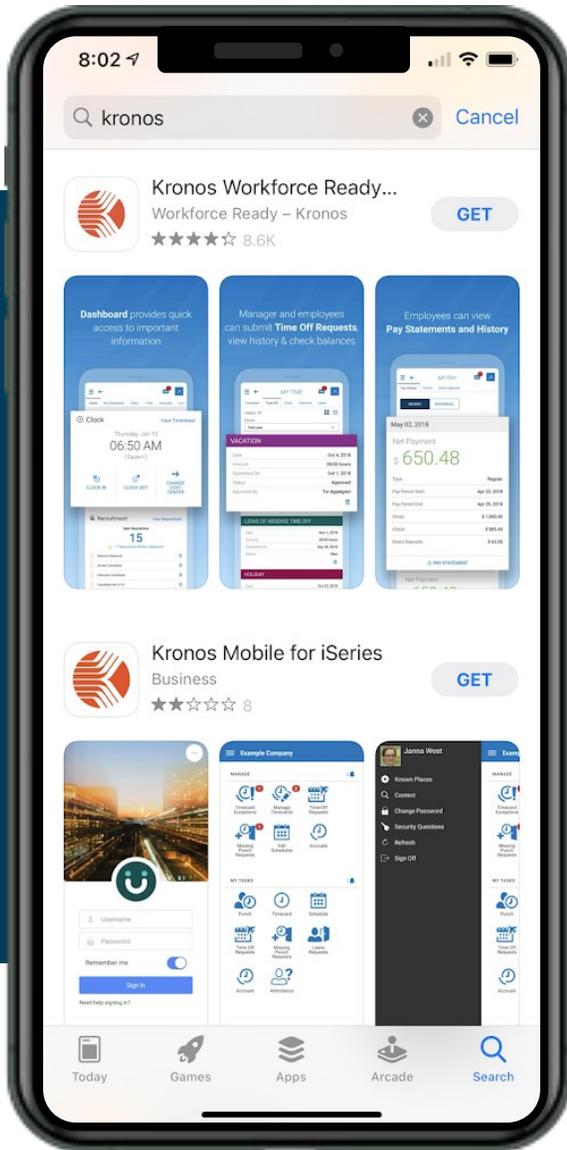


Mobile App Quick Guide



Kronos
Workforce Ready





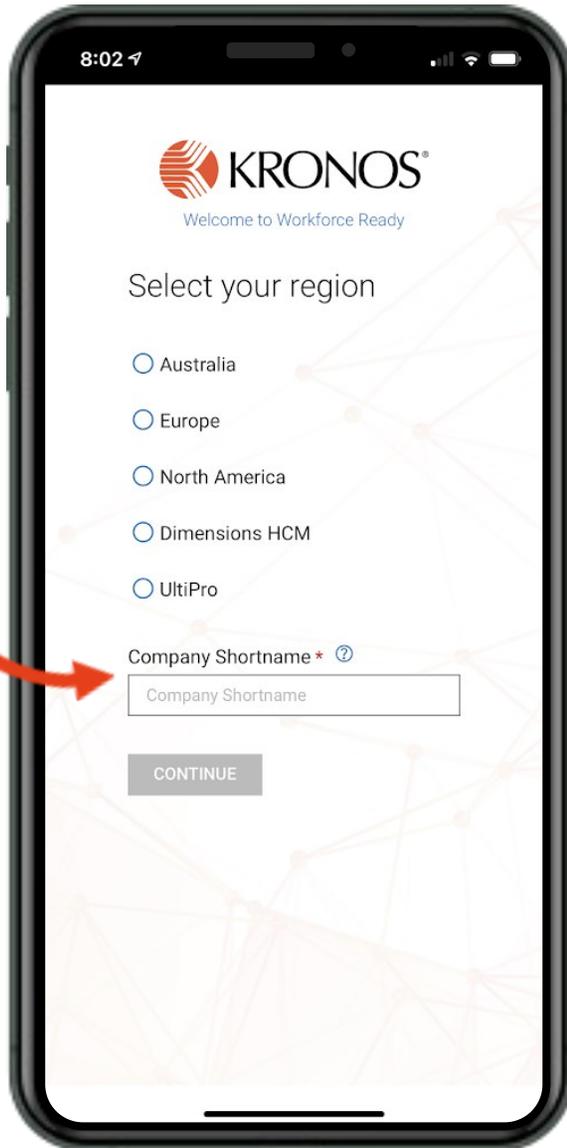
Workforce Ready offers a mobile solution designed for managers and employees to help you be productive wherever you are.

Search for Kronos Workforce Ready in the Google Play or App Store to get started.

