Using the KRONOS mobile app
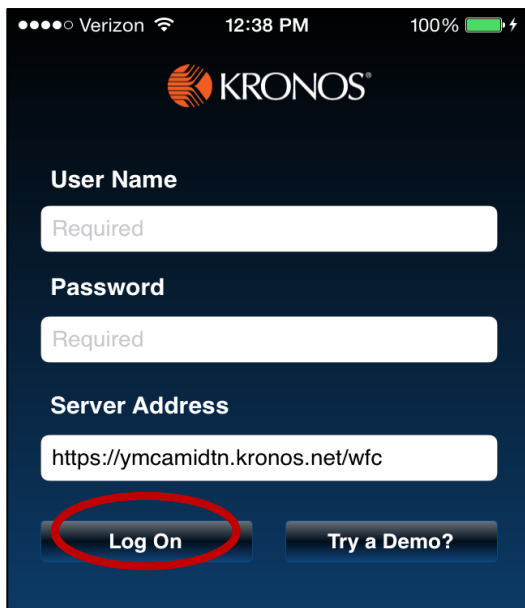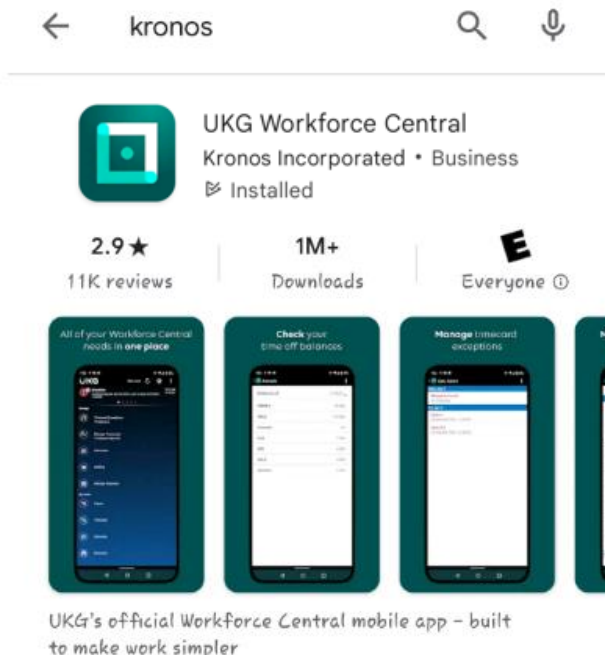
Before you can use the Mobile App, you must first create your Kronos Logon, on a computer. This will create the username and password you will need to logon to your Kronos App on your mobile device.

In your Mobile App Store

Search for "Kronos"

Next select the "UKG Workforce Central" app

Load/Open or Update your existing Kronos App
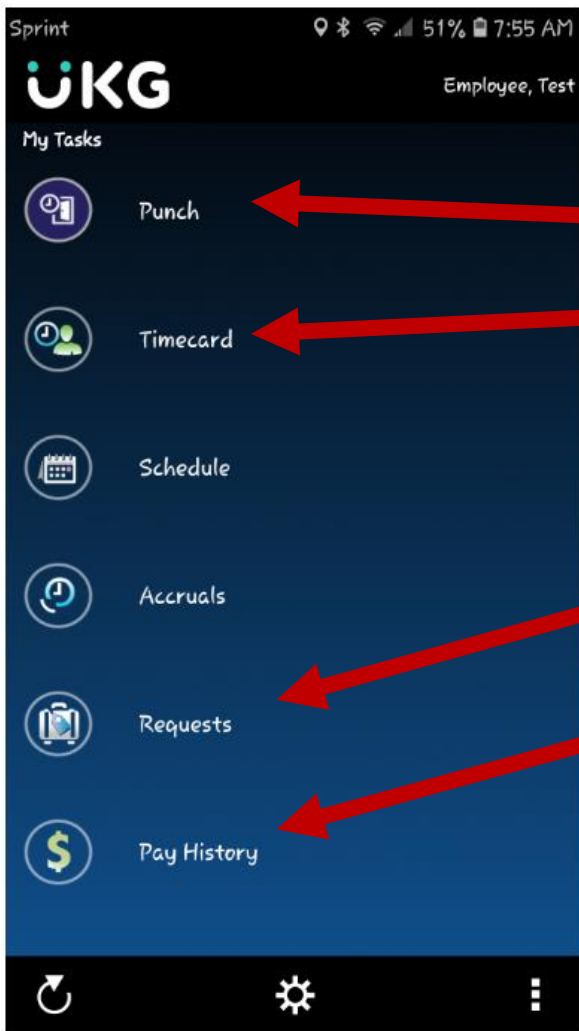
Enter your user name and password

Enter the server address:
https://ymcamidtn.kronos.net/wfc

Click Log On

If you have the old Kronos Mobile App, this can now be deleted. You will only need the **UKG Workforce Central** app

