

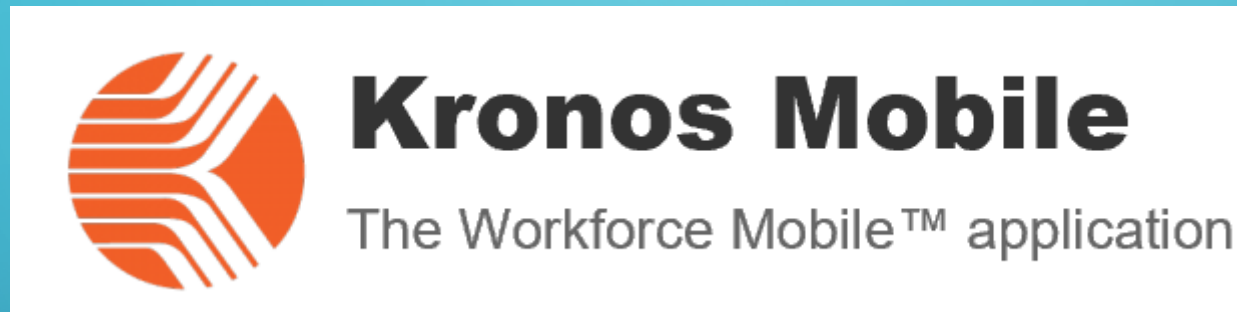


STEPS EMPLOYEES

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.

