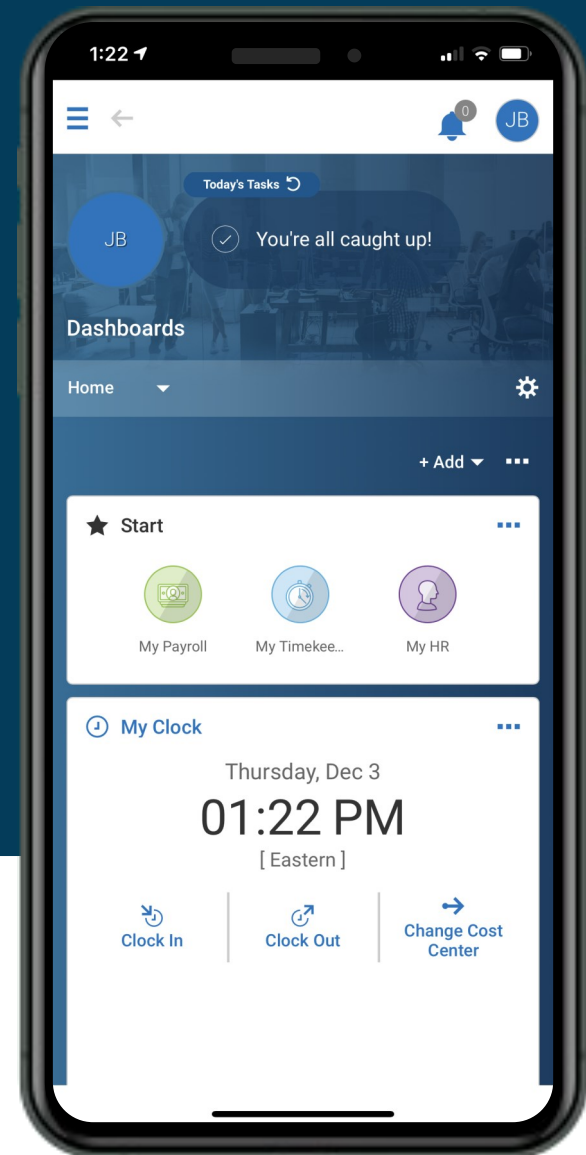


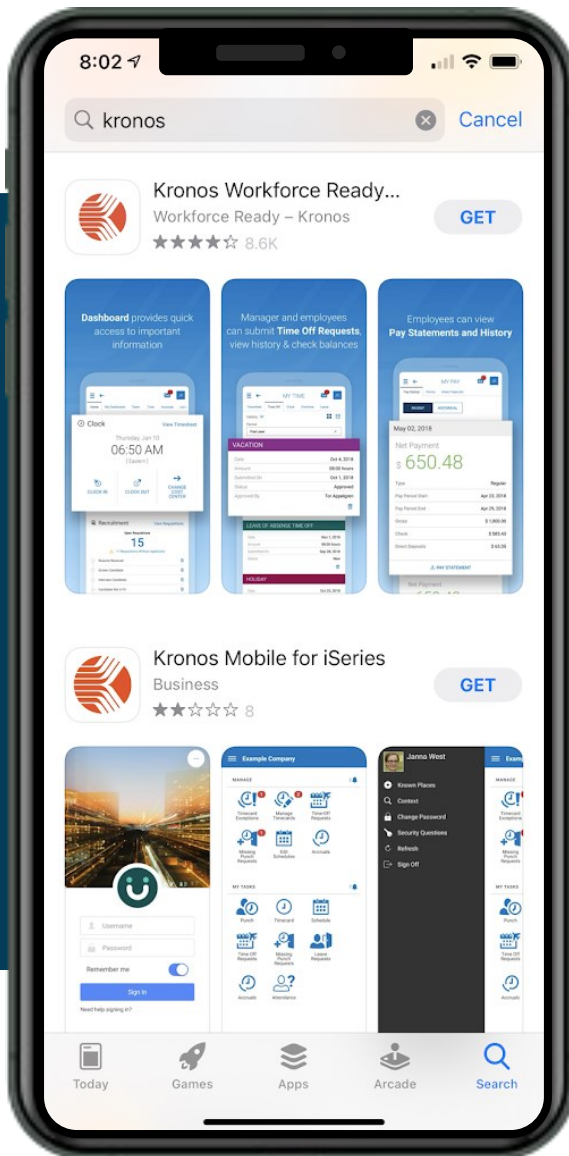
Mobile App

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.

