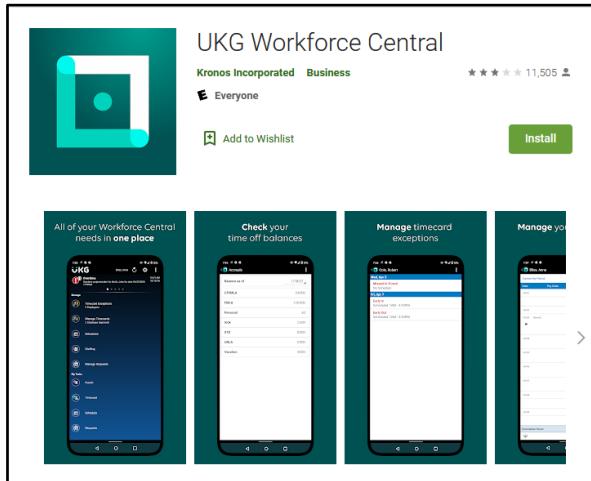


#1. Get the App

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



IMPORTANT - To log on to Sodexo's server, you must be granted access.

#2. Log On

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. This is a one-time entry.

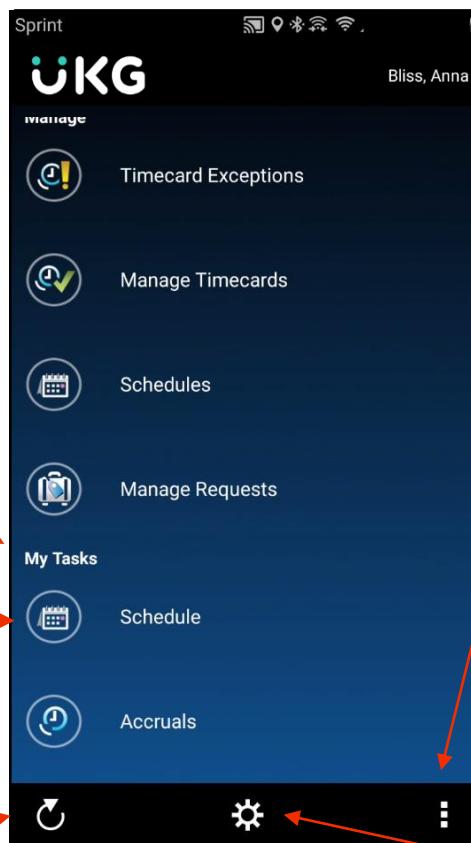
The mobile app uses your employee id whereas the Kronos desktop application uses single sign on.

Mobile user ID: Your Sodexo_Net Username
Password: Your Sodexo_Net Password

Password Reset Assistance:

Contact the Sodexo Service Desk; 888 667 9111, options 1-9-1

#3. Home Screen Overview



Manage: These features enable you to manage your employee's time and attendance.

My Tasks: The following are related to your time and attendance.

Schedule
Default manager/Supervisor schedule is listed here if applicable.

Accruals
View your accruals here.

Refresh
Update the screen with the latest data from the server.

Tap a task to drill down and view its details. Scroll down to access more tasks. Depending on your role, some tasks may not be accessible.

Additional Options

Change Password
Sign Out
Settings
F.A.Q.

Context

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

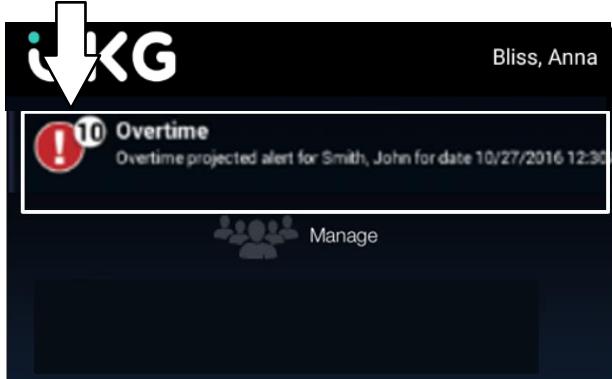
#4. Respond to Alerts

If there are matters requiring your attention, they will appear as alerts at the top of your screen.

1 On the home screen, tap the **Alerts** icon

Alert Count

Indicates how many alerts you have.



