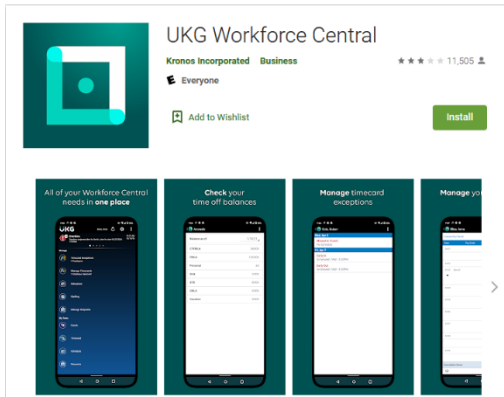


UKG Workforce – Basic Tasks (Android)

Employee Job Aid

#1. Get the App

Check your device's app store to get the UKG Workforce Central (formerly Kronos Mobile) app.

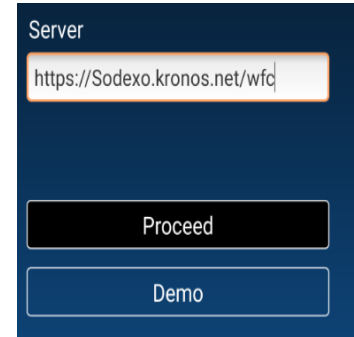


#2. Logon Setup

Scan the QR code below or type this URL in the Server box to connect to Sodexo's Workforce Central server:

<https://Sodexo.kronos.net/wfc>

Verify the information that you entered is correct and tap the Proceed button. Ensure your phones autocorrect hasn't changed any of the words or letters. This is a one-time entry.



#3. Logging On

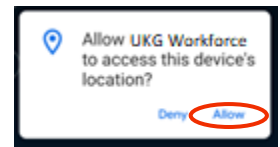
Mobile User ID= YourSodexo username

Password= YourSodexo password

Password Reset Assistance:

Follow the automated password reset process on YourSodexo.

You must allow UKG Workforce to access your device's location in order to punch



Enter the
username and
password you
created on
YourSodexo

Next
Screen

During your first log in, the Opt-In/Out page will display:

- If you choose to Opt-In, tap "I Agree" to gain access to Workforce Central.
- If you choose to Opt-Out, tap "I do not Agree" and you will be logged off from the Kronos Mobile App.
- You will renew your opt in annually on January 1.

UKG Workforce – Basic Tasks (Android)

Employee Job Aid

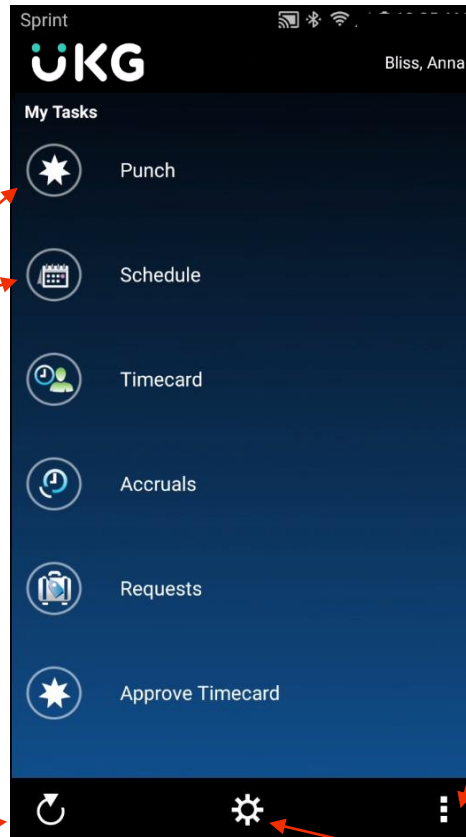
Home Screen Overview

Icons

Tap any icon to drill down and view its details. See following pages for step-by-step directions.

Refresh

Update the screen with the latest data from the server.



Requests and Manager Approval

The mobile app enables you to easily request time off, swap shifts or pick-up open shifts. Your manager has the final say in these requests and will approve or deny based on the needs of your business.

Additional Options

Change Password
Sign Out
Settings
F.A.Q.

