

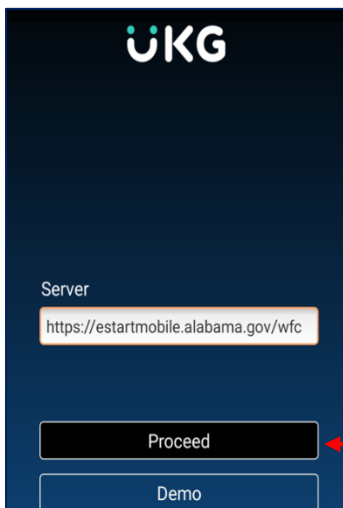
Downloading the Application

From the **Play Store** on your **Android** phone, search and download **UKG Workforce Central**. The application is free.

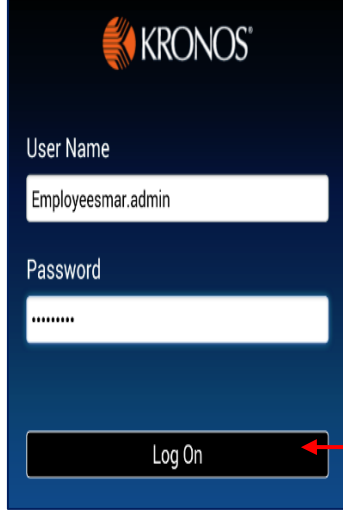
NOTE: You must be approved and have a mobile license applied to your eSTART account in order to use this application. For more information, contact your Agency Administrator.

Launching the Application and Logging On

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

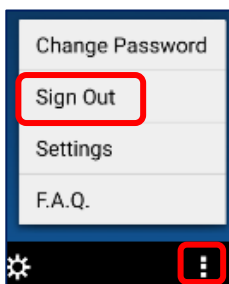


1. Enter the following URL in the **Server** field:
<https://estartmobile.alabama.gov/wfc>
2. Click the **Proceed** button.



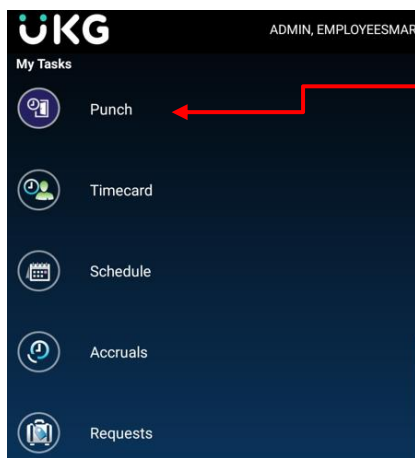
3. Enter your eSTART **User Name** and **Password**.
4. Click **Log On**.

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

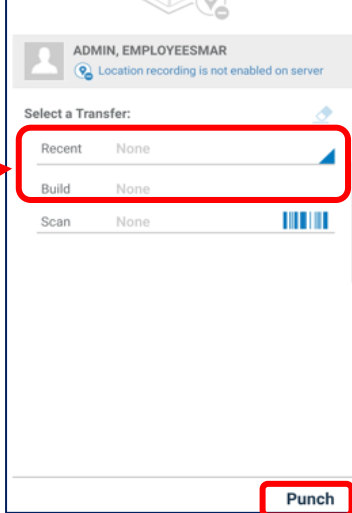


Performing Employee Tasks

Punch In or Out



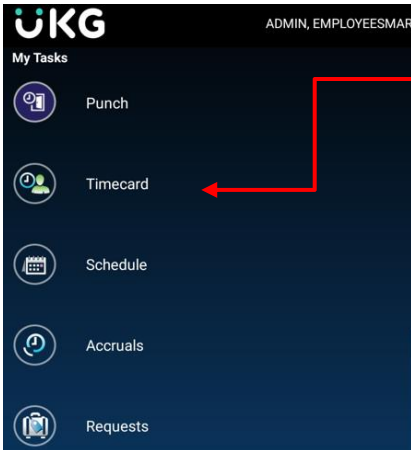
1. On the main screen, select the **Punch** icon.



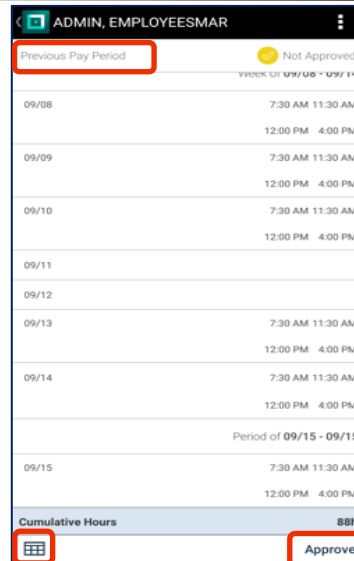
2. To enter a timestamp, select **Punch**.