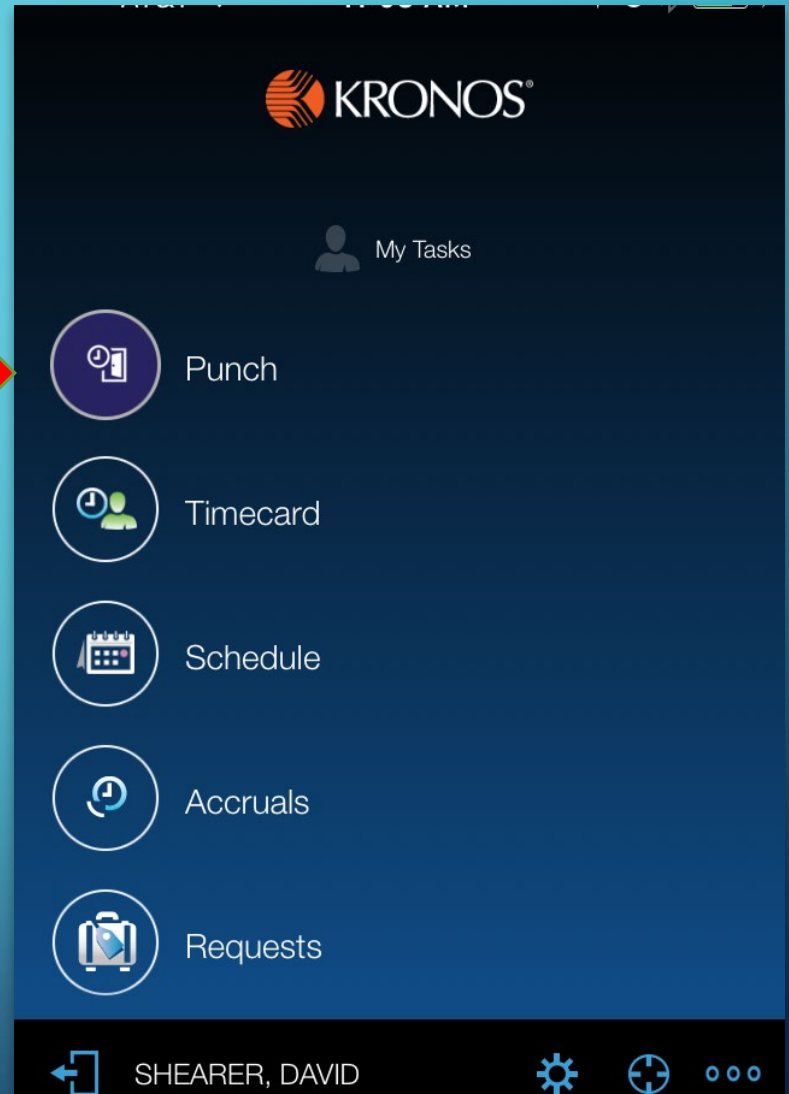
MOBILE PUNCH NOTES FOR EMPLOYEES

- 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

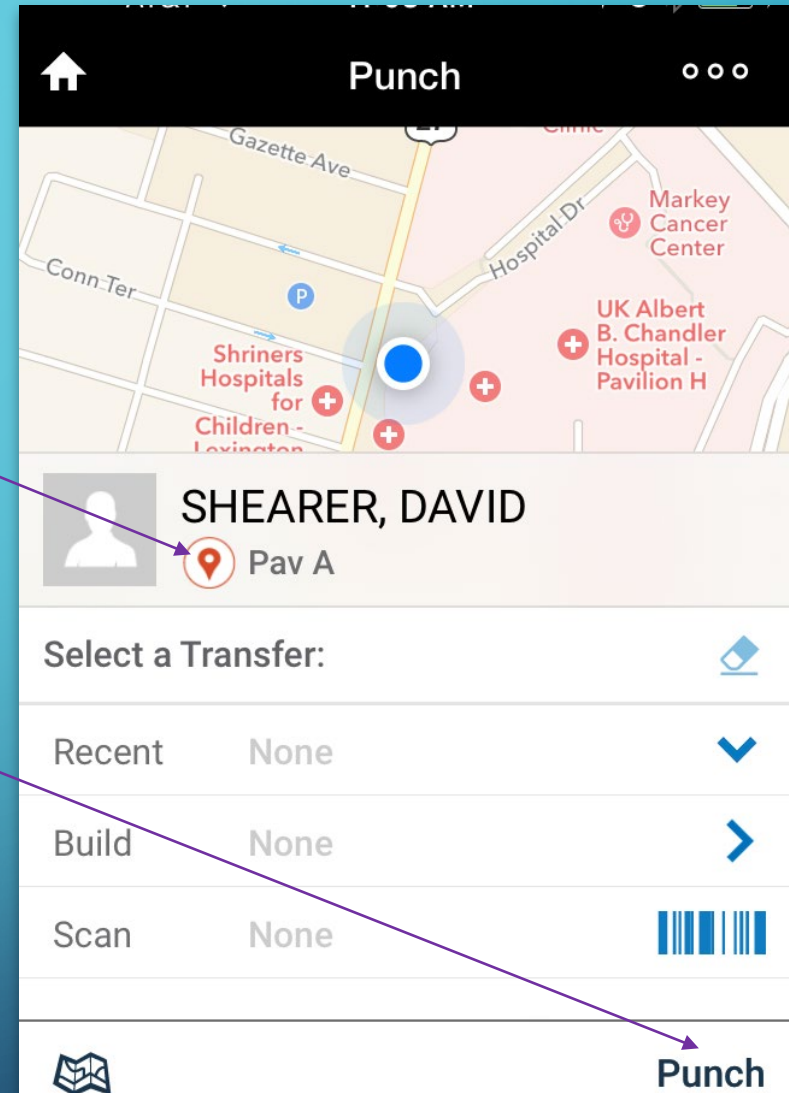
- Mobile punching
- View timecard
- View schedule (if applicable)