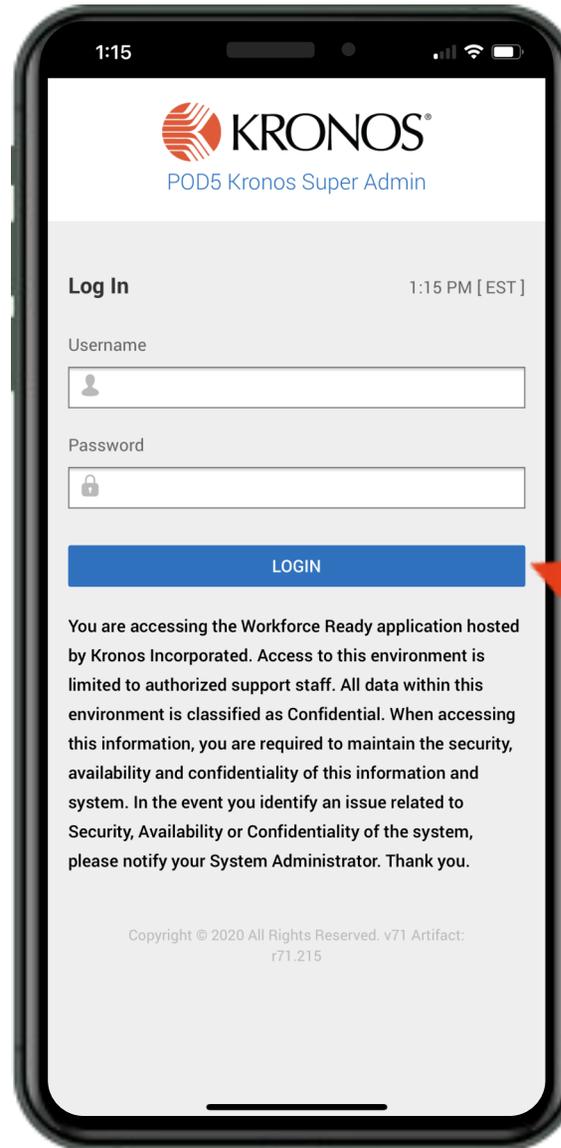


After you download the Workforce Ready app, you will need to finish setting up the app.

Select your region then enter your Company Shortname.



Enter your username and password, then click LOGIN.

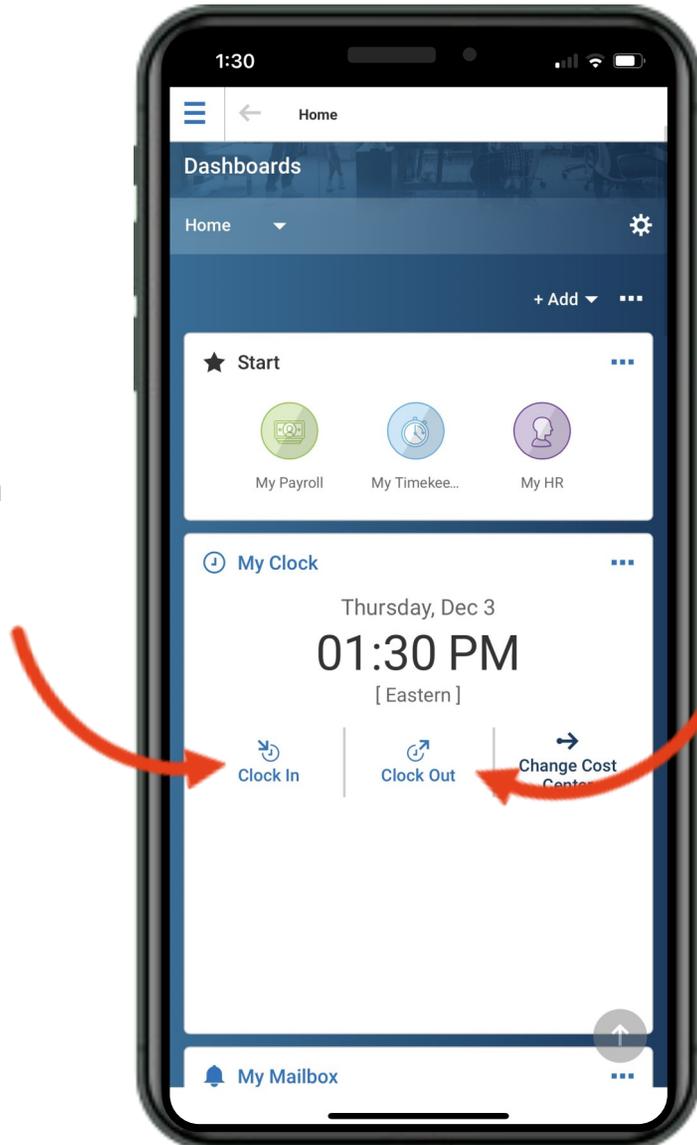




Punches can be completed right from your Dashboard. Scroll down to the My Clock widget to access punch features.

