



### 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**