Click on "Punch" option

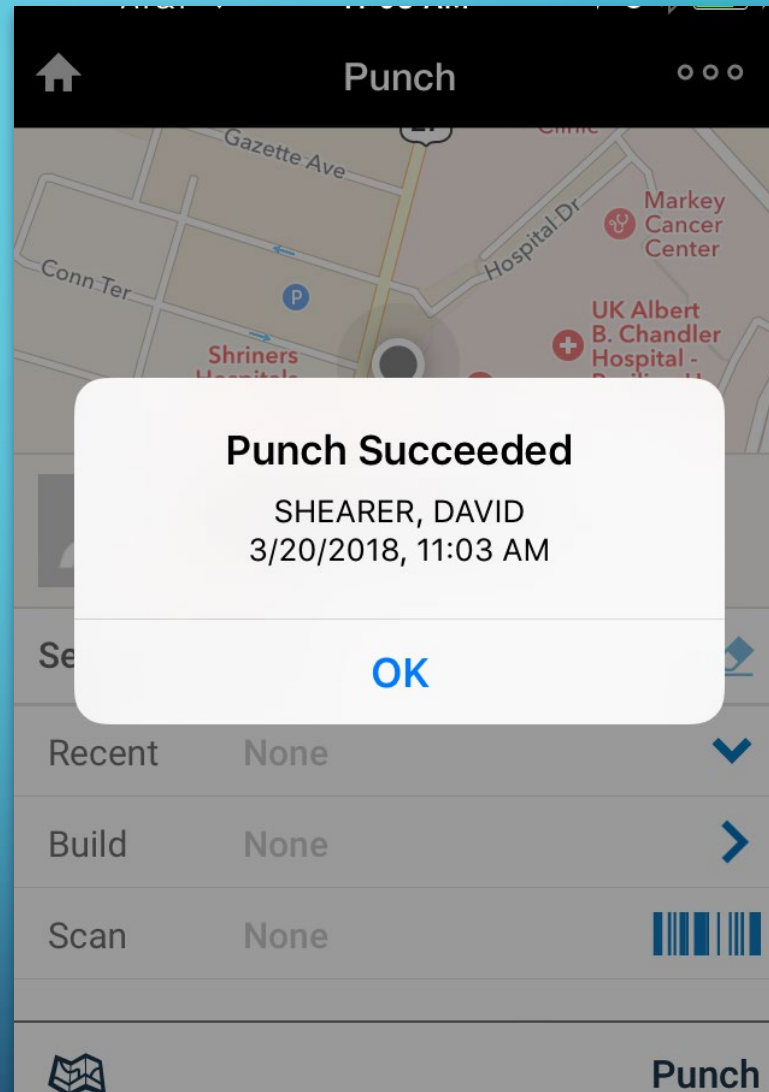


If you are within location geofence location will be noted

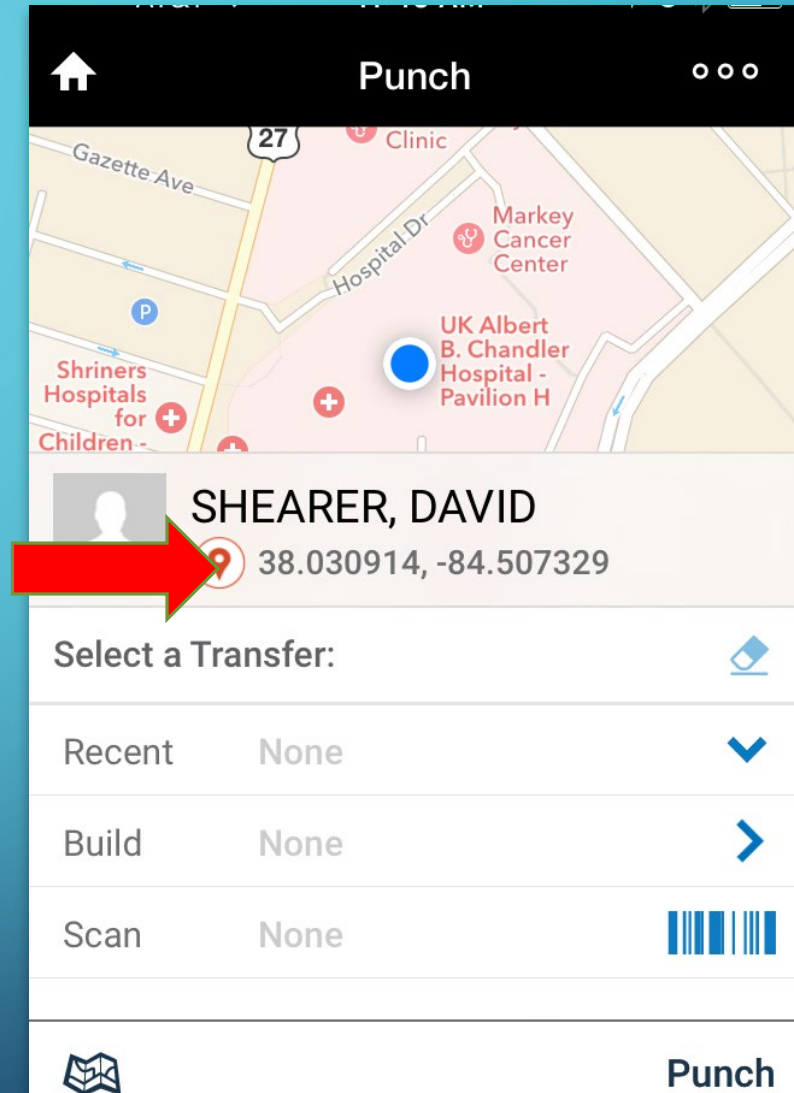
Click on “punch” in lower right hand corner



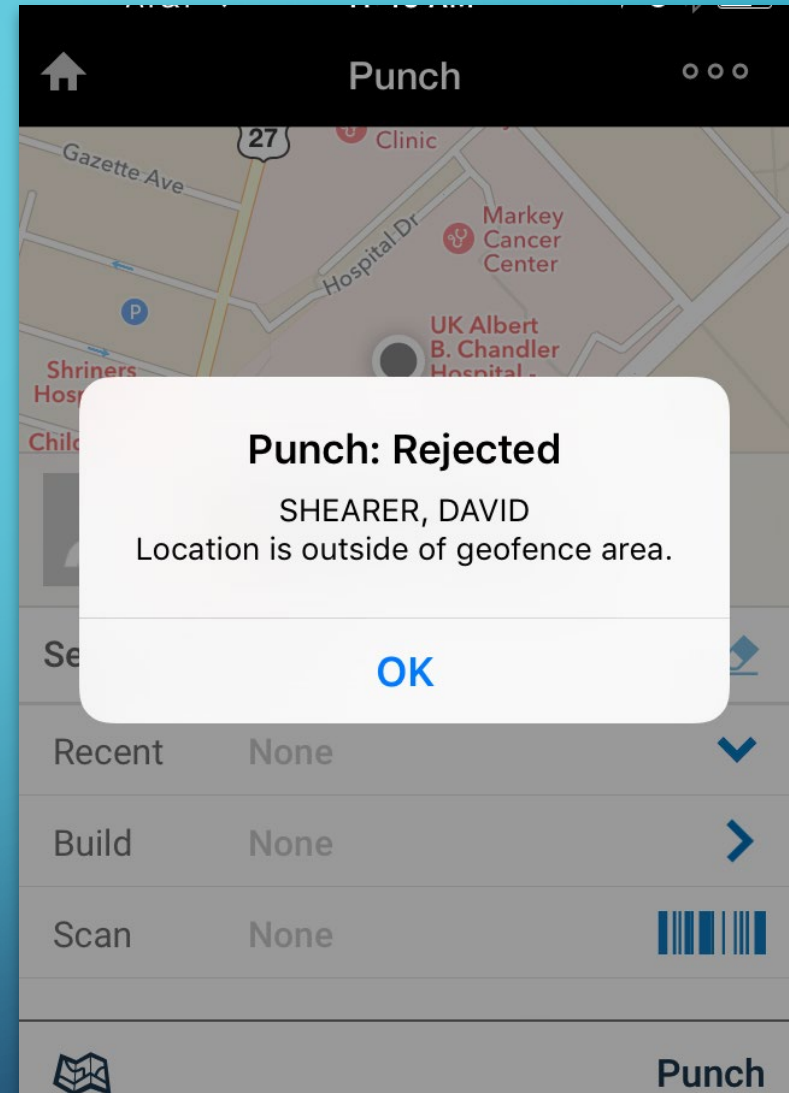
If the punch is successful the message appears



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.