Using the KRONOS mobile app
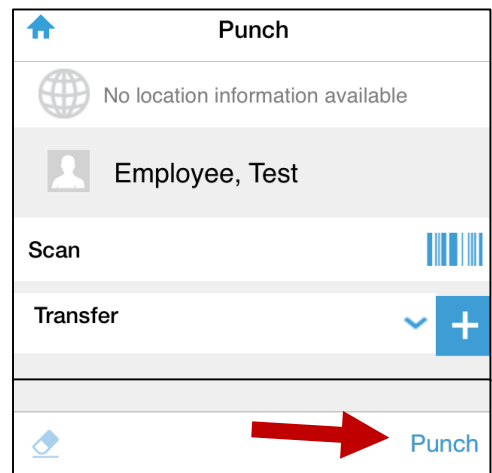

From your Home Screen, you can:
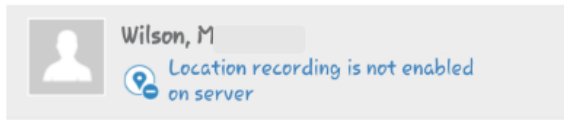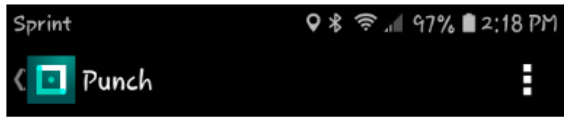
add a Shift Punch

edit/Approve you timecard

full time staff can request PTO

check your Pay stubs/W-2

Select **Punch**:
If just clocking in on your one and only job, simply tap "punch" at the bottom of your screen. Once you get the "Punch Accepted" message, you are done!
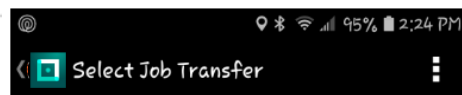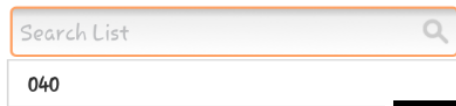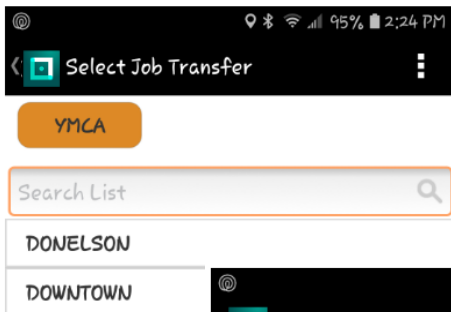
If you have more than one job, you will need to use your transfer codes.

Any transfer code you recently built on your Mobile device can be found under **Recent**.

If it is not there, you will need to create it under **Build.**

Tap **Build**

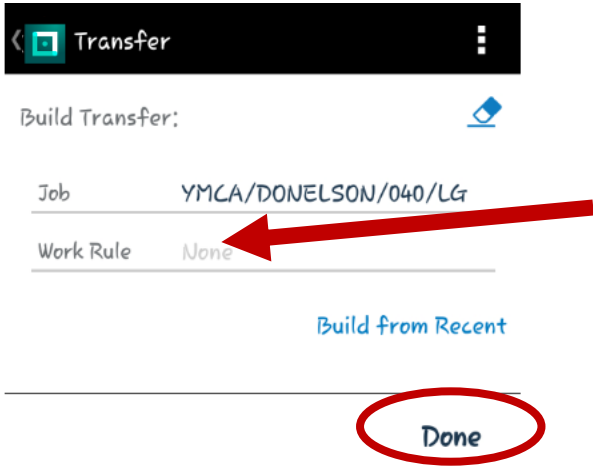You will Build your transfer code from the company down to the job.
Tap **YMCA** and you Centers will open
Tap your **Center** and you Department will open
Tap your **Department** and you Jobs will open
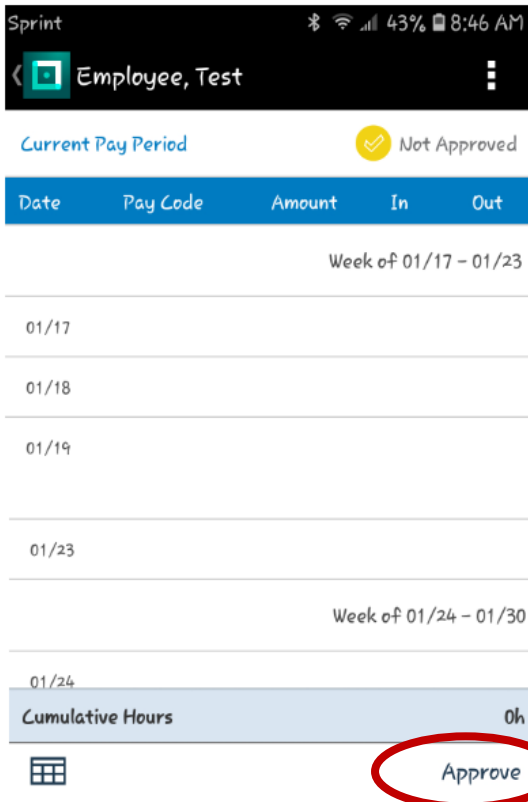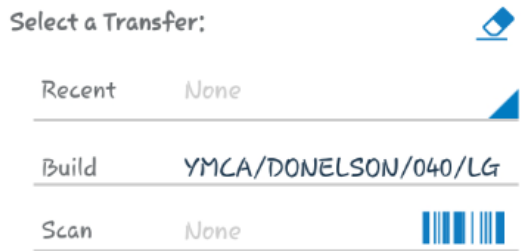Select the **Job** you are working for the shift

Verify the Transfer code is correct

You can also add a Work Rule if needed

When complete, click **Done** to accept the transfer code
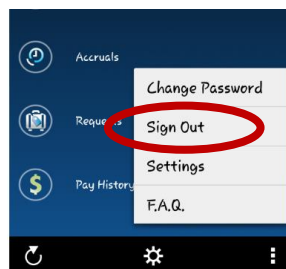
The Final step is to actually Punch with your newly built transfer code.

Once you hit **Punch**, you should receive the Punch Accepted message!

On your timecard, verify your punches and transfer codes.

At the end of each Pay Period, be sure to review your times and transfer codes and then **Approve** your timecard!

At the end of each session, be sure to Sign Out.