

Downloading the Application

From the **Play Store** on your **Android** phone, search and download **Kronos Workforce Ready Mobile**. The application is free.

NOTE: You must be approved and assigned a mobile license in order to use this application. For more information, contact your Agency Administrator.

Launching the Application and Logging On

Once the application has been downloaded, launch it on your phone.

1. Enter the following URL in the **Server** field:

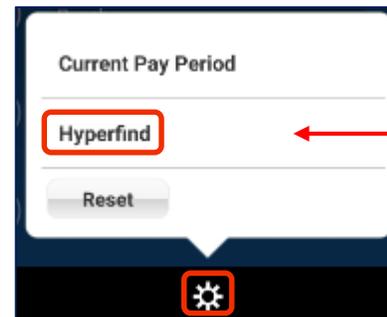
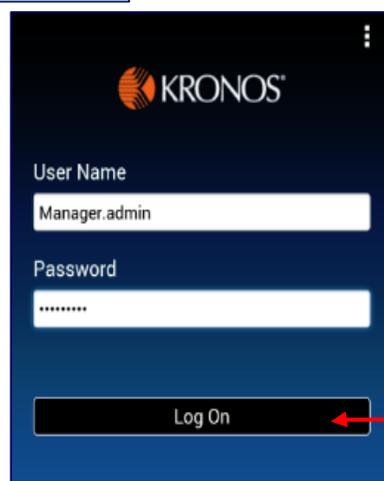
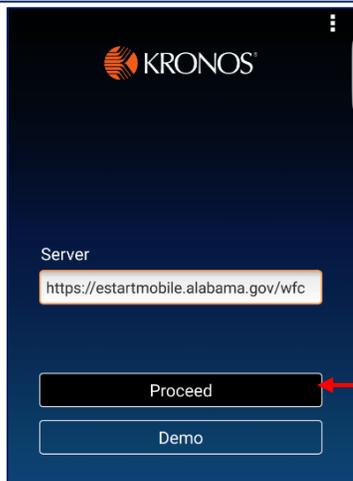
https://estartmobile.alabama.gov/wfc

2. Click the **Proceed** button.

3. Enter your eSTART **User Name** and **Password**.

4. Click **Log On**.

5. Next, select the gear icon to set your HyperFind.

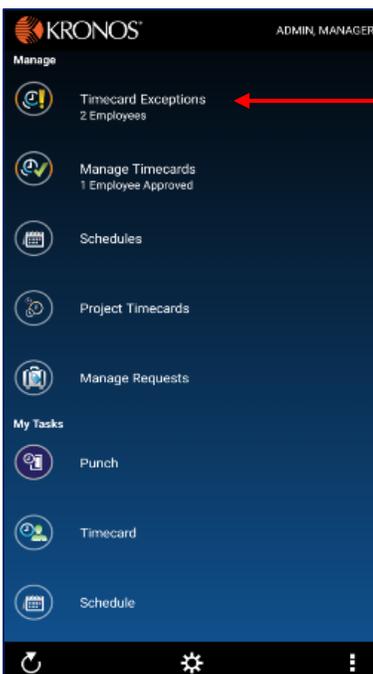


6. Tap the desired Hyperfind.



NOTE: To sign out of the application, use the “three dots” icon  in the lower right corner of the screen. Then select **Sign Out**.

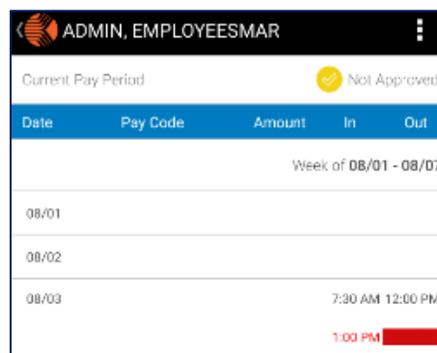
Managing Timecard Exceptions



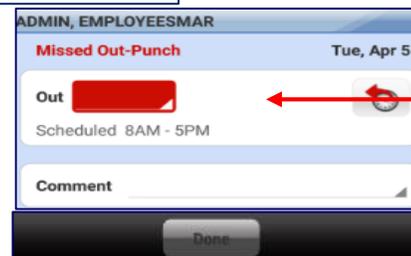
1. From the main screen, select **Timecard Exceptions**.

2. Tap an employee name, then tap any editable exception to correct.

3. Tap the punch field to add the time. Then add a Comment, if desired. Select **Done**.

Date	Pay Code	Amount	In	Out
08/01				
08/02				
08/03			7:30 AM	12:00 PM
				1:00 PM