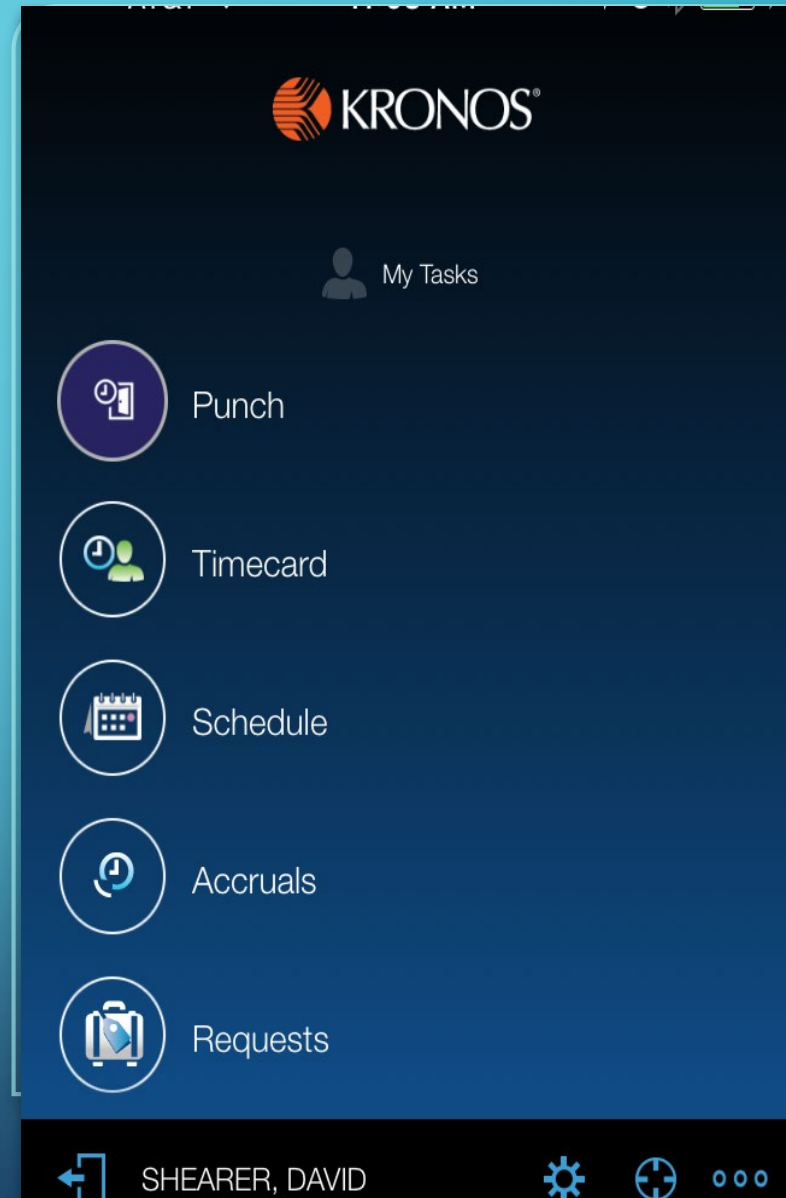


ADDITIONAL FUNCTIONALITY

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.

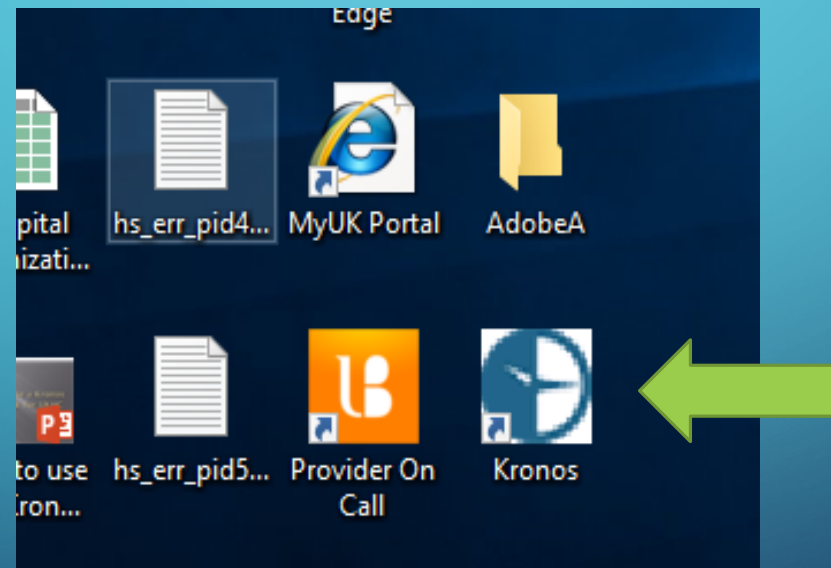




HOW TO USE KRONOS VIA COMPUTER

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.)

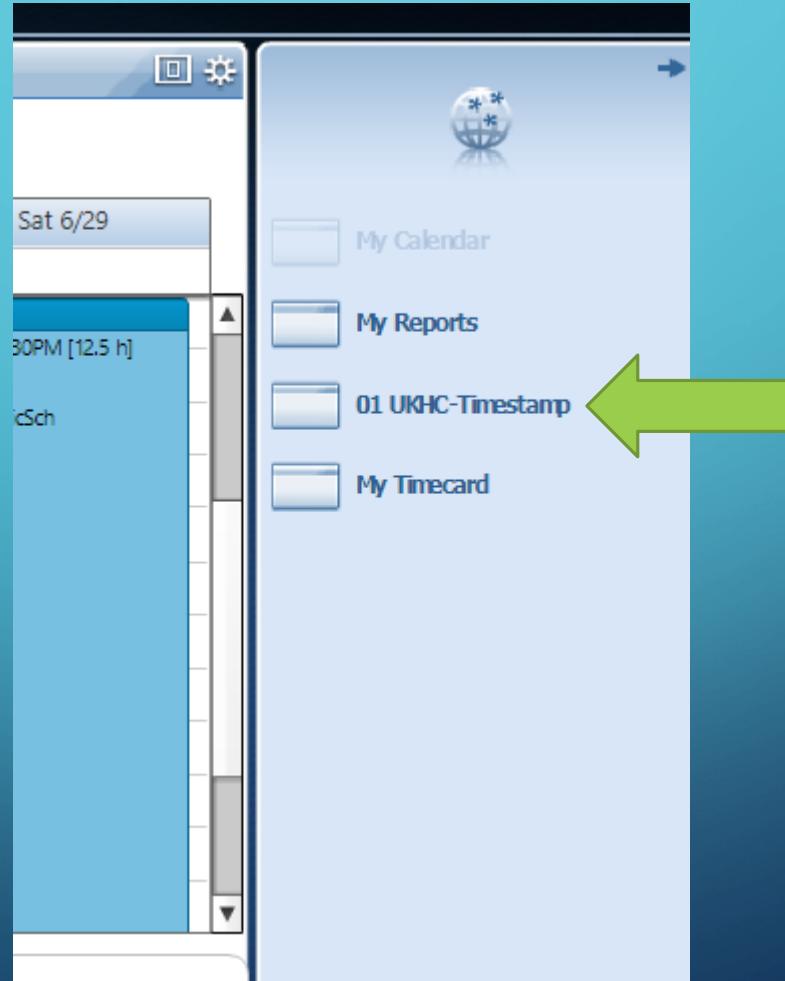


IF YOU HAVE A SCHEDULE; ONCE YOU LOG IN,
YOU WILL SEE THIS MAIN SCREEN. IT WILL SHOW
YOUR CURRENT SCHEDULE.

