



STEPS EMPLOYEES

KRONOS WEB & MOBILE

MOBILE APPLICATION

- First you will go to the app store on your phone. Search for “**KRONOS MOBILE**” and select the app. Below is what the app looks like.



Use the server URL: <https://kronosmobile.mc.uky.edu>

- When entering the URL, make sure you enter it in all lowercase letters. Sometimes your phone will spellcheck and capitalize causing you not to be able to access the app.
- Once the URL is entered, you should see the UKHC sign in that will allow you to sign in with your LinkBlue ID and password.
- Depending upon the version of your phone and operating system the steps and look of the app can vary however the functionality is the same for each type of phone.

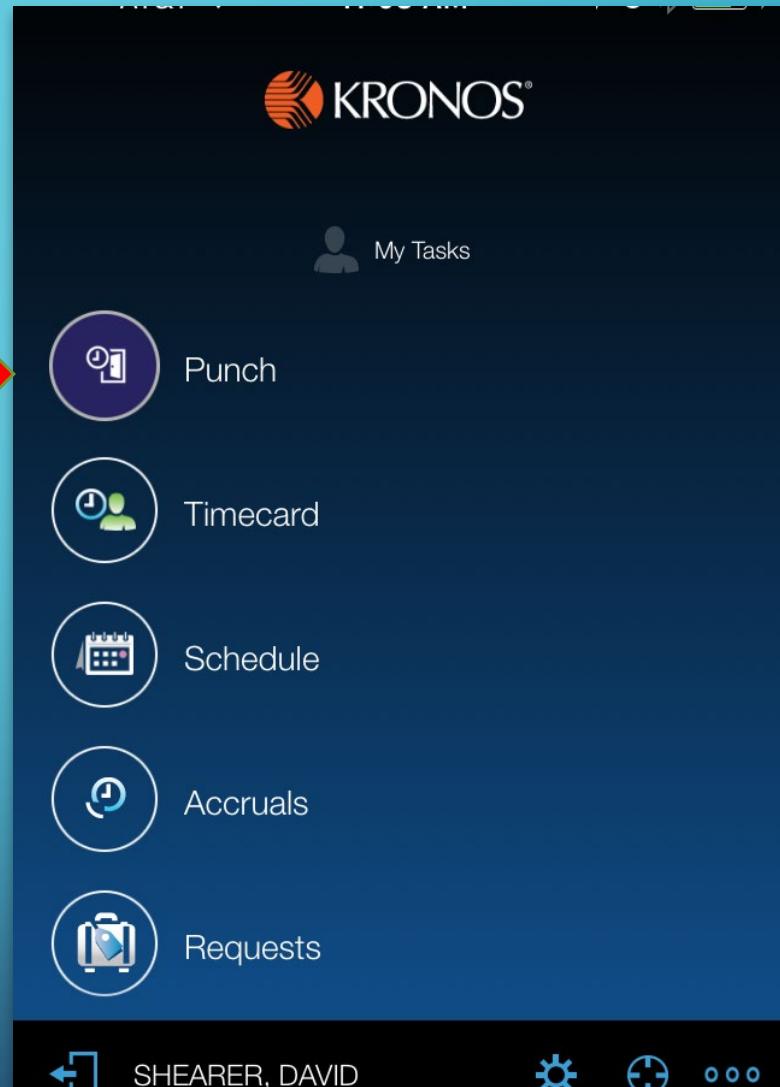
MOBILE PUNCH NOTES FOR EMPLOYEES

- Mobile punching depends on smart phone locations(if not in line of satellites, buildings, cell tower pings, WIFI crowd sourcing)
- Provided as alternative method for convenience but not total replacement of time clocks
- Employee within the Geofence location Employee phone must be able to determine location (location services enabled)
- Need to be close to timeclock to avoid being late if mobile punch fails (location services not working on phone or location cannot be determined by phone)

KRONOS MOBILE FUNCTIONALITY

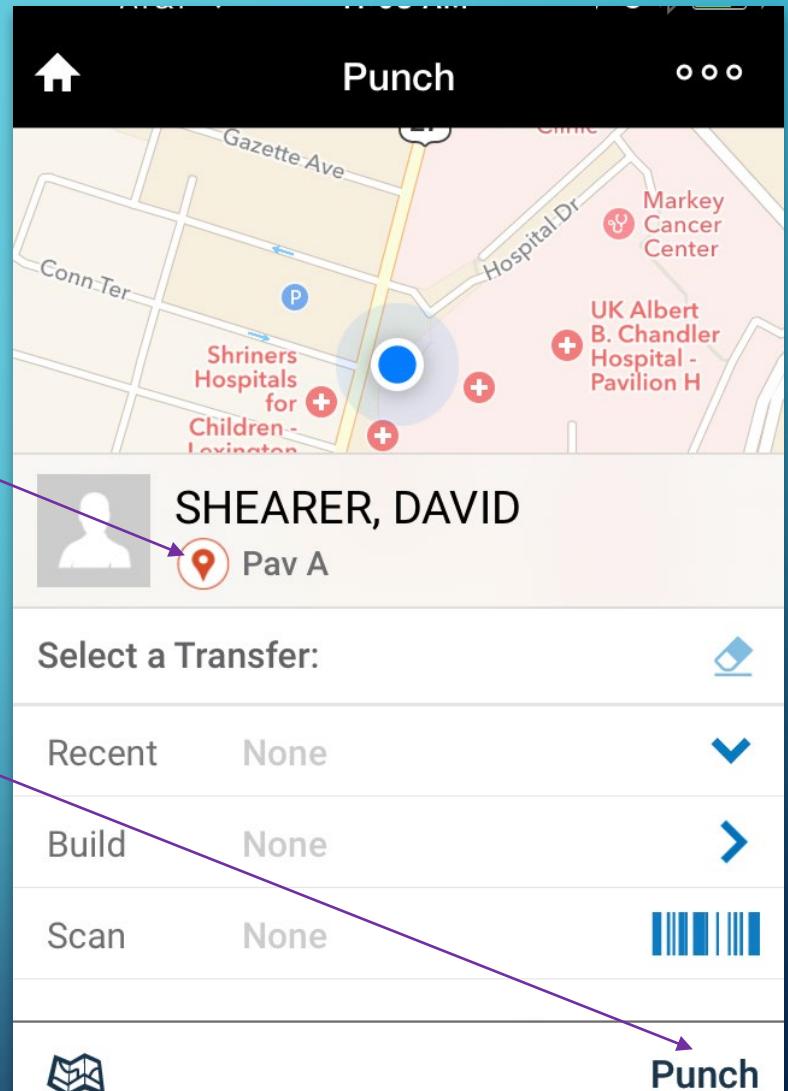
- Mobile punching
- View timecard
- View schedule (if applicable)