Context

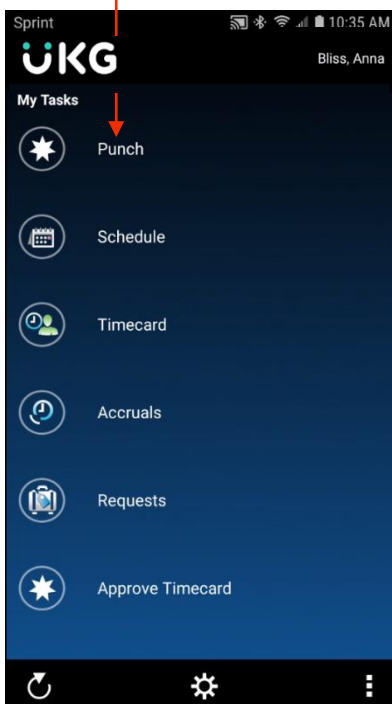
Tap to change the Time Period, Location, etc. you are viewing. Your specific options depend on what task you are performing. All information you view will be in this context until you change it.

Punch In or Out

The app provides flexibility by allowing you to punch in and out using your mobile device

#1. Punch Icon

On the home screen, tap **Punch**



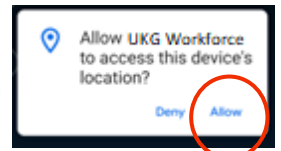
#2. On the punch screen, tap **Punch**.



Note:

For 10+ hour shifts only: When using a combination of mobile and clock in one shift, one punch must be on a clock within 10 hours of your scheduled start time.

You must allow UKG Workforce to access your device's location in order to punch



#3. The green check mark and box indicates a successful punch.

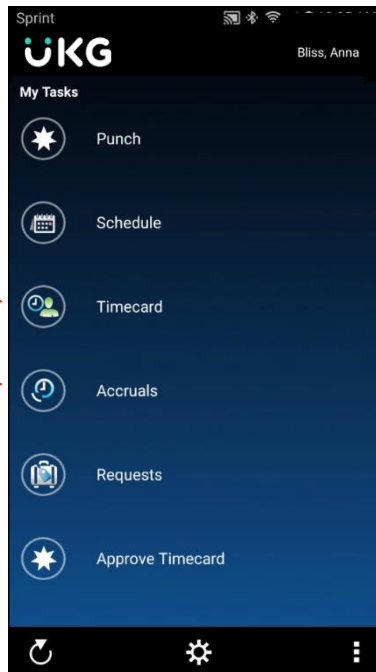
You will not be able to punch if you are outside your unit's punch boundaries.

View Your Timecard

View your timecard anywhere using the Kronos Mobile app

#1. Timecard Icon
On the home screen, tap
Timecard.

Accruals Icon
Employees at nonunion
Units can view their
accruals.



**Next
Screen**

Date	Pay Code	Amount	In	Out
01/05				
01/06				
01/07		6:57AM	11:00AM	
01/08		6:58AM	11:02AM	
01/09		6:59AM	11:01AM	
01/10		7:00AM	11:00AM	
01/11		6:57AM	11:05AM	
01/12		11:36AM	3:14PM	
Cumulative Hours		38:00		

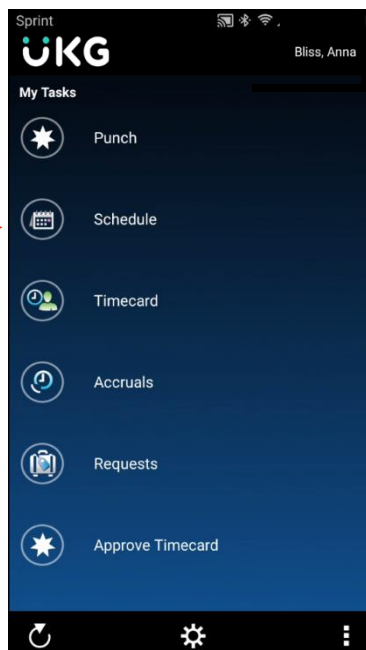
**#2. Review Your
Timecard**
Ensure that your
information is correct.

Timecard Toggle Icon
Tap to switch to a Pay
Period Totals view.