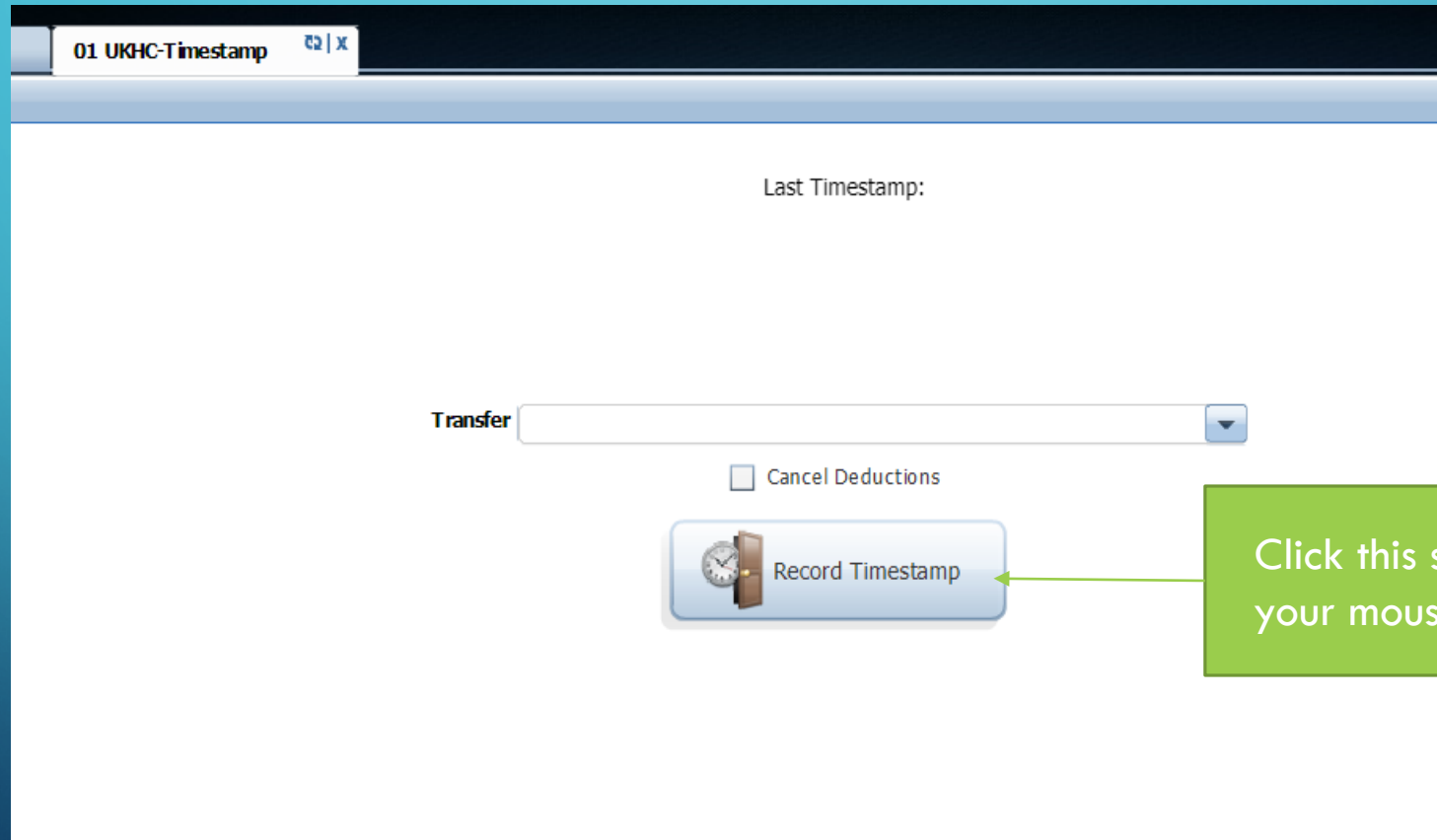
The screenshot displays a user interface for a calendar application. At the top, there is a navigation bar with 'My Information' and a home icon. Below it, the 'My Calendar' window is open, showing the 'Current Pay Period' as 'June 23 - 29, 2019'. A 'Request Time Off' button is visible on the right. The main area is a grid with days of the week as columns and time slots as rows. Shifts are represented by blue blocks with details like start/end times, duration, and employee type. A red box labeled 'Daily Schedule' has an arrow pointing to the shift on Tuesday, June 25th. On the right side, there is a sidebar with icons for 'My Calendar', 'My Reports', '01 UKHC-Timestamp', and 'My Timecard'. At the bottom, there is a table with accrual information.

Accrual Code	Reporting Period	Accrual Unit	Available Balance	Vested Balance	Probationary Bal...	Earned to Date	Taken to Date	Pending Grants	Planned Takings
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.