Click on “Punch” option

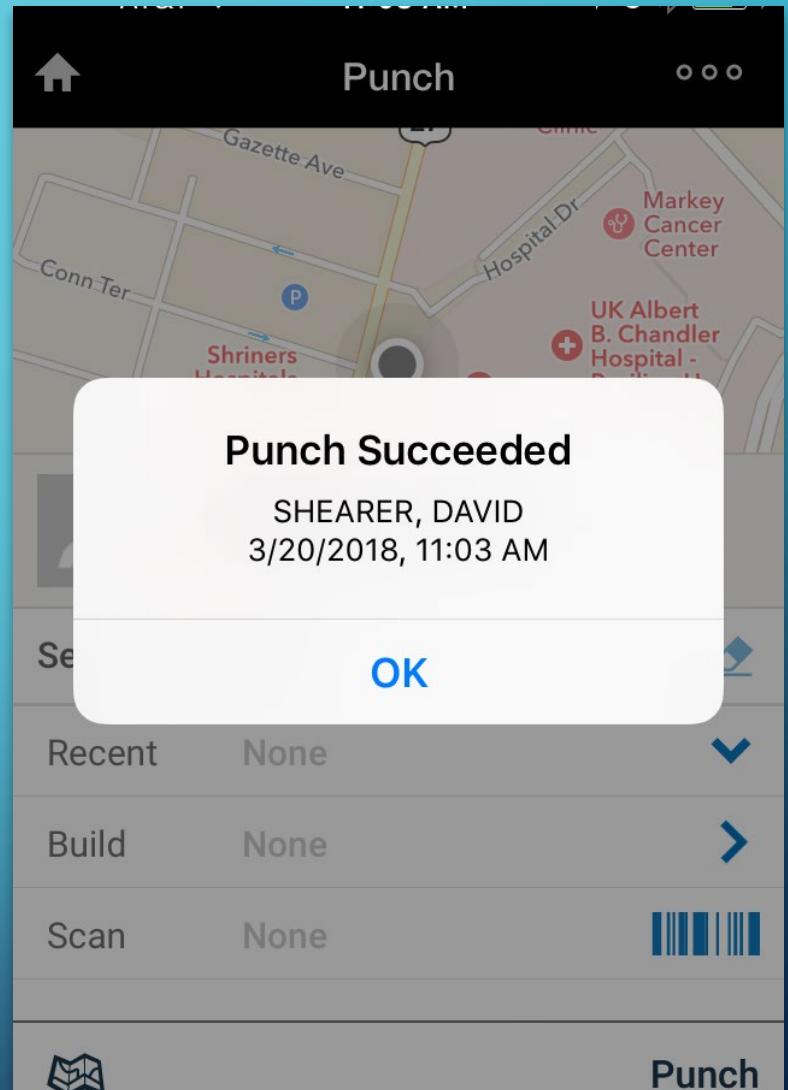


If you are within location geofence location will be noted

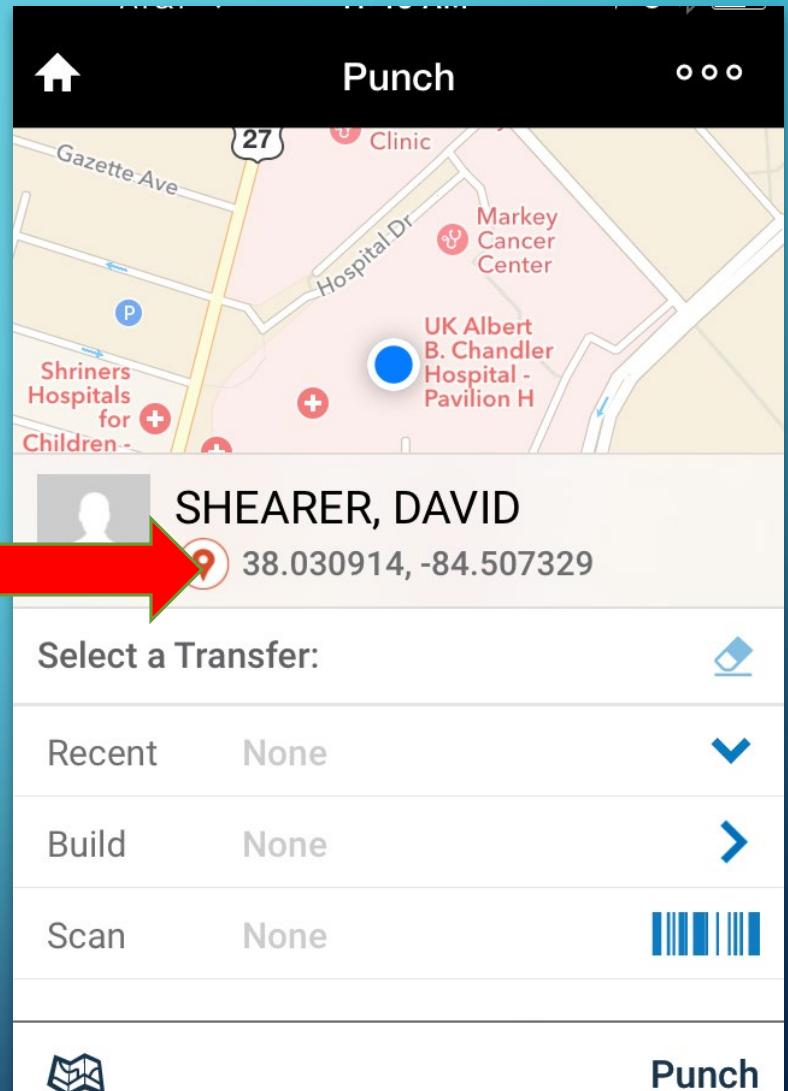
Click on “punch” in lower right hand corner



