sodexo
QUALITY OF LIFE SERVICES

#1. Get the App

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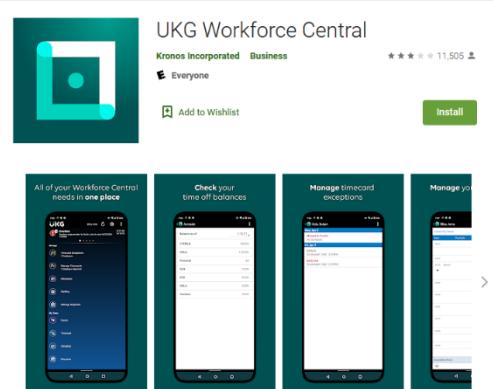
## #2. Logon Setup

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.
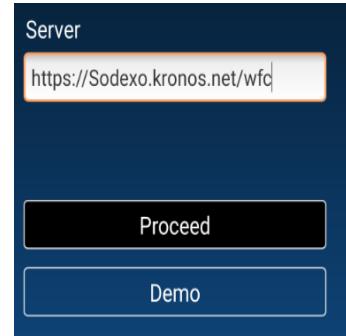
#3. Logging On

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
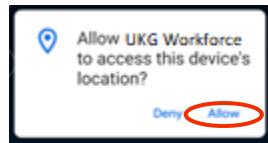
Enter the username and password you created on YourSodexo
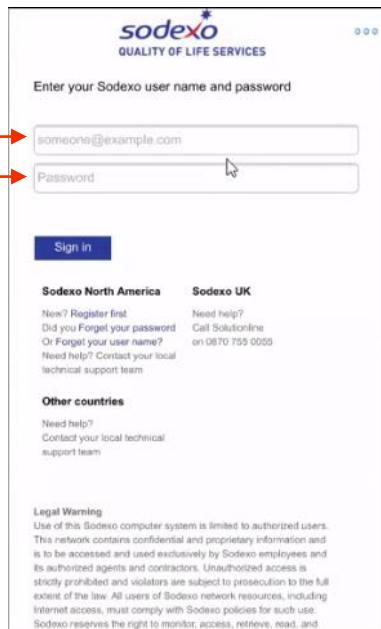
Next Screen
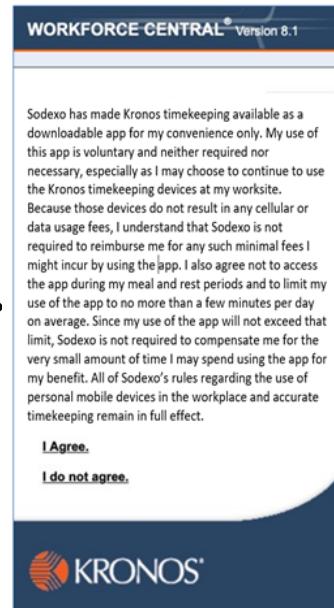
During your first log in, the Opt-In/Out page will display:

- 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.