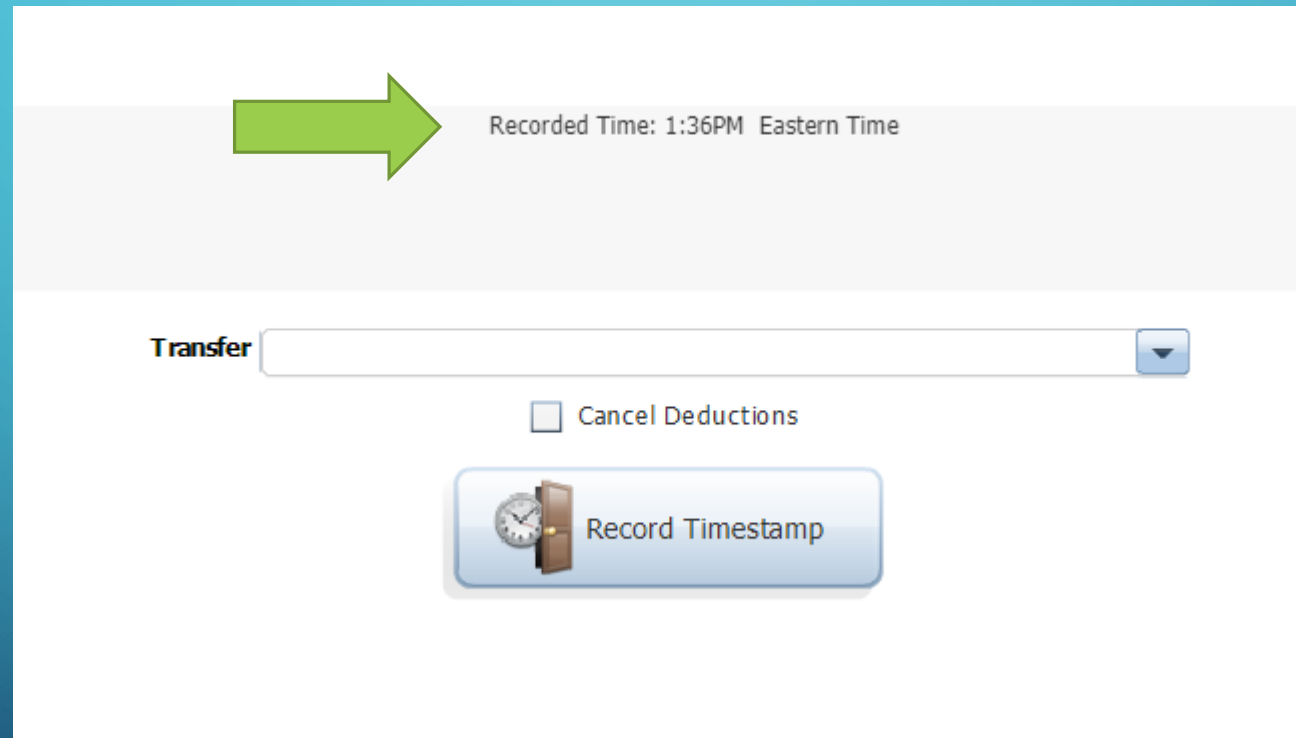


The screenshot shows a web browser window with a single tab titled "01 UKHC-Timestamp". The main content area is white and contains the following elements:

- The text "Last Timestamp:" is centered at the top.
- A "Transfer" dropdown menu is positioned below the text.
- A checkbox labeled "Cancel Deductions" is located below the dropdown menu.
- A button labeled "Record Timestamp" is centered below the checkbox. The button features a clock icon on the left.

Click this section with
your mouse to punch.

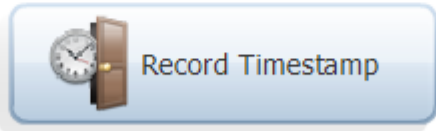
KRONOS WILL SHOW VERIFICATION OF THE PUNCH BY SHOWING THE PUNCH TIME.



