



# Kronos Mobile Guide

## Pay & Timekeeping

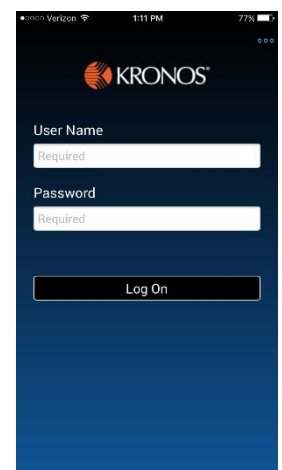
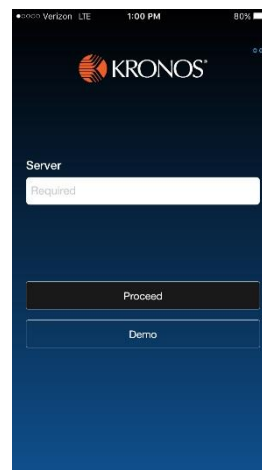
The Kronos Mobile app is an extension of Kronos web and will allow managers and employees to have access to features of Kronos on MPOS and their own mobile devices. The purpose of the app is to provide on the floor access to management and allow associates to view their schedules and information.

The downloading and use of the Kronos Mobile app on a personal mobile device is not a requirement of working at a URBN store, and all functions available on the app are available through traditional channels and on store devices.

### Logging In

To log in, please use the following steps:

1. Open Kronos Mobile
2. Enter the server name: <https://kronos.urbn.com/wfc>
3. Enter your login information that you use in the store



### Capabilities

From the Home screen, employees have the availability to view their timecard, view their schedule, enter Employee Self Service requests, and view their accruals.

### Viewing Timecard

The first tab on the Home screen will allow an employee to view their Timecard. This will allow them to view their punches entered for each day as well as a cumulative total at the bottom of the screen.

A screenshot of the Kronos Mobile app timecard view. The screen shows a table with columns for Date, In, and Out. The data is as follows:

Date	In	Out
03/26		
03/27		
03/28		
03/29		
03/30		
03/31		
04/01		
04/02		
04/03		
04/04	6:00AM	10:00AM
	11:00AM	3:00PM
04/05		
Cumulative Hours		32.00

At the bottom of the screen, there is an 'Approve' button.

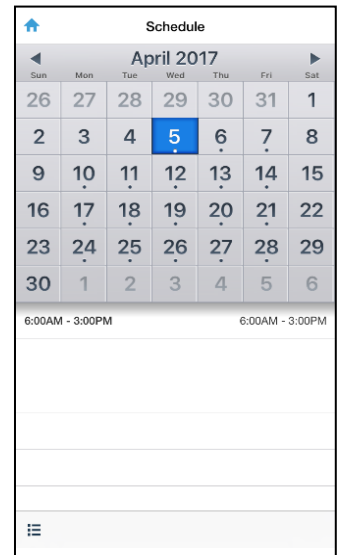
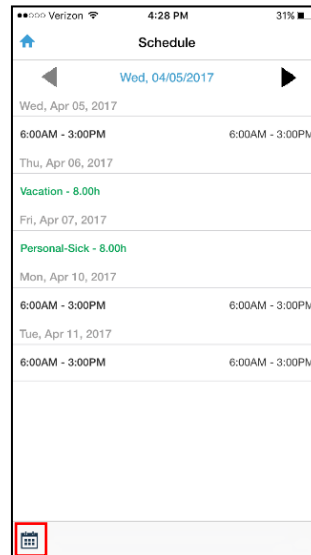


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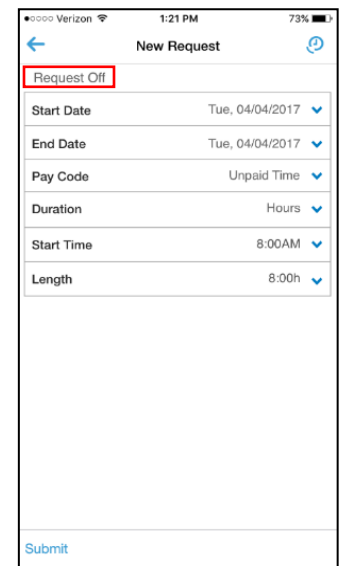
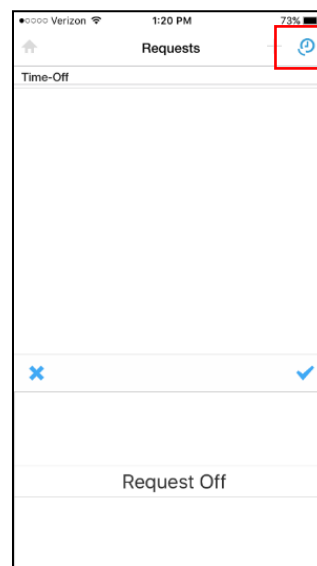
### Viewing Schedules

Employees can view their schedule either for the day selected, or switch to a month view and select days from the calendar using the lower left button. In the calendar view a dot will appear on each day that an employee is scheduled.



### Employee Requests

Employees can use their mobile device to make many of the requests that they would on the desktop version of Kronos, including time off, shift swap, coverage request, and requesting an open shift. They will click on the “Requests” button from the Home screen, click the “+” button from the upper right hand corner and select the option they wish, and then enter the necessary information as they would normally in Kronos and click submit. Ensure that all requests (including requests for time off) are made with the correct information, such as start time. **To clear out request alerts from your Home page, click on the “!” icon from the Home page, and swipe left on the alerts.**





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### Advanced Scheduler Requests

There are certain requests that are available only to Advanced Scheduler stores. Below are the steps to perform these other requests:

- Requesting an Open Shift (a shift that is not currently assigned to another employee)
  - o Click on the “More” drop down from the main screen, and select “Request Open Shift”
  - o Select the shift to request, and click “Submit”
- Requesting a Shift Swap (trading a shift between employees)
  - o Click on the “More” drop down from the main screen, and select “Request Shift Swap”
  - o Select the date of the shift to be swapped, and the date of the shift to swap with
  - o Select the employee to swap shifts with, and click “Submit”
  - o The employee will receive a notification to approve or deny the request first
  - o If the other employee approves, a manager will then have to approve the swap
  - o Once the manager has decided to approve or deny the request, both employees will receive a notification
- Requesting Coverage for a shift (requesting another employee cover a current shift)
  - o Click on the “More” drop down from the main screen, then select “Request to Cover”
  - o Up to 5 employees can be selected to request coverage from, and click “Submit”
  - o All selected employees will receive a notification of the Coverage request
  - o The first employee to respond will receive priority for the shift
  - o Once an employee has answered, a manager will then have to approve the cover
  - o Once the manager has decided to approve or deny the request, both employees will receive a notification
- Requesting an Availability Override (requesting a temporary change in availability for a day or days)
  - o Click on the “More” drop down from the main screen, and select “Request Change Availability”
  - o Select the time period to change availability for, noting that **all changes must be made more than 3 weeks in advance**
  - o Select when in the time period should be available and unavailable, either by day or for the whole period of time
  - o Click “Submit” once the times have been entered



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### Accruals

The final tab on the employee view will allow them to see their accrual balances. This will show *Accrued Vacation*, *Available Vacation*, *Holiday*, and *Personal-Sick* time. For more information on accrual balances, click the below titles to see the *Vacation and Sick Leave Policy* for:

- US
- Canada (FR)
- California
- Puerto Rico

Accruals	
Balance as of	Wed, 04/05/2017
Accrued Vacation	0.92h
Available Vacation	30.92h
Holiday	0.00h
Personal	34.00h