8:02

KRONOS
Welcome to Workforce Ready

Select your region

☐ Australia

☐ Europe

☐ North America

☐ Dimensions HCM

☐ UltiPro

Company Shortname * ?

Company Shortname

CONTINUE

Enter your
username and
password, then
click LOGIN.

1:15

KRONOS
POD5 Kronos Super Admin

Log In 1:15 PM [EST]

Username

Password

LOGIN

You are accessing the Workforce Ready application hosted by Kronos Incorporated. Access to this environment is limited to authorized support staff. All data within this environment is classified as Confidential. When accessing this information, you are required to maintain the security, availability and confidentiality of this information and system. In the event you identify an issue related to Security, Availability or Confidentiality of the system, please notify your System Administrator. Thank you.

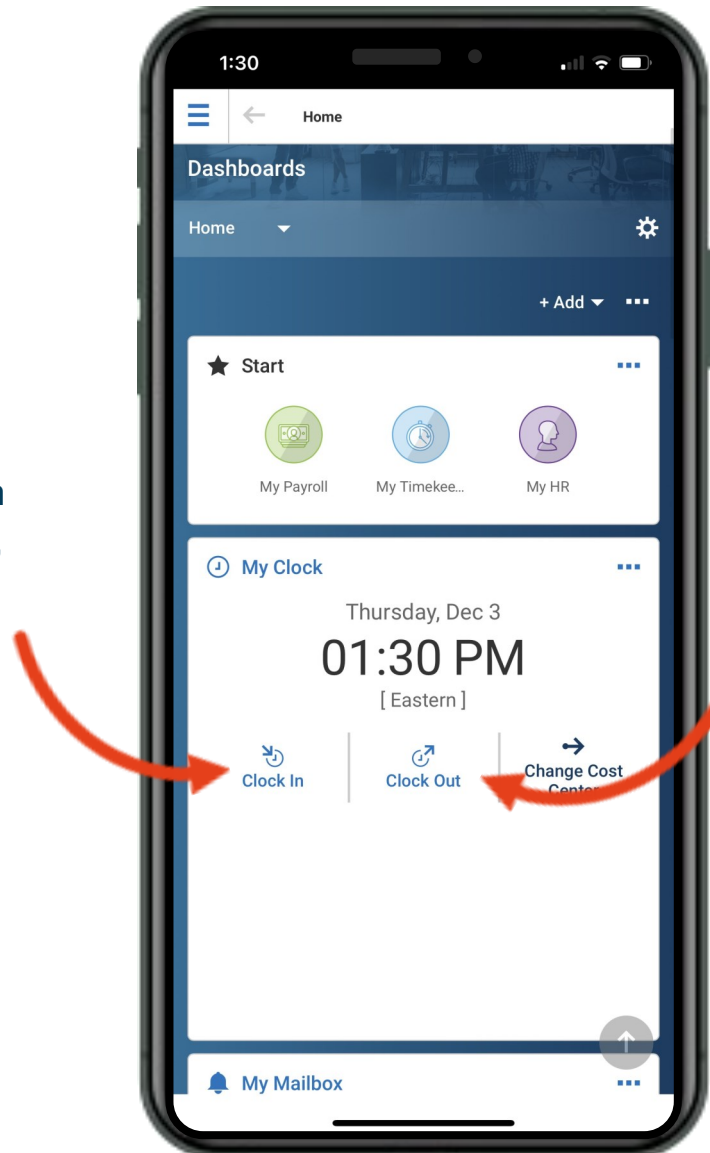
Copyright © 2020 All Rights Reserved. v71 Artifact: r71.215



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

2:14

Home

My Accrual Balances

View By: Hours

REQUEST SICK

Sick

40.00

hours available

Jan 1, 2020 - Jan 1, 2021

Vacation

120.00

My Schedule / My Time Off

DEC 2020

MON	TUE	WED	THU	FRI	SAT	SUN
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

2:13

Request Time Off

Time Off Type *

Sick

Request Type *

Full Day

Date *

Dec 3, 2020

Total

8.00

Comment

I have the flu.