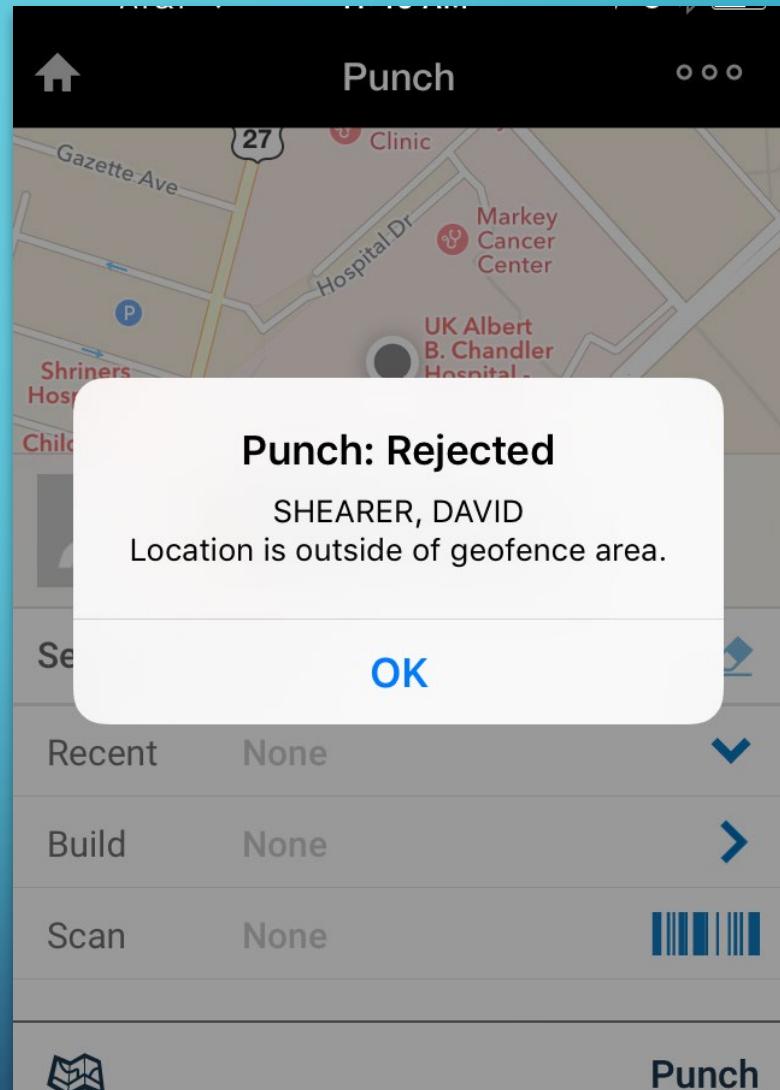
If the punch is successful the message appears



If you are outside the Geofence or the location cannot be determined you will see GPS coordinates rather than “your location” and the punch will be rejected.



If the punch is unsuccessful due to being outside of the Geofence, the message is displayed in the picture at right.