View Your Schedule

View your schedule anywhere using the Kronos
Mobile app

#1. Schedule Icon
On the home screen, tap
Schedule.



**Next
Screen**

Schedule Calendar Toggle

Tap to switch between a list view (pictured here)
and a calendar view. In the calendar, dates with
dots have a scheduled shift or time off.

Mon, 06/27/2016	
Mon, Jun 27, 2016	7:00AM - 3:00PM
Tue, Jun 28, 2016	Vacation - Day - 1.00d
Wed, Jun 29, 2016	7:00AM - 11:00AM
Thu, Jun 30, 2016	7:00AM - 3:00PM
Fri, Jul 01, 2016	7:00AM - 3:00PM
Mon, Jul 04, 2016	7:00AM - 3:00PM

#2. Date Range
Tap an arrow to change
the dates you are
viewing.

#3. Schedule Details
Tap a date in the list or
calendar to view the details
of a shift or time off.

Approve Your Timecard

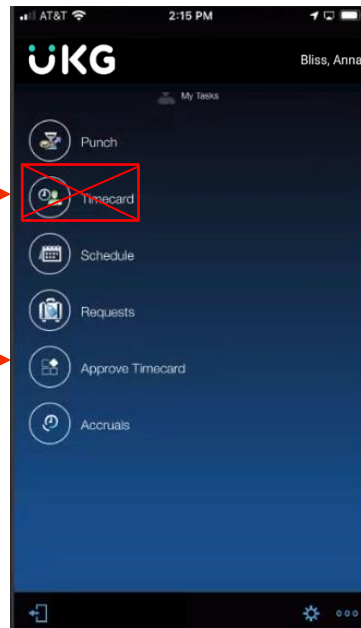
#1.

DO NOT USE

The Timecard Icon to approve your timecard.

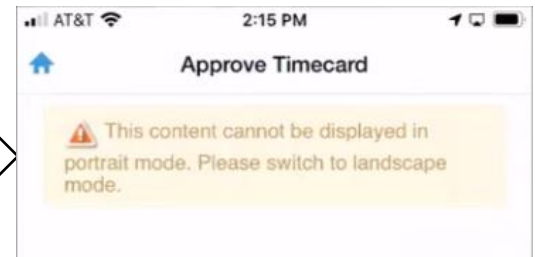
Approve Timecard Icon

On the home screen, tap **Approve Timecard**.



#2.

Next Screen



Warning!

If you receive this warning, rotate your phone to the landscape position

#3.

Approve Timecard

Employee:

Previous Pay Period

Date	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sat 10/10						0:00	0:00
Sun 10/11						0:00	0:00
Mon 10/12						0:00	0:00
Tue 10/13						0:00	0:00
Wed 10/14						0:00	0:00
Thu 10/15						0:00	0:00

#4.

Next Screen

Approve Timecard

I affirm that the time recorded accurately and fully identifies all the time that I have worked, and that I have received all applicable meal periods and rest breaks, during the designated payroll period.

Tap Submit

Tap Submit to finalize your approval.

Select Pay Period

Tap the down arrow to the right of the pay period window and select the Pay Period. Review your time for accuracy. Contact your manager if you notice incorrect or missing information. Tap Approve if all your punch information is correct.

#5.

Approve Timecard

Employee:

Current Pay Period

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Fri 10/16							0:00	0:00
Sat 10/17							0:00	0:00
Sun 10/18							0:00	0:00
Mon 10/19	11:00AM-7:00PM						0:00	0:00
Tue 10/20	11:00AM-7:00PM			11:00AM		2:30PM		
				3:00PM		7:00PM	7:30	7:30

Approved Timecard

Your timecard will now appear as approved.

#6.

Current Pay Period Not Approved

Date	Pay Code	Amount	In	Out
Week of 10/16 - 10/22				
10/16				
10/17				
10/18				
10/19				
10/20			11:00AM	2:30PM
			3:00PM	7:00PM
10/21			11:00AM	2:31PM
			3:01PM	7:00PM
10/22			10:57AM	2:29PM
			2:59PM	7:03PM
Cumulative Hours 22:36				

NOTE: As noted in Step 1, Do Not use the Approve button in the Timecard icon.