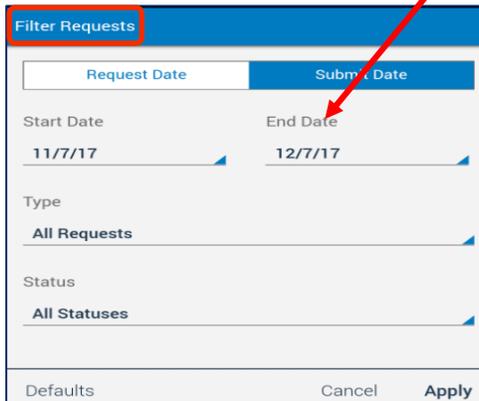
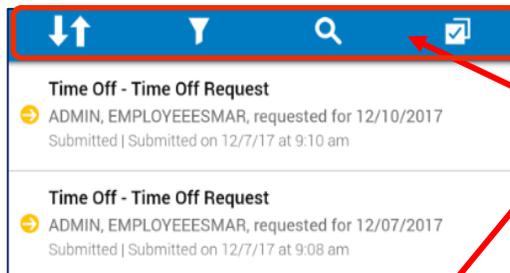
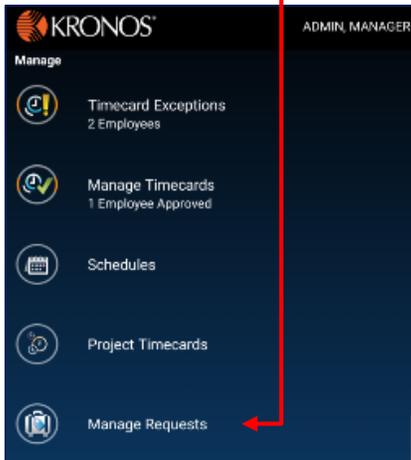


4. Verify the change, then select **Done**.



Managing Time-Off Requests

1. From the main menu, select the **Manage Requests** icon.

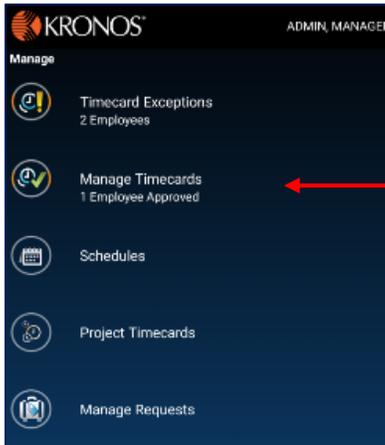


2. **Sort/Filter Bar:**
 - Use the **arrows** to sort by date.
 - Use the **Filter** icon to filter by date, type or status.
 - Use the **magnifying glass** to search by name.
 - Use the **check mark** to select requests to approve without viewing details.
3. To view the details of the request before approving, tap the request.

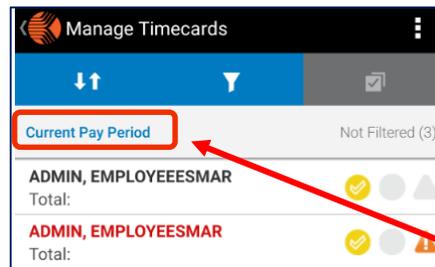


4. Review the request.
5. If desired, the down arrow may be used to mark the request as pending, retracted, or to add comments.
6. Click **Approve** or **Reject**.
7. If prompted with a confirmation message, select **Yes**.

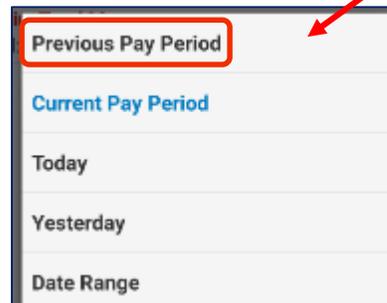
Approving Timecards



1. From the main screen, select **Manage Timecards**.

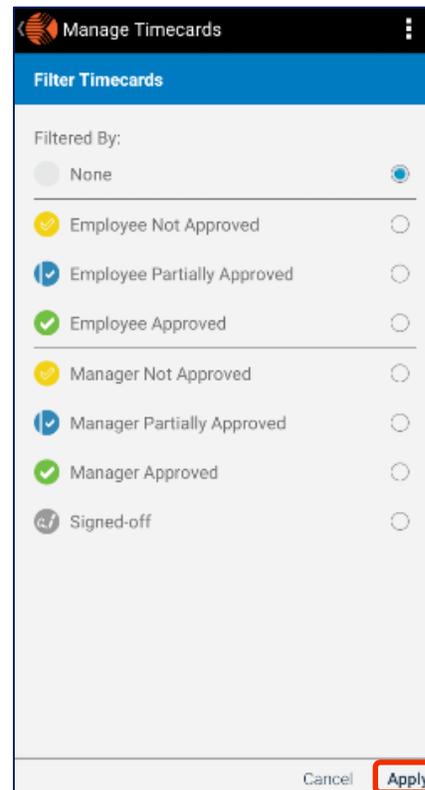


2. The listing of employees displays.
3. Select **Previous Pay Period** if not already selected. Tap the pay period to change it.
4. To review an individual timecard, tap the employee name.



Date	Pay Code	Amount	In	Out
Week of 07/16 - 07/22				
07/16			11:00 AM	8:00 PM
07/17			11:00 AM	8:00 PM
07/18				
07/19				
07/20			11:00 AM	8:00 PM
07/21			11:00 AM	8:00 PM
07/22			11:00 AM	8:00 PM
Week of 07/23 - 07/29				
07/23			11:00 AM	8:00 PM
07/24			11:00 AM	8:00 PM
07/25				
07/26				
Cumulative Hours		96h		

5. Review the timecard. Correct any exceptions.
6. Tap the **Ledger** icon to view totals.
7. Select **Approve**.



Filter icon: To view only timecards with a certain approval status, use the filter icon.

Select the desired status and click **Apply**.

NOTE: From the main screen, the **Schedules** icon may be used to view schedules.

Project Timecards is not currently available.

The **My Tasks** section of the main screen is used for your own employee tasks (see Mobile Application Employee for Android job aid).