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.
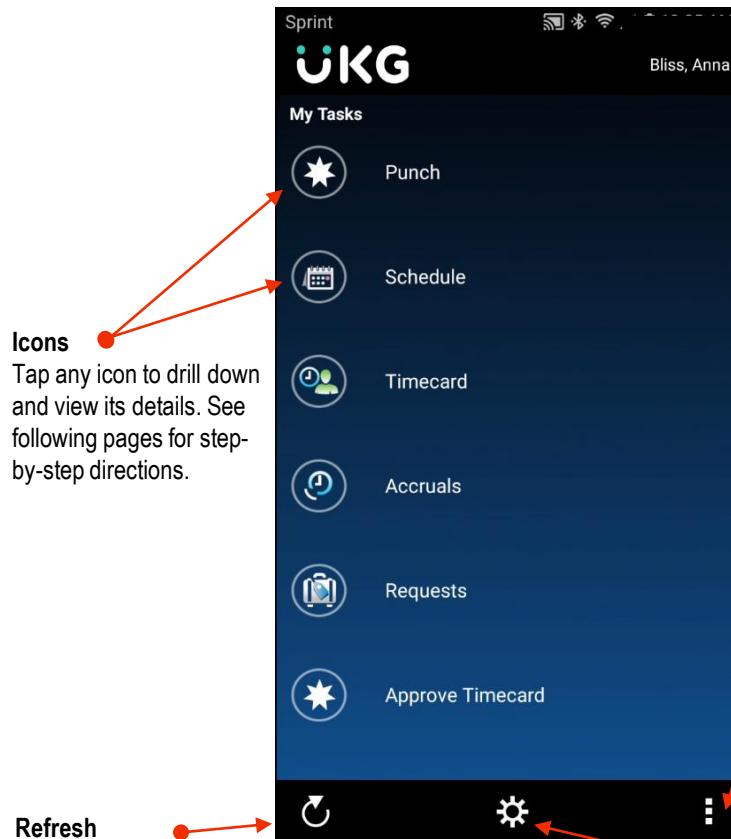
Requests and Manager Approval

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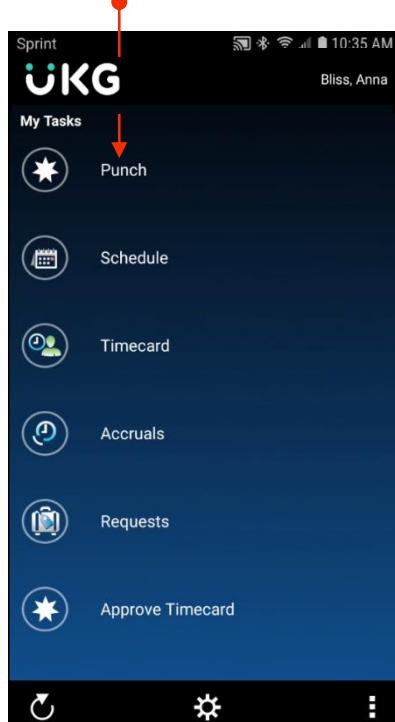
#2. On the punch screen, tap **Punch.**

Next Screen

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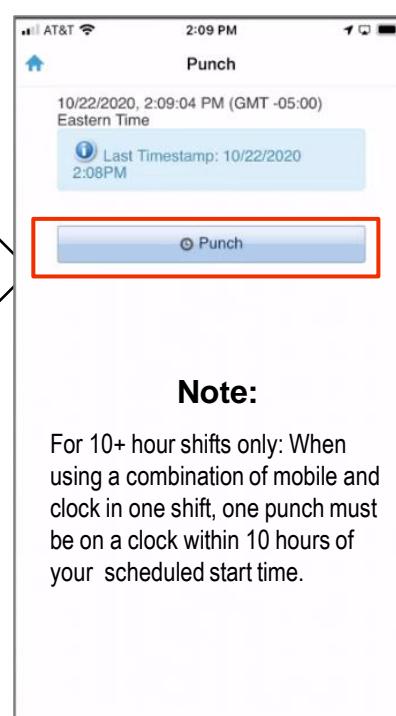
You must allow UKG Workforce to access your device's location in order to punch

Next Screen

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

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

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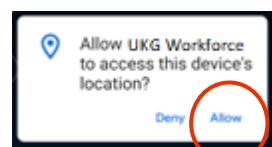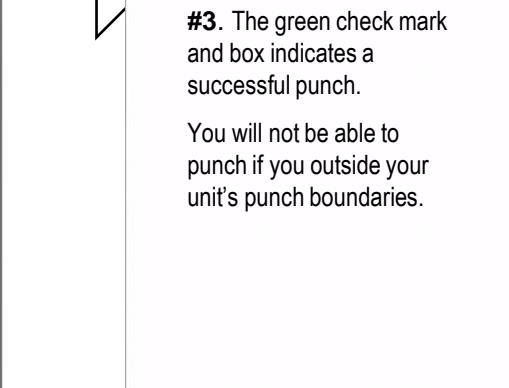
View Your Timecard

