

Using the Mobile Kronos App



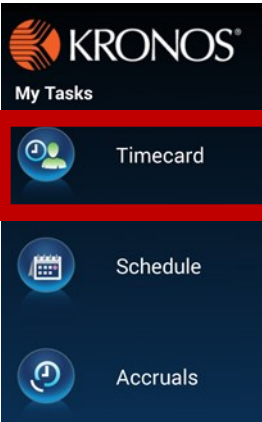
Kronos Mobile
Kronos Incorporated

Install the **Kronos Mobile** app from your phone's app store

The first time you use the app you will have to enter the server address which is:

<https://workforce.housing.wisc.edu/wfc/>

Enter your user name and password and hit Log On.




Click the **Timecard** button to see your totals and punches for the week.

Schedule shows your work schedule for future weeks.

Accruals shows your time off balances.


In Timecard, it will show this week (Current Pay Period). Click on the blue Current Pay Period if you want to change the view to "Previous Pay Period" which is last week.

Click Timecard to see your punches and total hours for the week.

Click the  button to see pay code totals.

Date	Pay Code	Amount	In	Out
Week of 05/10 - 05/16				
05/10	COVID Hours Worked	0.0	7:00 AM	
05/11				
05/12				
05/13			7:57 AM	4:30 PM
05/14			7:59 AM	4:29 PM
Cumulative Hours			16h	

If you are filling out your weekly claim certification for Unemployment for hours worked last week:

1. Click Current Pay Period
2. Click to change to Previous Pay Period (last week)
3. Make sure the dates match the claim certificate you are completing.
3. Click on the  button to view the totals for the week.
4. RegHrs (regular hours) and any time off should be submitted on your weekly claim certification.

Pay Code	Labor Level	Hours
RegHrs		16h