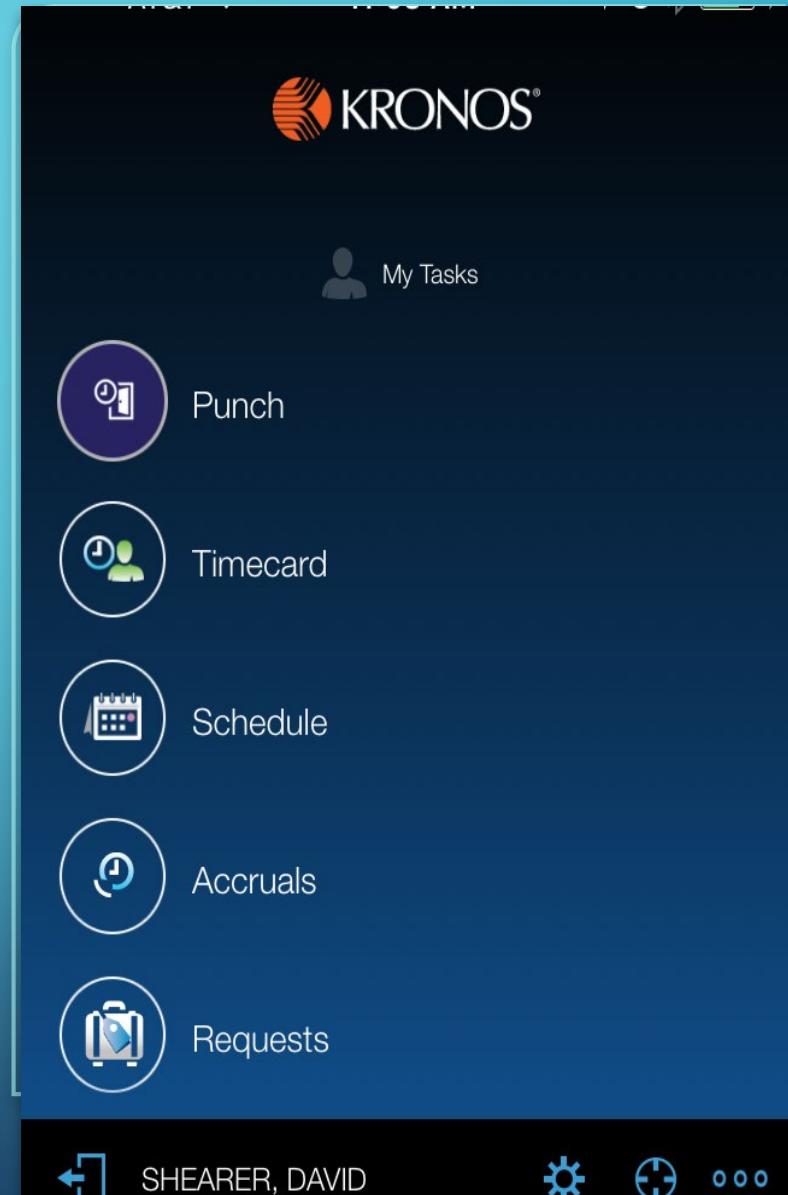


ADDITIONAL FUNCTIONALITY

Click Timecard to view your timecard (you can select by pay period)

If you have a schedule you can also select the Schedule icon.

Accruals and Requests are not applicable for STEPS employees.





HOW TO USE KRONOS VIA COMPUTER

UTILIZING KRONOS FUNCTIONALITY VIA THE WEB

TO ACCESS KRONOS CLICK THE ICON SHOWING ON YOUR COMPUTER'S DESKTOP. (IF YOUR COMPUTER DOES NOT HAVE AN ICON PLEASE CONTACT THE HELP DESK FOR ASSISTANCE.)

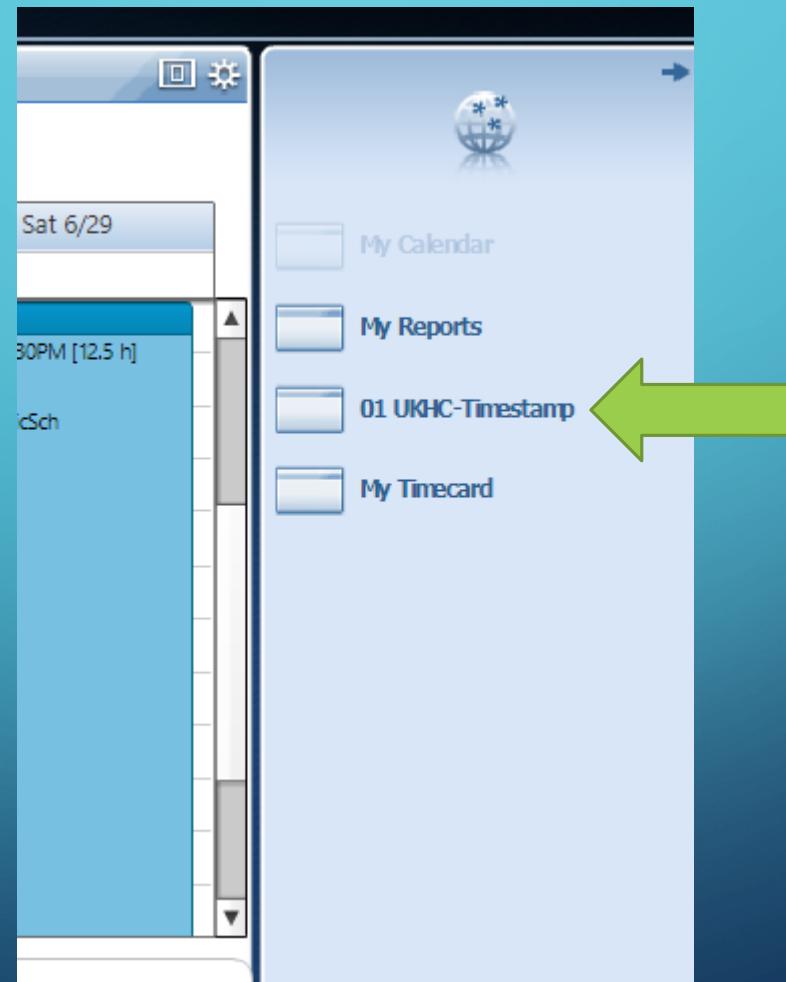


IF YOU HAVE A SCHEDULE; ONCE YOU LOG IN, YOU WILL SEE THIS MAIN SCREEN. IT WILL SHOW YOUR CURRENT SCHEDULE.