Recorded Time: 1:36PM Eastern Time

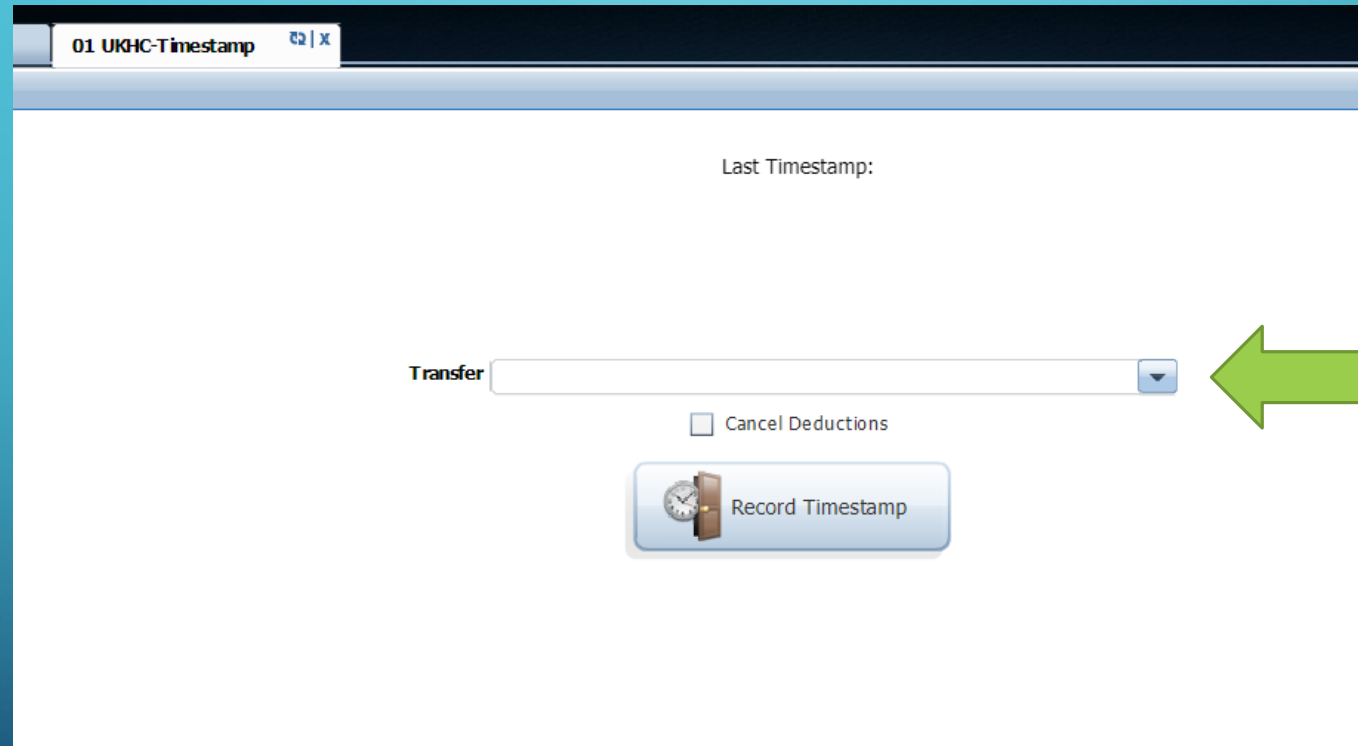
Transfer

Cancel Deductions

 Record Timestamp

The screenshot displays a software interface for punch verification. At the top, a green arrow points to the text 'Recorded Time: 1:36PM Eastern Time'. Below this is a 'Transfer' dropdown menu. Underneath the dropdown is a checkbox labeled 'Cancel Deductions'. At the bottom is a button labeled 'Record Timestamp' which includes a clock icon.

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

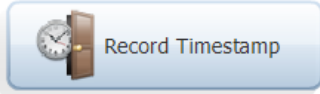


01 UKHC-Timestamp

Last Timestamp:

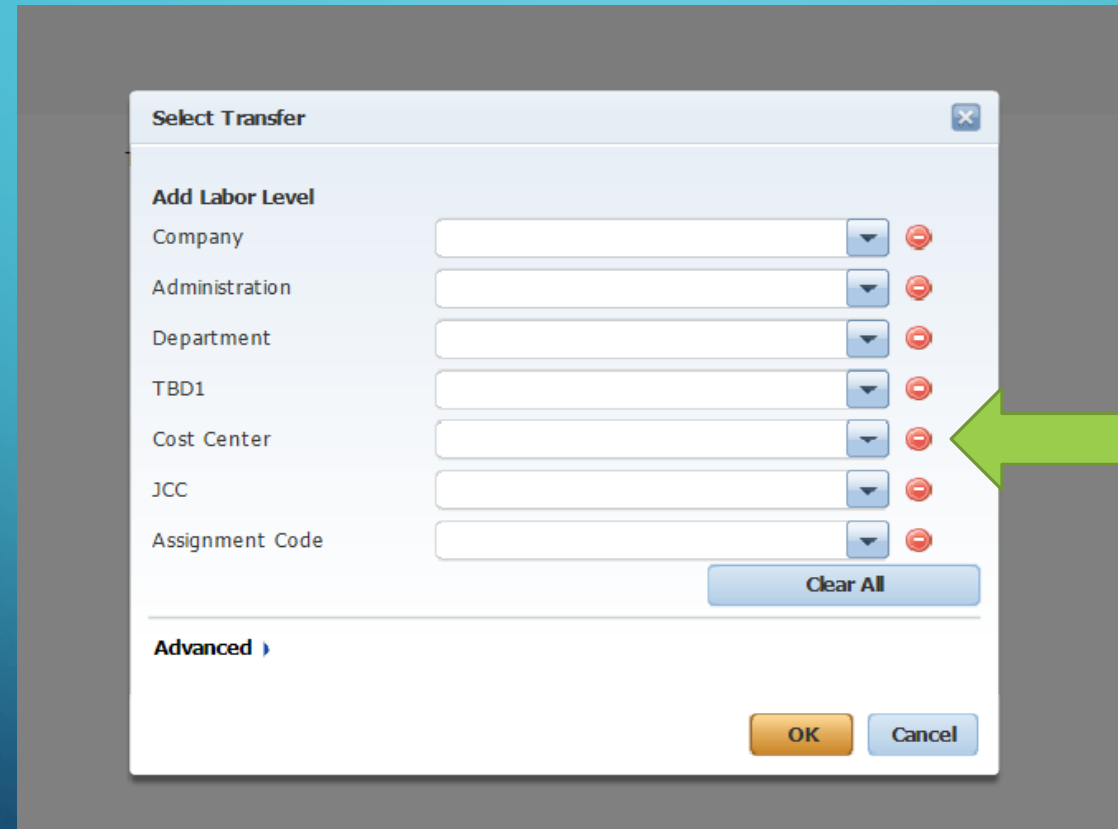
Transfer

Cancel Deductions

 Record Timestamp

A green arrow points to the dropdown arrow of the Transfer field.

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.

