

The Kronos App

On the Kronos App you can:



- Complete a Time-Off Request
- Complete an Open Shift Request (request to work extra hours)
- View your Schedule (future shifts)
- View your Timecard (completed shifts)
- View your Available Holiday, TOIL Balances

Getting the App (IOS and Android only)

- Search in your app store for **Kronos Mobile**
- Enter the **Server Address**:
<https://midcounties.kronos.net/wfc>
- Enter your User Name and Password as issued by your manager to log in
- Click **Log On**

On the App

Viewing your Timecard

- Select **Timecard**
- You will see the times you Clocked In and Out for the current week and any reasons for absence that have been entered

Viewing your Schedule

- Select **Schedule**
- Your scheduled shifts for the current week is display
- Use the **arrows to scroll** to future weeks.
 - **Tap the shift** for further details and location

On the App

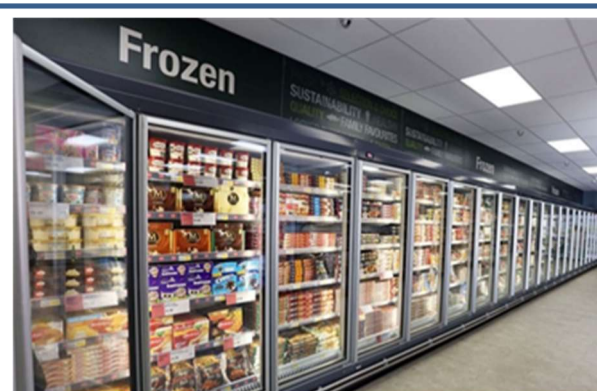
Requesting Time-Off – time-off must be requested with 4 weeks notice

- Select **Request** > Click the **+** sign
- Scroll to Select **Time-Off/Leave Request**
- Enter a **Start Date & End Date**
- Select the relevant **Pay Code (TPC Annual Leave)**
- Select the **Duration** then **Hours** or select **Full Day** and add **Notes** if relevant

On the App

Requesting an Open Shift

- Select **Request** > Click the **+** sign
 - Scroll to select the request type **Open Shift**
- You will see a list of available Open Shifts. Tap the calendar icon to change the date range.
- **Select the Shift** you wish to work
 - Tap **Review** – Review the summary
- You may add a comment**
- Tap **Submit**



Locking In and Out

- Place your finger onto the biometric scanner

Viewing Your Timecard/Schedule

- Tap **View Timecard** > **Scan Finger**
This will show your hours worked in current week, amend the date range to view an alternative week
- Tap **View Schedule** > **Scan Finger**
This will show your future scheduled shifts for the current week, amend the date range to see future weeks

On the Clock

Requesting Time-Off

- Tap **New Request** > **Scan finger**
- Tap **Leave Request**
- Tap **Select Start Date** > **Scroll to future month**
- **Select End Date**
- **Select a reason for absence (Paycode)** (Annual Leave/Hosp Appt/ TOIL/ Birthday hour/ DoctorsDentist Appt)
- **Review Your Request** > **Submit Request**

On the Clock

Read Messages

You will receive messages when your manager actions your time-off requests

- Tap **Read Messages** > **Scan finger**
- You can scroll up and down to view messages.
- Click on message for full details.

Viewing Balances

- Click on **View Accruals** > **Scan Finger**
- Accruals are the current balances of your time-off entitlements, including holiday and TOIL. (Time Off In Lieu)

Request an Open Shift

What is an Open Shift?

An open shift is a shift that does not have anyone assigned to work it. They can occur when people are on holiday, or out of store, or when there is a requirement for more colleagues.

What Open Shifts will you see?

You will see Open Shifts for times you have indicated you available and for jobs you are listed as skilled to do. If you have opted to be part of a cluster, you may see open shifts for other sites.

How can I request to cover an open shift?

- Through the Kronos Mobile App
- Through the Kronos Clock

You can view and select open shifts through the Requests button. Your manager will need to accept your request to cover, before you will be assign the shift and be able to see it in your schedule.