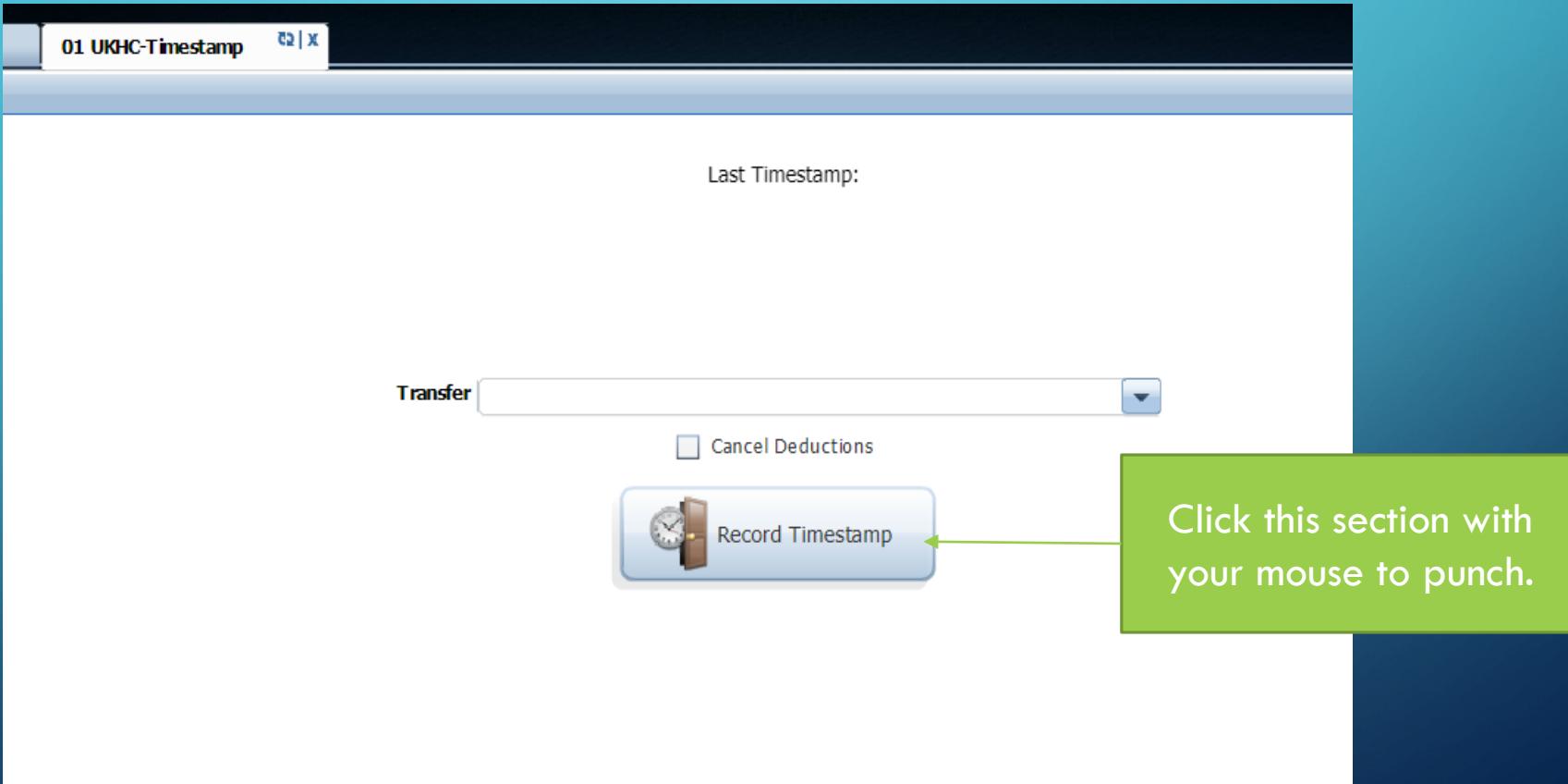
The screenshot shows a software interface for managing a work schedule and accruals. The top navigation bar includes 'My Information' and 'My Calendar'. The main area is titled 'My Calendar' and displays a weekly schedule for June 23-29, 2019. The schedule grid shows time from 7:00AM to 6:00PM. A red box highlights the 'Daily Schedule' for Sunday, 6/23. Blue boxes highlight shifts for Monday through Saturday. A red arrow points from the 'Daily Schedule' box to the shift for Monday, 6/24. The shift details are: Shift 8:00AM-5:00PM [9 h], Regular, UKHC/BasicSch. The bottom section shows accrual data for three categories: 1-Vacation, 2-Sick Leave, and 3-Holiday. The accruals table is as follows:

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal...	Earned to Date	Taken to Date	Pending Grants	Planned Taking
1-Vacation Le...	1/01/2019 - 12/31/2...	Hour	271.00	271.00		65.00	12.00	65.00	0.0
2-Sick Leave	1/01/2019 - 12/31/2...	Hour	0.00	0.00		0.00	0.00	0.00	0.0
3-Holiday	1/01/2019 - 12/31/2...	Hour	0.00	0.00		0.00	0.00	0.00	0.0