View your timecard anywhere using the Kronos Mobile app
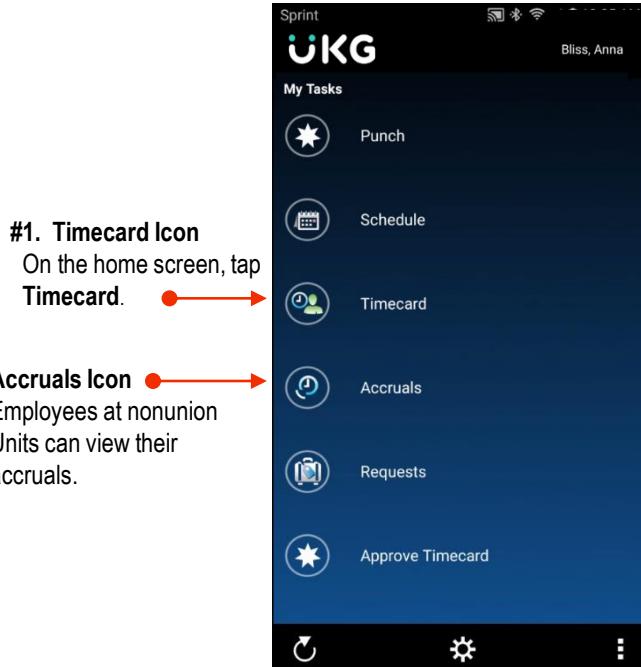
#1. Timecard Icon
On the home screen, tap **Timecard**.

Accruals Icon
Employees at nonunion Units can view their accruals.

Next Screen

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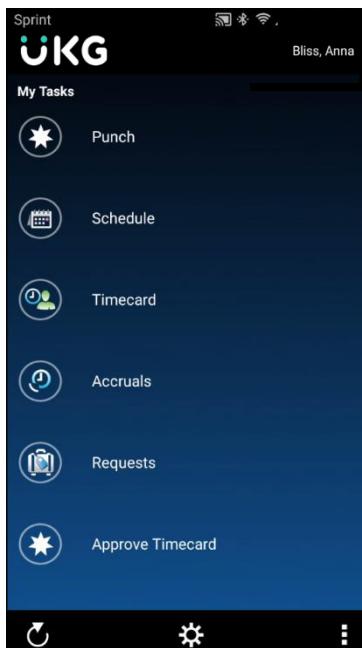
Schedule Calendar Toggle
Tap to switch between a list view (pictured here) and a calendar view. In the calendar, dates with dots have a scheduled shift or time off.

#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.

