Mobile Application Manager Job Aid (Android)

eSTART
State of Alabama

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 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.

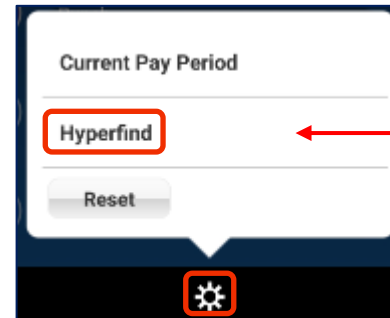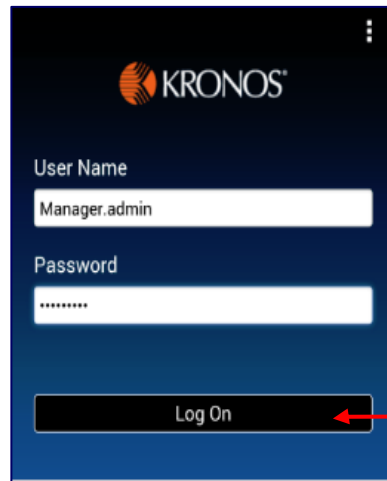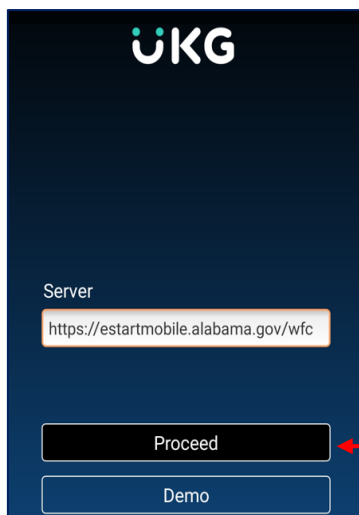1. Enter the following URL in the **Server** field:

   https://estartmobile.alabama.gov/wfc

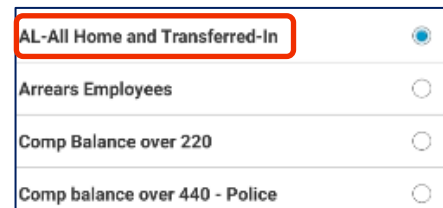2. Click the **Proceed** button**.**

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

4. Click **Log On.**

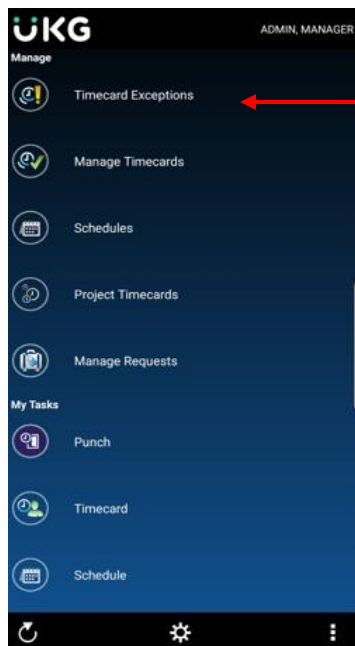5. Next, select the gear icon to set your HyperFind.

6. Tap the desired Hyperfind.

Server
https://estartmobile.alabama.gov/wfc

Proceed

Demo

KRONOS

User Name
Manager.admin

Password
••••••••

Log On

Current Pay Period

Hyperfind

Reset

AL-All Home and Transferred-In
Arrears Employees
Comp Balance over 220
Comp balance over 440 - Police

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

UKG   ADMIN, MANAGER

Manage
- Timecard Exceptions
- Manage Timecards
- Schedules
- Project Timecards
- Manage Requests

My Tasks
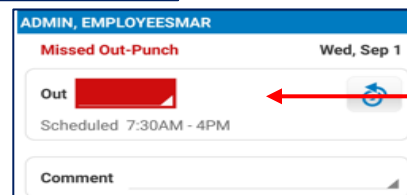- Punch
- Timecard
- Schedule

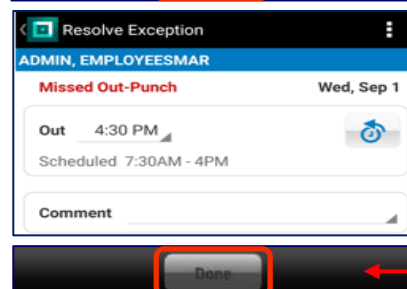1. From the main screen, select **Timecard Exceptions.**

2. Tap an employee name, then tap any editable exception to correct.
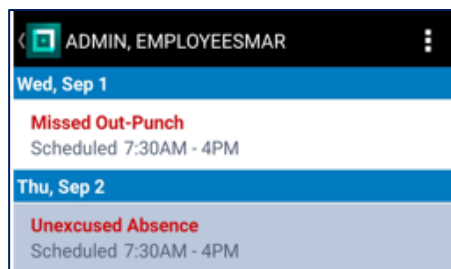
3. Tap the punch field to add the time. Then add a comment, if desired. Select **Done.**