UKG		Bliss, Anna	10:01 AM	10/15/2016
	Overtime	Overtime projected alert for Smith, John for date 10/27/2016 12:30AM		
	Time-Off Request	Time-off projected alert for Global Time Off from Adams, Russell: Approved	9:08 AM	10/9/2016
	Request Period Open	Request Period Alerts: Time Off - Full day from 9/22/2016 to 1/1/2017	11:09 AM	10/8/2016
	Timecard Edited by Manager	Timecard edited by manager Smith, John after employee approval	3:59 PM	10/4/2016
	Shift Swap	Scheduling Shift Swap - Davis, Jeff is swapping a shift with Bliss, Anna: 6/28/2016 for 6/30/2016	10:13 PM	6/27/2016
	Request to Cover	Scheduling Request to Cover - Davis, Jeff has submitted a request to cover a shift on 6/28/2016	1:31 AM	6/24/2016
	Global Open Shift	Global Open Shift - Davis, Jeff has requested to add a shift on 6/28/2016	1:27 AM	6/24/2016
	Open Shift	Open Shift Request - Davis, Jeff has requested to add a shift on 6/28/2016	1:27 AM	6/24/2016
	Change Availability	Change Availability Request - Davis, Jeff has submitted a temporary availability change	7:36 PM	6/23/2016
	Schedule has been Posted	Your 17 week schedule is now available. Please review and confirm.	10:01 AM	6/15/2016



Alert Details

Tap an alert to view its details.

Depending on the type of alert, you may be presented with options for responding to the alert, or for opening another part of the app for further action.

Multi-select

When you have finished reviewing your alerts, you can Delete All, or select individual alerts and tap Delete.

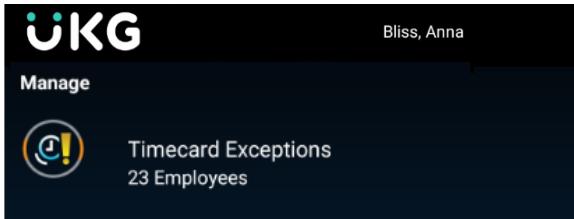
UKG		Bliss, Anna	X	⋮
<input type="checkbox"/>	Overtime	Overtime projected alert for Smith, John for date 10/27/2016 12:30AM	10:01 AM	10/15/2016
<input checked="" type="checkbox"/>	Time-Off Request	Time-off projected alert for Global Time Off from Adams, Russell: Approved	9:08 AM	10/9/2016
<input type="checkbox"/>	Request Period Open	Request Period Alerts: Time Off - Full day from 9/22/2016 to 1/1/2017	11:09 AM	10/8/2016
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<input type="checkbox"/>	Open Shift	Open Shift Request - Davis, Jeff has requested to add a shift on 6/28/2016	1:27 AM	6/24/2016
<input type="checkbox"/>	Change Availability	Change Availability Request - Davis, Jeff has submitted a temporary availability change	7:36 PM	6/23/2016
<input type="checkbox"/>	Schedule has been Posted	Your 17 week schedule is now available. Please review and confirm.	10:01 AM	6/15/2016

#5. Manage Timecard Exceptions

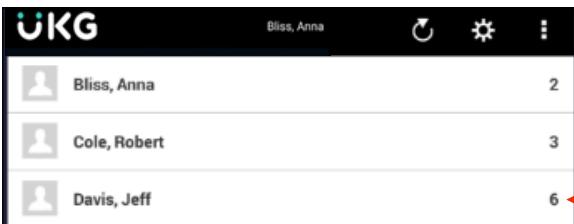
- 1 On the main screen, tap **Timecard Exceptions**.

Timecard Exceptions Count

The count under **Timecard Exceptions** tells you how many employees have exceptions that need your review.



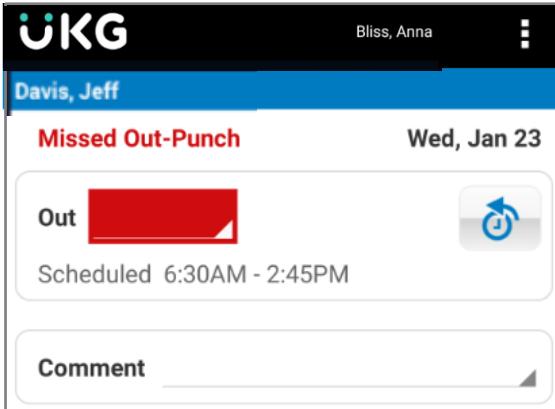
- 2 Tap a name to view that employee's exceptions.



