

## Using the KRONOS mobile app

First download the Kronos mobile app from your device's app store.

To punch in/out:

1. Enter your user name and password. *You must setup your logon credentials in the main Kronos web application before you can use quick time stamp.*
2. Enter the server address  
`https://ymcamidtn.kronos.net/wfc`
3. Click Log On

Verizon 12:38 PM 100%

KRONOS

User Name  
Required

Password  
Required

Server Address  
https://ymcamidtn.kronos.net/wfc

Log On Try a Demo?

4. On the home screen, select Punch

You will not use Scan. You will use Transfer if you are punching to a secondary position and/or using a work rule – see next page

5. To confirm and submit the punch, tap Punch

Punch

No location information available

Employee, Test

Scan

Transfer

Punch

Transfer

Select Transfer

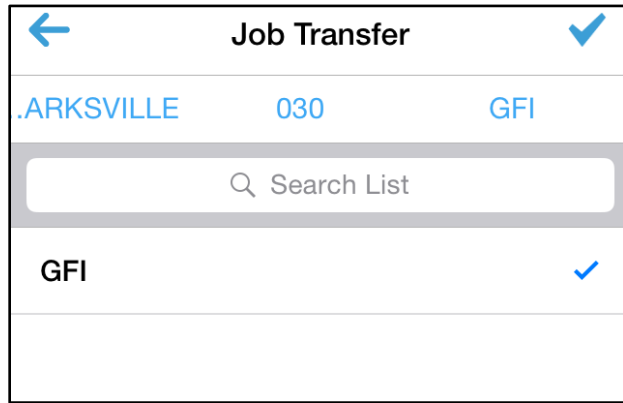
Job Transfer

Work Rule

## Transfers

1. To transfer to another position or use a work rule, select Transfer before submitting your punch.
2. Select the type of transfer, Job or Work Rule. If you are doing both, you will select one then the other.

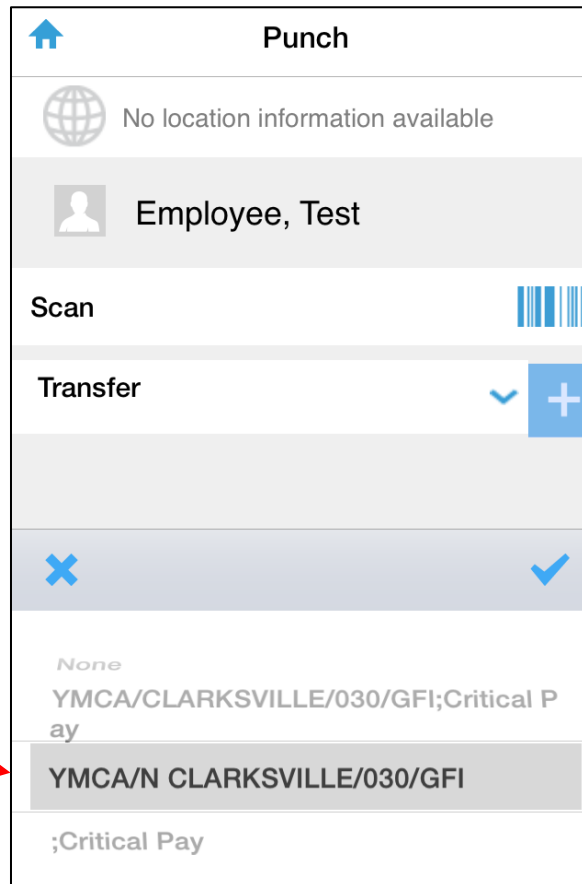
3. Job Transfers – select the appropriate job code. If you work in multiple departments or Centers, you will select from those first to get to the list of available jobs. Once the correct job in the correct location is selected, click the checkmark in the upper right to return to the Punch screen.



Work Rule Transfers – select the work rule, then click the checkmark in the upper right to return to the Punch screen. *Note: Use of work rules other than "Training" requires special qualifications and pre-approval from your supervisor.*

4. Once you have selected the transfer(s) and returned to the Punch screen, submit your punch.

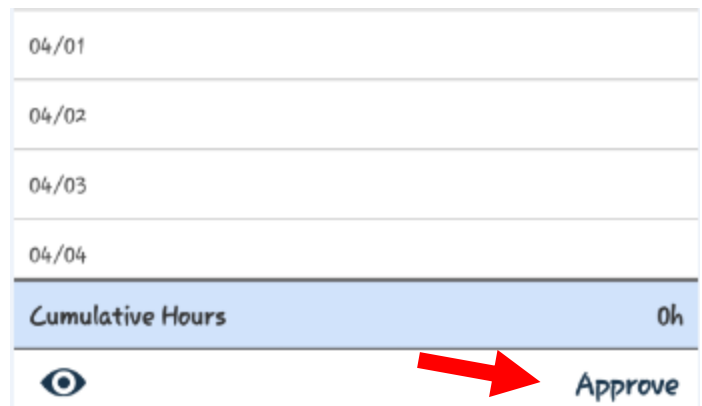
**If you have transferred to a job or work rule in the past, it will appear on the Punch screen in your transfer drop down menu. You can easily select it without going through the steps above!**



### Approving Timecards

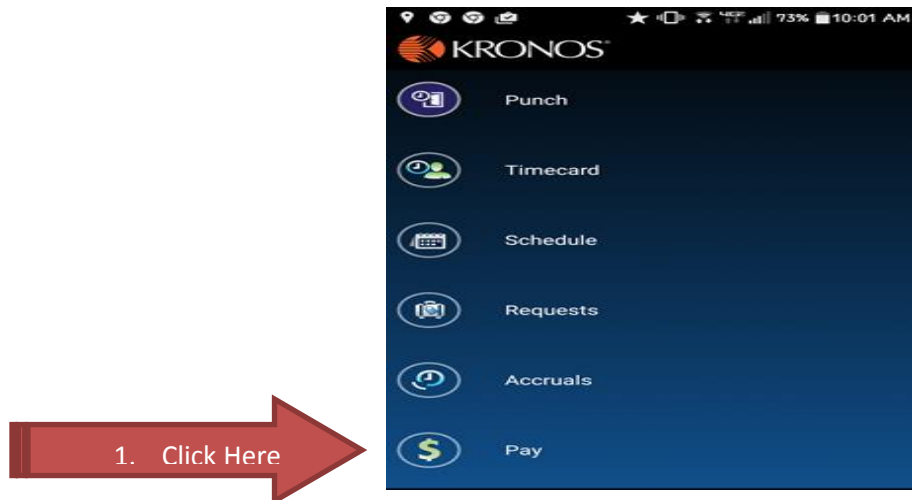
Please remember to **approve your timecard biweekly after your final work day of the pay period.**

- Log into your Kronos Mobile App
- Select "My Timecard"
- Insure that all time is correct
- Click one final "Save" Click "Approve"
- This will let your supervisor know that your timecard is ready for his/her approval



# What's NEW on Mobile Application?

You can now view your check stub on your mobile application. Once you are logged into the Kronos Mobile Application



To view previous years click on the drop down beside the current year shown and choose the year you would like to view. Once the pay dates show up click on the date of the stub you would like to view and then click View Advice.