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

ADMIN, EMPLOYEESMAR   12

ADMIN, EMPLOYEESMAR   ⋮
Wed, Sep 1
Missed Out-Punch
Scheduled 7:30AM - 4PM
Thu, Sep 2
Unexcused Absence
Scheduled 7:30AM - 4PM

ADMIN, EMPLOYEESMAR
Missed Out-Punch   Wed, Sep 1
Out
Scheduled 7:30AM - 4PM
Comment
Done

Resolve Exception   ⋮
ADMIN, EMPLOYEESMAR
Missed Out-Punch   Wed, Sep 1
Out   4:30 PM
Scheduled 7:30AM - 4PM
Comment
Done

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Managing Time-Off Requests

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

UKG
ADMIN, MANAGER

Manage

- Timecard Exceptions
- Manage Timecards
- Schedules
- Project Timecards
- Manage Requests

Manage Requests

↕ ▼ 🔍 ⬀

Time Off - Time Off Request
ADMIN, EMPLOYEEESMAR, requested for 12/10/2017
Submitted | Submitted on 12/7/17 at 9:10 am

Time Off - Time Off Request
ADMIN, EMPLOYEEESMAR, requested for 12/07/2017
Submitted | Submitted on 12/7/17 at 9:08 am

Manage Requests

Filter Requests

Request Date	Submit Date

Start Date   End Date
8/29/21   9/28/21

Type
All Requests

Status
All Statuses

Defaults   Cancel   Apply

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.

Manage Requests

Type: Time Off
Time Off Request   ➡ Submitted

ADMIN, EMPLOYEESMAR

October 12, 2021

Paycode: ANNUAL LEAVE TAKEN
Duration: Full day

| Subject:	Time Off Request
Submitted By:	ADMIN, EMPLOYEESMAR
Modified By (Lastname, Firstname):	ADMIN, EMPLOYE ESMAR
Subject:	Time Off Request
Submit Date:	9/28/2021 8:50AM
Status:	Submitted
Submitted By:	ADMIN, EMPLOYEESMAR
Start Date:	10/12/2021
Employee:	ADMIN, EMPLOYEESMAR
End Date:	10/12/2021
Pay Code:	ANNUAL LEAVE TAKEN
Comments:	
Multiple Period Indicator:	
Modified By (Username):	EMPLOYEESMAR.ADMIN

⌄   Reject   Approve

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.**
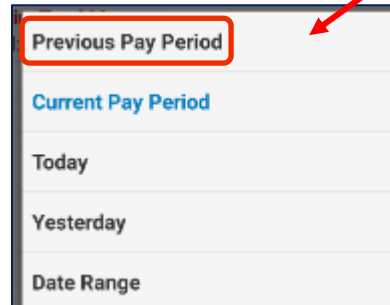7. If prompted with a confirmation message, select **Yes.**

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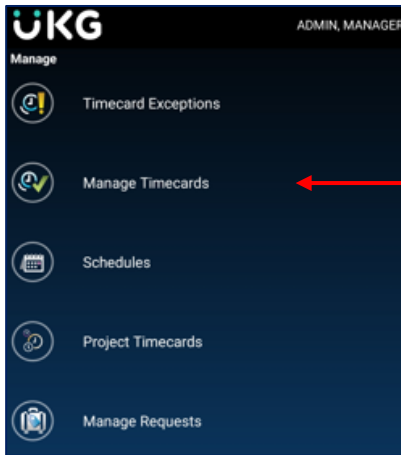
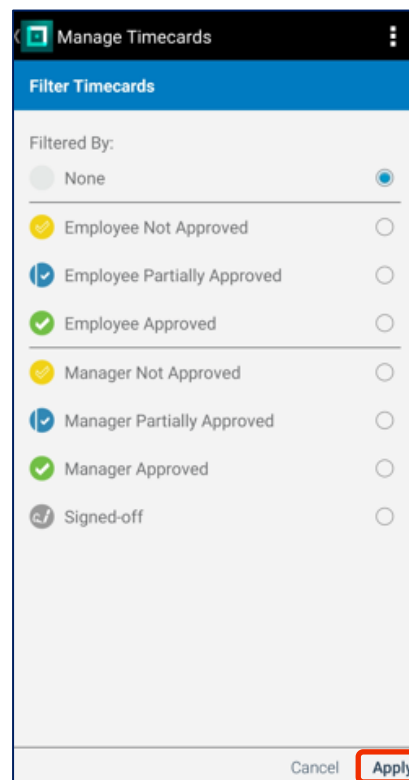1. From the main screen, select **Manage Timecards.**
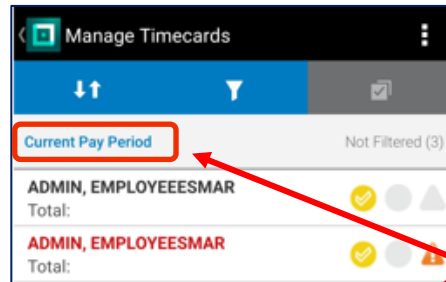
2. The listing of employees displays.
3. Select **Previous Pay Period** if not already selected. Tap the pay period to change it.
4. To review an individual timecard, tap the employee name.

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).