CANCEL SUBMIT REQUEST

Request Time Off

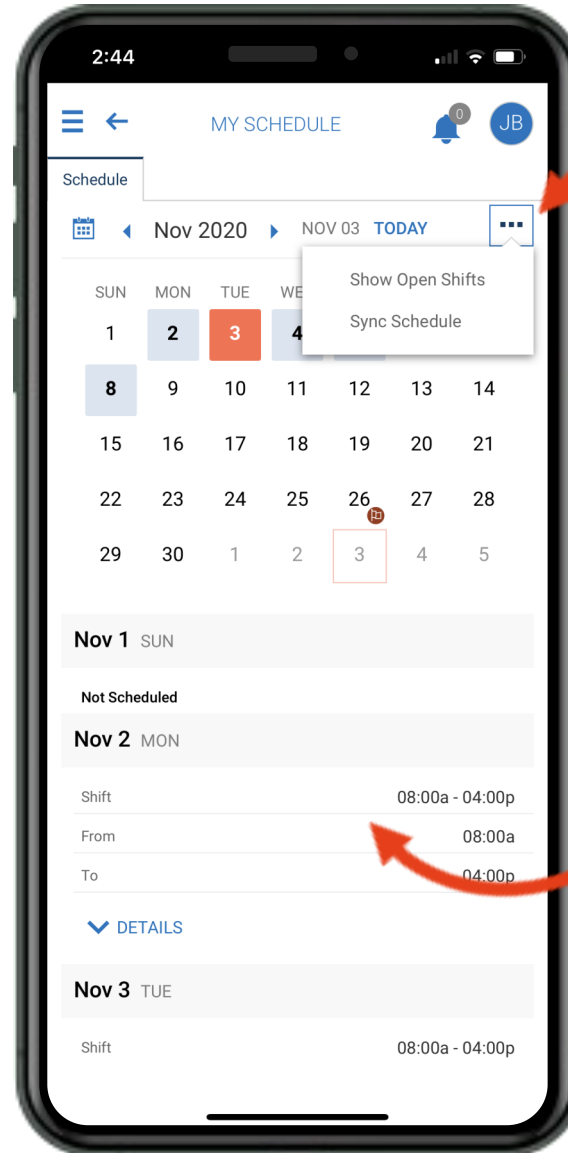
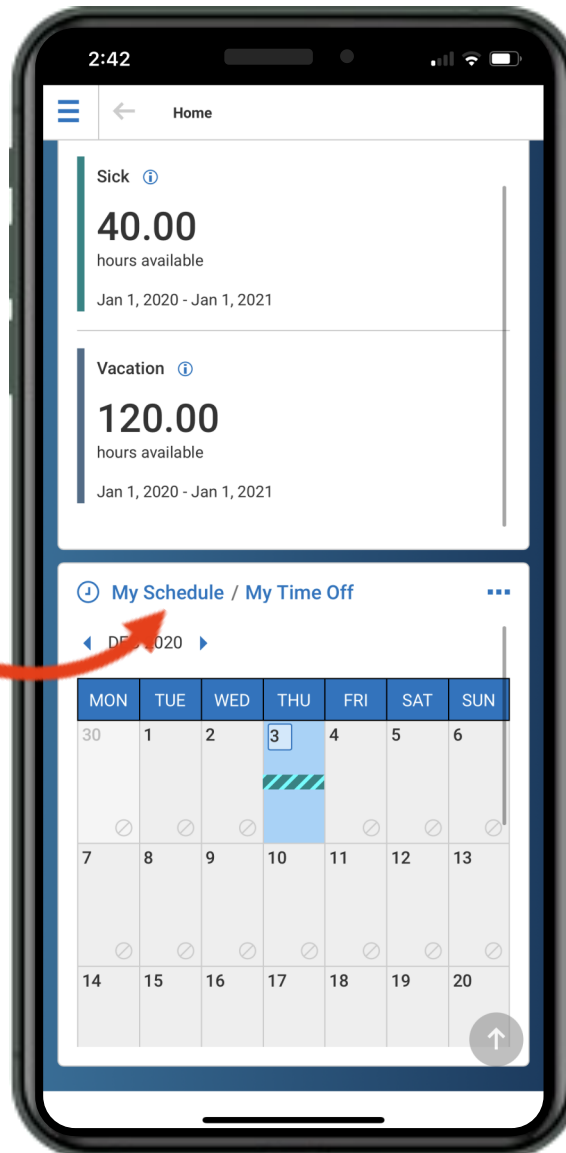
Enter time off details then submit your request.



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