- 3 Tap an exception to review its details.



- 4 Your options for correcting the punch depend on the type of exception.



Marking Exceptions as Reviewed

Some exception types cannot be resolved in UKG Workforce but must instead be resolved from your PC. In this case, you may have the option to tap **Reviewed** to mark the exception as reviewed. Exceptions are removed from the list when they are either resolved or marked reviewed.

Exception Count

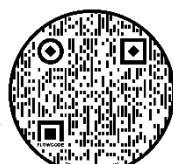
The number next to each employee's name tells you how many unresolved exceptions that employee has.

Using Timeclocks AND UKG Workforce App for punching:

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.

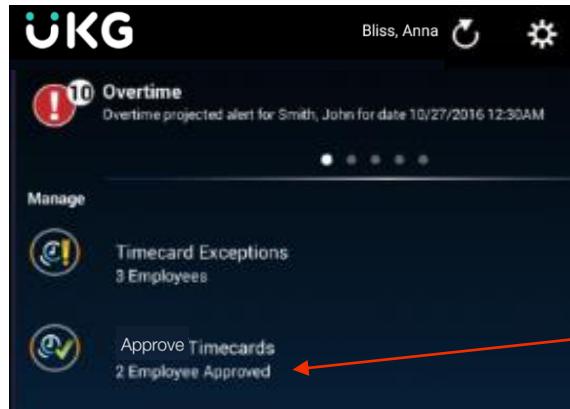
Any missed punches should be recorded on the Punch Exception Log.

Scan to see the Timecard Exceptions video



#6. Approve Timecards

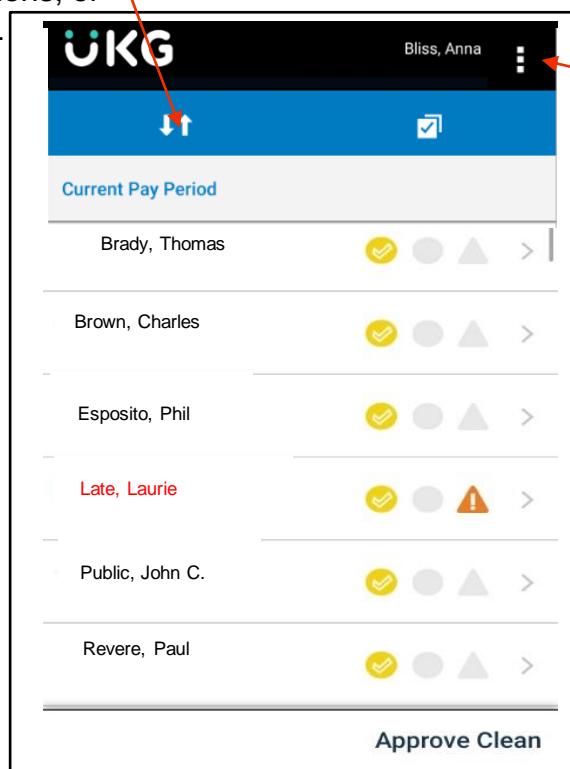
- 1 On the home screen, tap **Approve Timecards**.



The count under **Approve Timecards** tells you how many employees have approved their own Timecards.

Sort

Tap to sort the list of employees by who has exceptions, overtime rule violations, or employee approval.

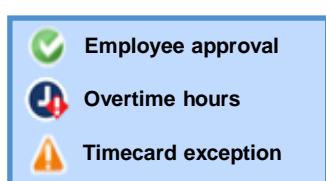


- 2 Tap a name to view that employee's timecard.

Additional Options
Tap to select a different Hyperfind to work with, or to view a Legend of the icons used on this screen.

Current Pay Period				
Date	Pay Code	Amount	In	Out
01/04				
01/05				
01/06				
01/07		6:57AM 11:00AM	11:31AM 3:00PM	
01/08		6:58AM 11:02AM	11:32AM 3:01PM	
01/09		6:59AM 11:01AM	11:31AM 3:01PM	
01/10		7:00AM 11:00AM	11:35AM 3:05PM	
01/11		6:57AM 11:05AM	11:36AM 3:14PM	
Cumulative Hours			38:00	
				Approve

3a Approve Clean
Approve all clean timecards here.



3b You have the option to approve this employee's timecard here.