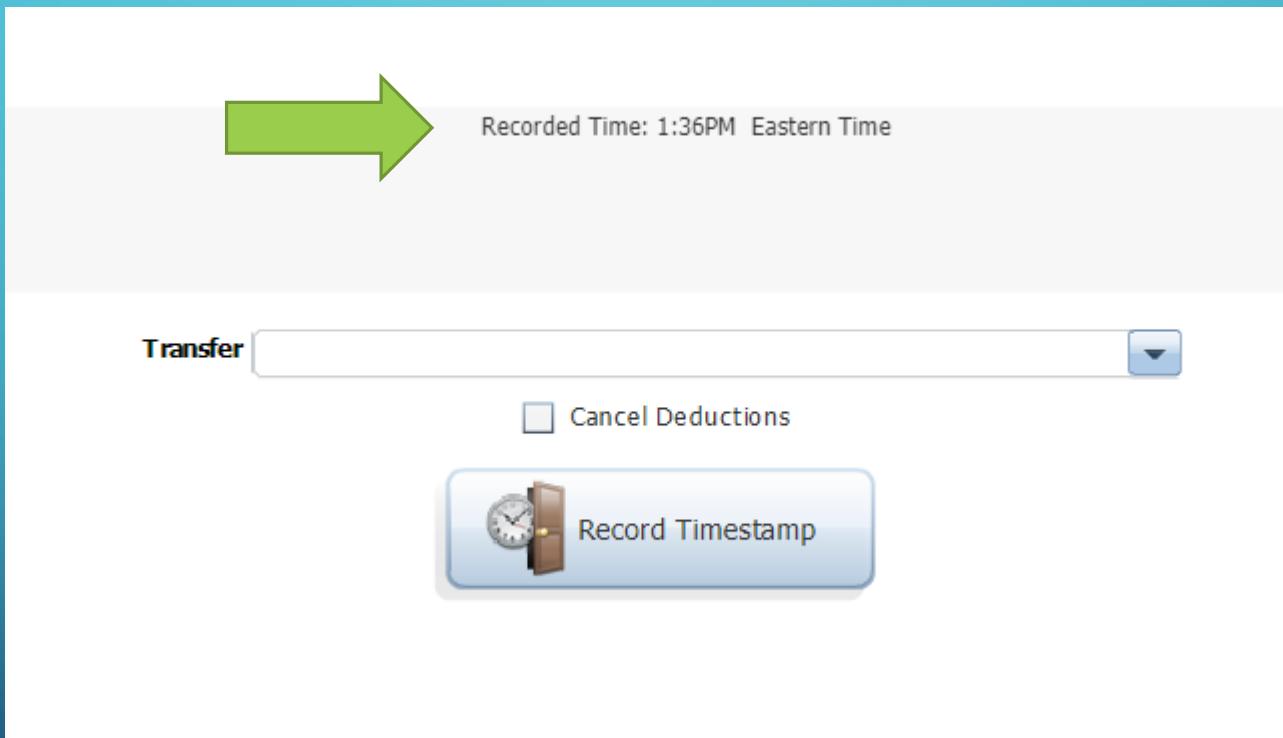
TO CLOCK IN/OUT VIA THE WEB, YOU WILL SELECT
“UKHC-TIMESTAMP”



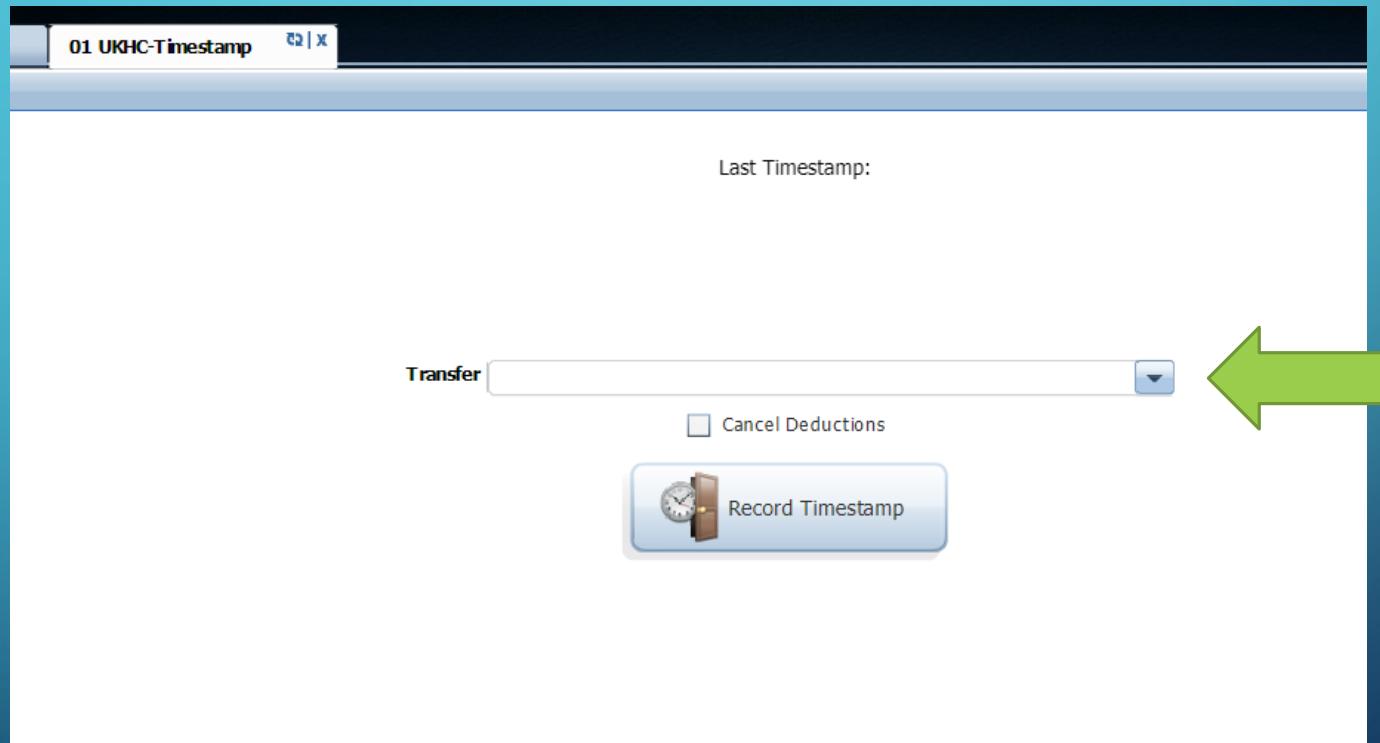
TO PUNCH FOR YOUR HOME UNIT SELECT “RECORD TIMESTAMP” AND YOU HAVE NOW PUNCHED.