NOTE: If you are starting a shift that requires a transfer, select **Recent** if the grant has been previously selected. If selecting for the first time, select **Build**. Select **Labor Level>Grant-Project** and choose the grant for the transfer. Use the **Search List** field to search for a grant, if needed. The **Scan** feature is not currently available.

View your Timecard

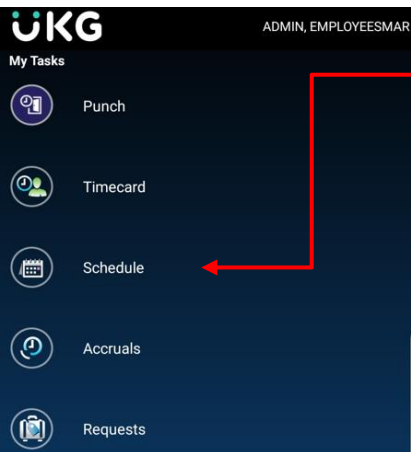


1. On the main screen, select the **Timecard** icon.

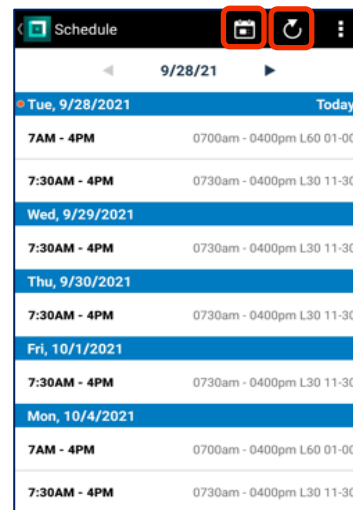


2. Tap the pay period in the upper left and select the desired pay period.
3. Tap the date to view details of the hours worked.
4. Tap the **Ledger** icon to view totals.
5. Tap **Approve** to approve the timecard.

View your Schedule

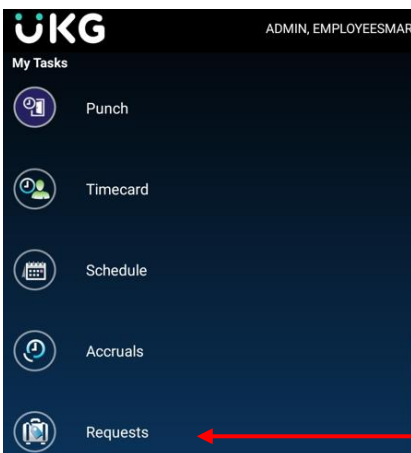


1. On the main screen, select the **Schedule** icon.

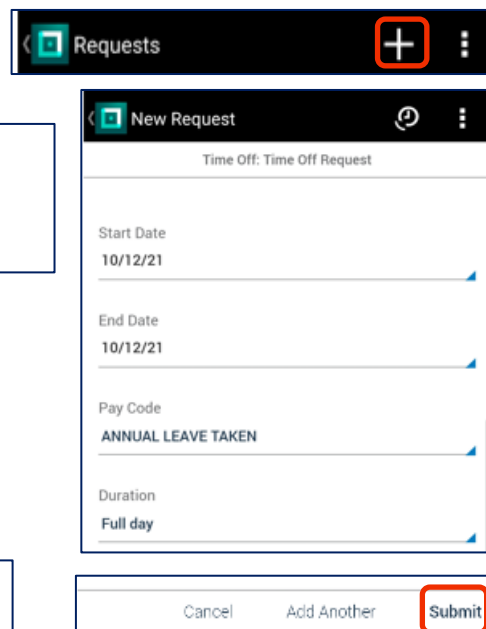


2. Use the arrows to change time periods.
3. Tap the shift to view the details of a shift or time off request.
4. Tap the **Calendar** icon to link to today's schedule.
5. Tap the **Refresh** icon to refresh the screen.

Submit a Time Off Request



1. On the main screen, select the **Requests** icon.



2. Tap the **Plus** icon to begin a new request.

3. Select **Start Date** and **End Date**.
4. Select **Pay Code**.
5. Select **Duration**.
6. Click **Review** to review the request and add a note (optional).
7. Select **Submit**.

NOTE: The **Accruals** icon may be used to view accrual balances.