Clock In

To start a shift, or return from a paid meal break, click here.



Clock Out

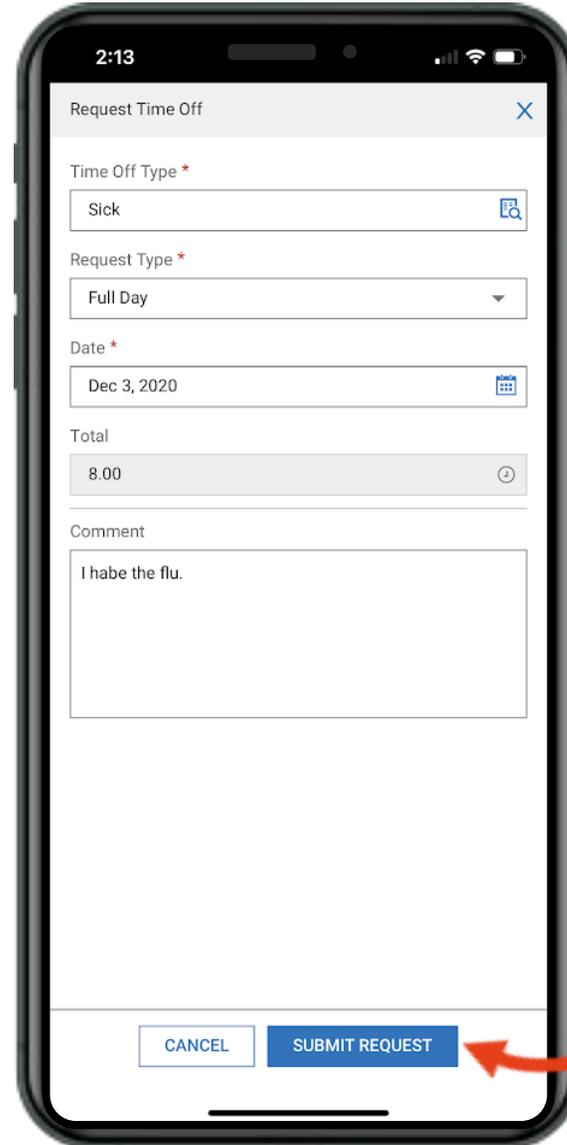
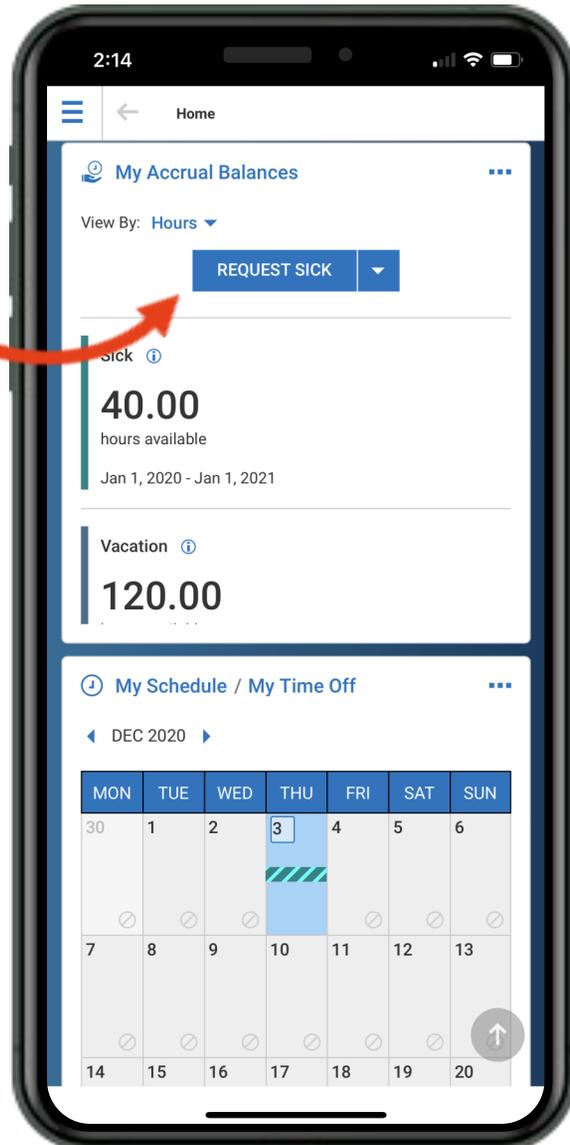
To end a shift, or start a paid meal break, click here.



Request a sick day right from your Dashboard. Scroll down to the My Accrual balances to get started.