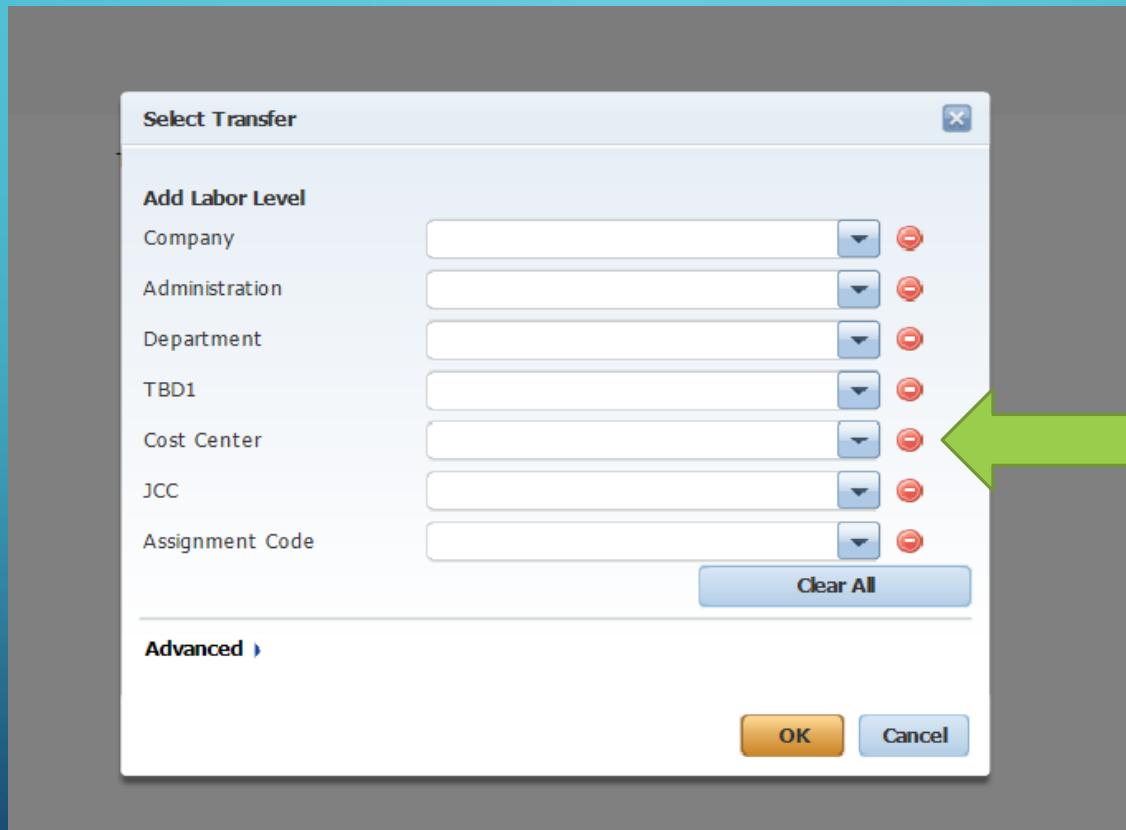
KRONOS WILL SHOW VERIFICATION OF THE PUNCH BY SHOWING THE PUNCH TIME.



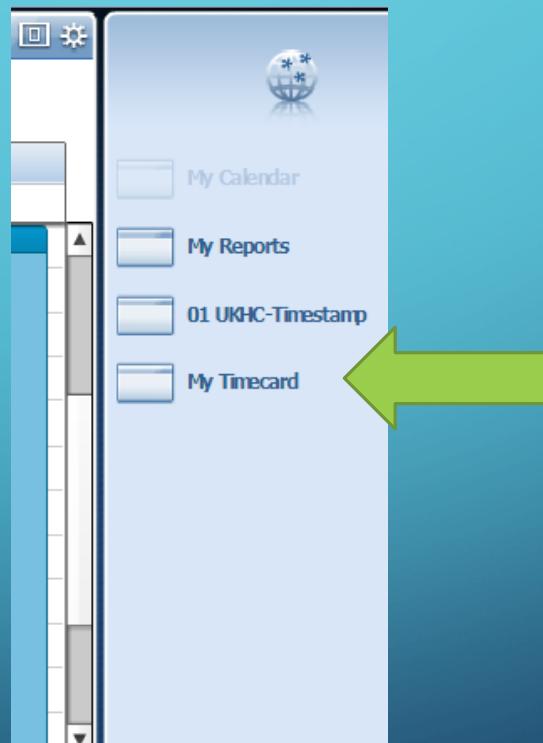
ONLY USE THE TRANSFER SECTION IF YOU NEED TO
TRANSFER YOUR TIME WORKED TO ANOTHER UNIT.