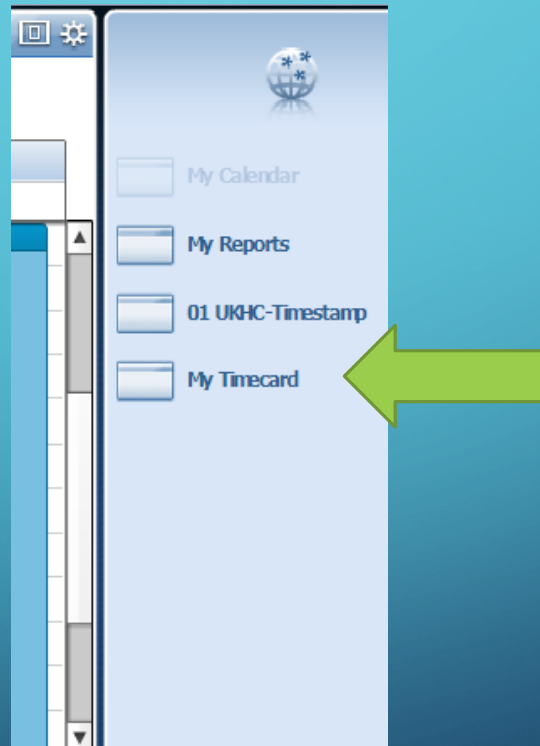


The image shows a software dialog box titled "Select Transfer". It contains several dropdown menus for selection: "Company", "Administration", "Department", "TBD1", "Cost Center", "JCC", and "Assignment Code". Each dropdown menu has a red minus sign to its right. A green arrow points to the "Cost Center" dropdown menu. Below the dropdown menus is a "Clear All" button. At the bottom of the dialog are "OK" and "Cancel" buttons. The "Advanced" section is currently collapsed.

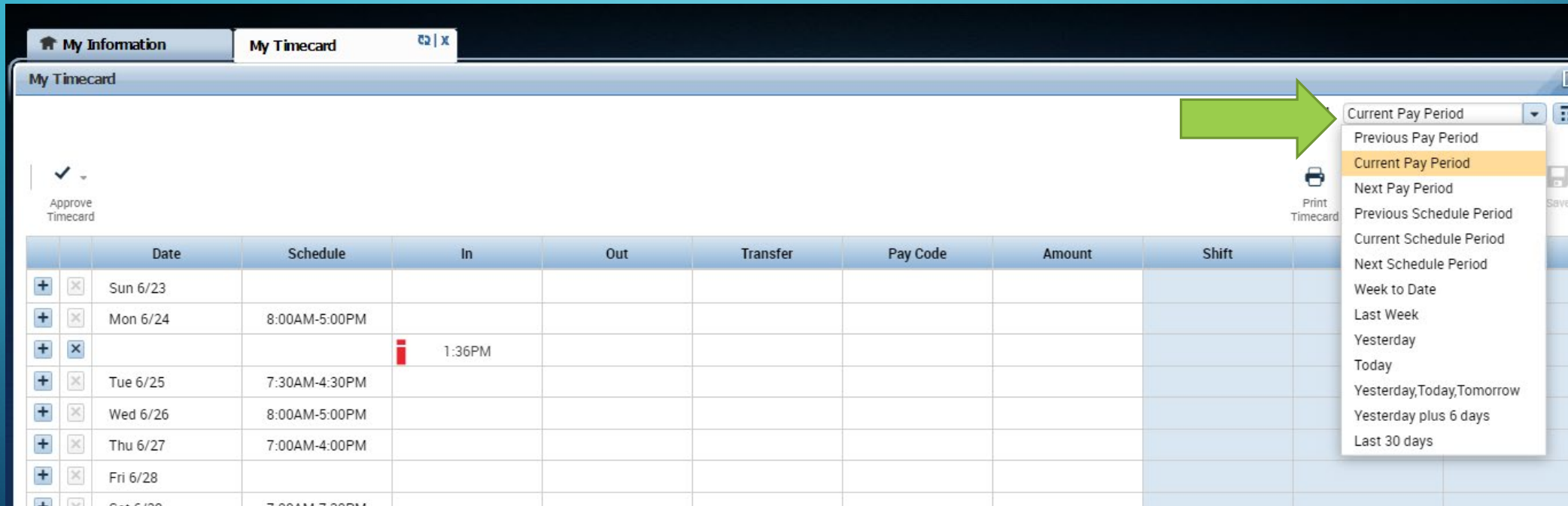
Field	Type	Action
Company	Dropdown	Red Minus
Administration	Dropdown	Red Minus
Department	Dropdown	Red Minus
TBD1	Dropdown	Red Minus
Cost Center	Dropdown	Red Minus
JCC	Dropdown	Red Minus
Assignment Code	Dropdown	Red Minus

Buttons: Clear All, OK, Cancel

TO VIEW YOUR TIMECARD SELECT “MY TIMECARD.”



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



The screenshot shows a web application interface for viewing a timecard. At the top, there are two tabs: 'My Information' and 'My Timecard'. Below the tabs, the page title is 'My Timecard'. On the left side, there is a checkmark icon and the text 'Approve Timecard'. On the right side, there is a 'Print Timecard' button. The main content is a table with the following columns: Date, Schedule, In, Out, Transfer, Pay Code, Amount, and Shift. The table contains data for dates from Sun 6/23 to Fri 6/28. A dropdown menu is open on the right side of the table, showing options for selecting a pay period. A green arrow points to the dropdown menu.

		Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
+	x	Sun 6/23							
+	x	Mon 6/24	8:00AM-5:00PM						
+	x			1:36PM					
+	x	Tue 6/25	7:30AM-4:30PM						
+	x	Wed 6/26	8:00AM-5:00PM						
+	x	Thu 6/27	7:00AM-4:00PM						
+	x	Fri 6/28							

- Current Pay Period
- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- Week to Date
- Last Week
- Yesterday
- Today
- Yesterday,Today,Tomorrow
- Yesterday plus 6 days
- Last 30 days

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

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- Wanda Frazier 323-6404
- Julie Hatton 323-5926
- Stephen Kiel 323-1204
- Kali Bruce 257-5429
- Liz Francis 323-9956
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