Request Sick

Click here to open a time off request



Request Time Off

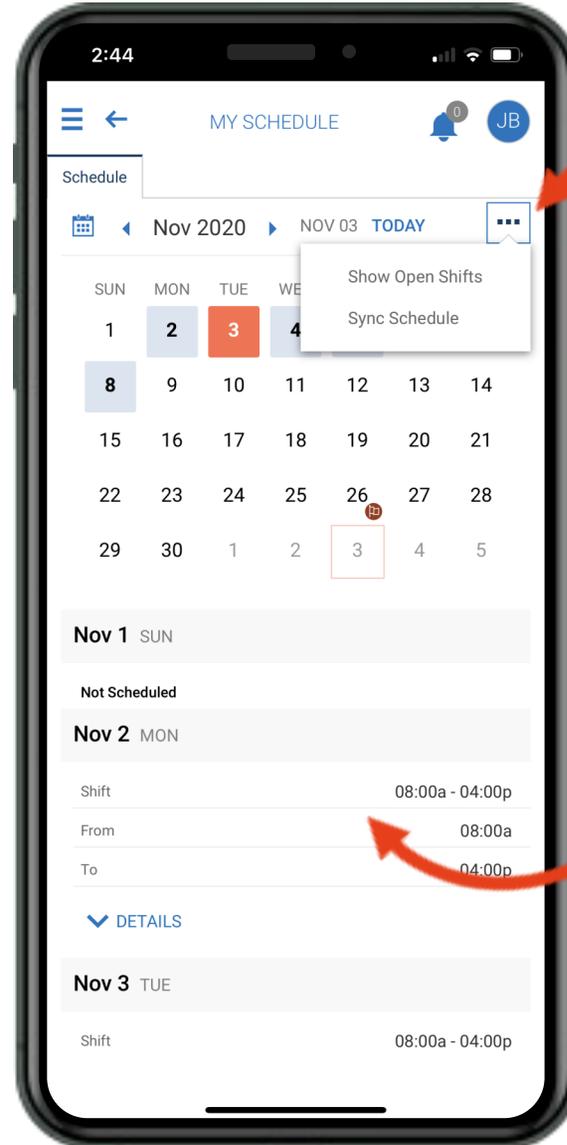
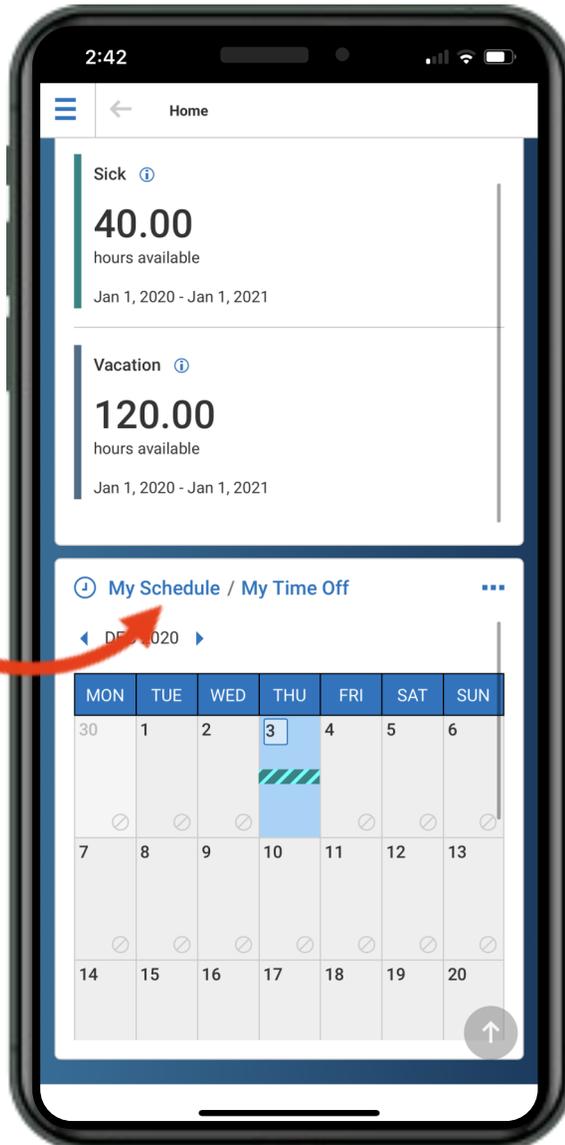
Enter time off details then submit your request.



Check your schedule from your Dashboard. Scroll down to the My Schedule/My Time Off widget to get started.

My Schedule

Click here to open My Schedule and review shift details.



Open Shifts

Click here to view more options including Show Open Shifts

Shift Details

Scroll down below the calendar view to view shift details