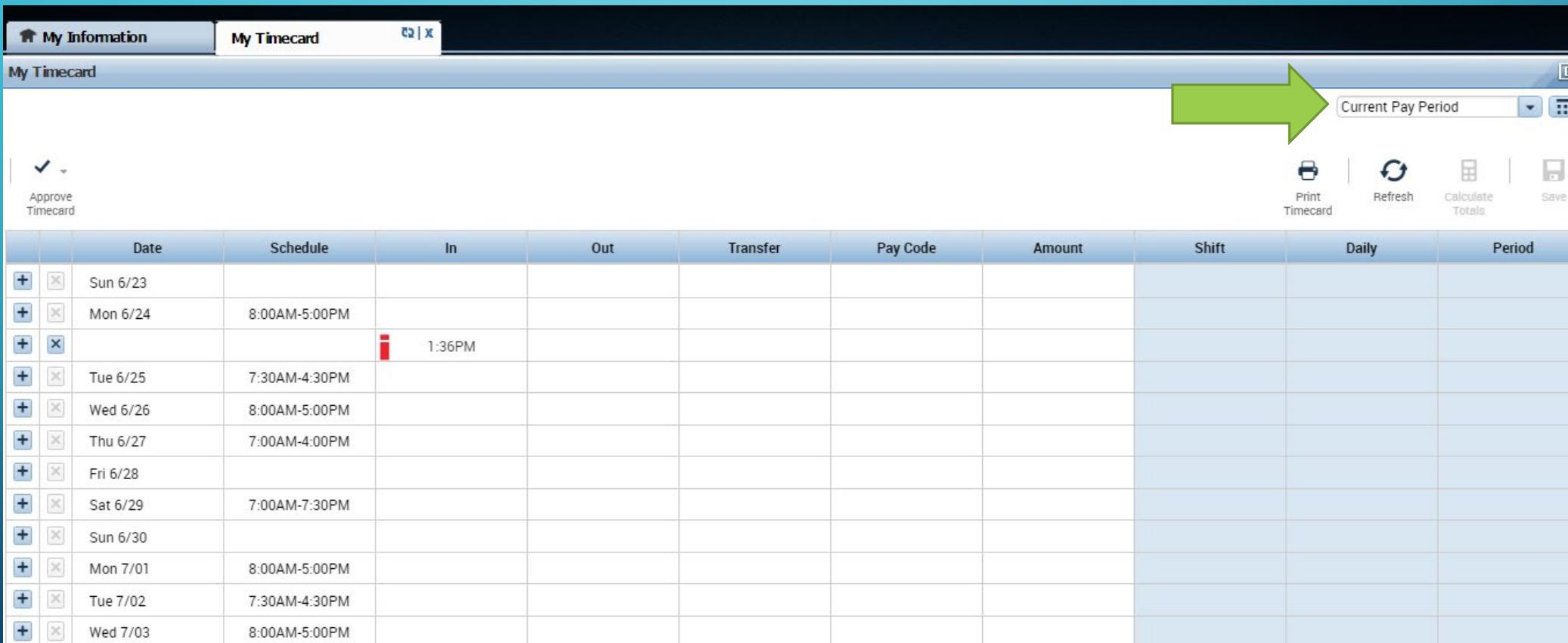
IF TRANSFERRING YOUR TIME SELECT THE COST CENTER
DROP DOWN MENU AND SEARCH OR KEY IN THE 10
DIGIT COST CENTER YOU ARE WORKING FOR.



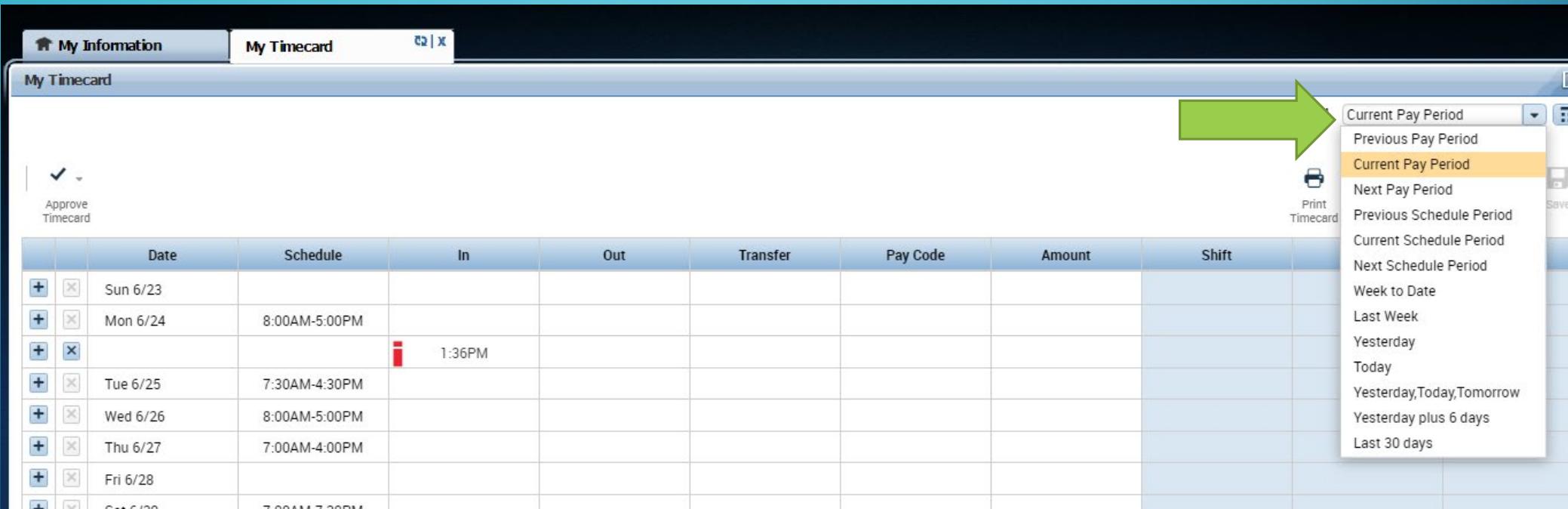
TO VIEW YOUR TIMECARD SELECT “MY TIMECARD.”



NOW YOU CAN VIEW YOUR TIMECARD FOR THE PAY PERIOD.



TO YOU VIEW YOUR TIMECARD FROM OTHER PAY PERIODS SELECT THE DROP DOWN BOX THEN THE TIME PERIOD YOU WOULD LIKE TO SEE.



FOR HELP/QUESTIONS WITH KRONOS PLEASE
CONTACT ANYONE WITHIN WORKFORCE
PAYROLL.

- Eric Surber 323-6216
- Marian Stamper 323-5721
- Wanda Frazier 323-6404
- Julie Hatton 323-5926
- Stephen Kiel 323-1204
- Kali Bruce 257-5429
- Liz Francis 323-9956
- Chad Burton 323-6235