Next Screen

#4.
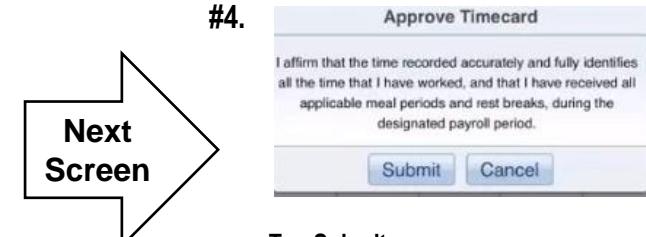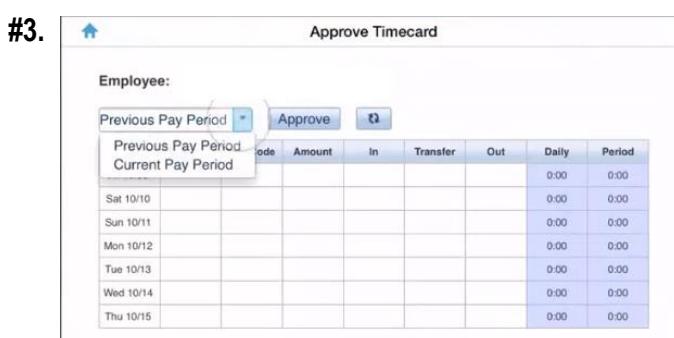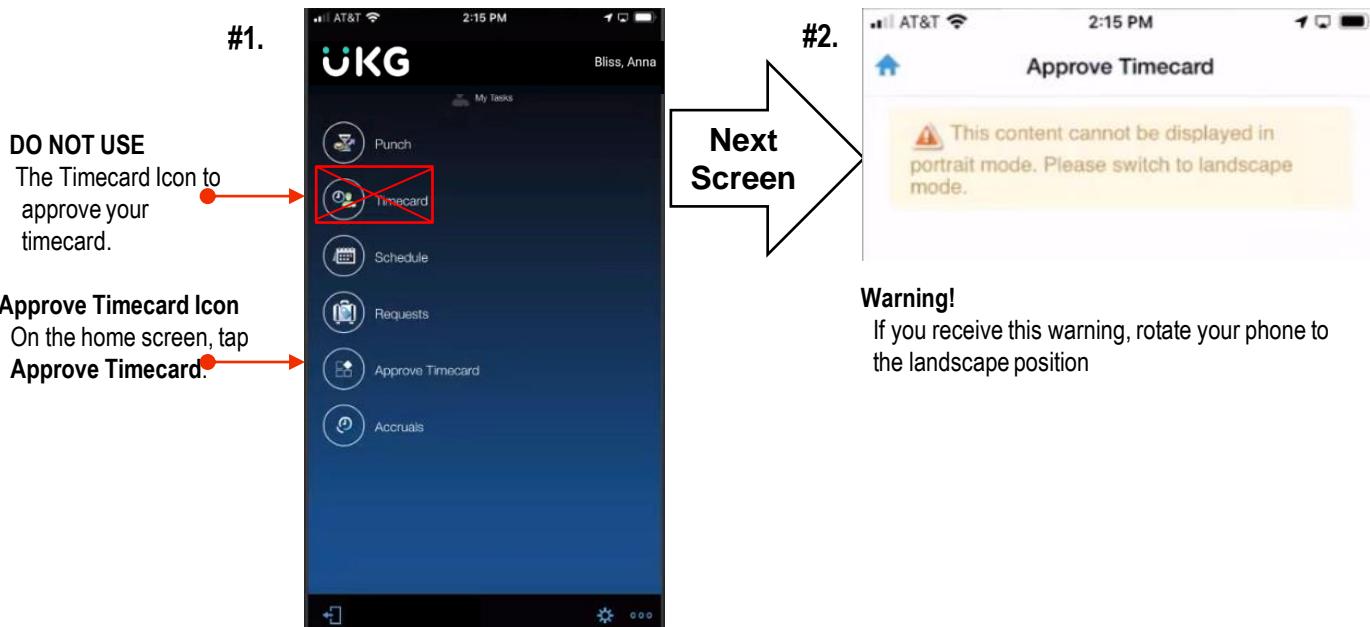
Tap Submit
Tap Submit to finalize your approval.

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.

Approved Timecard
Your timecard will now appear as approved.

#6.
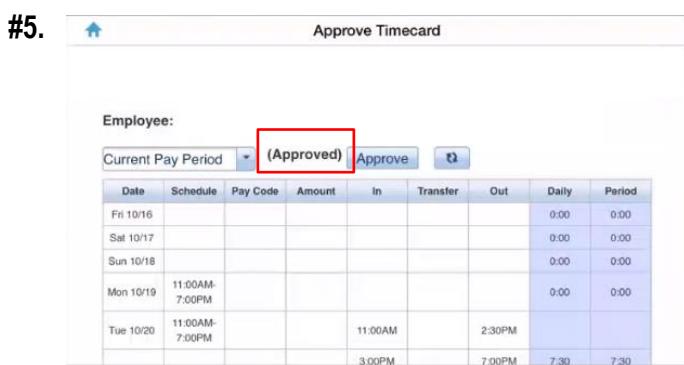
NOTE: As noted in Step 1, Do Not use the Approve button in the Timecard icon.