

# Mobile Application Employee Job Aid (iPhone)



## Downloading the Application

From the **App Store** on your **iPhone**, 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.



**NOTE:** The **Home** icon will always return to the home page.

The UKG login screen shows a 'Server' field with the URL 'https://estartmobile.alabama.gov/wfc' and two buttons: 'Proceed' and 'Demo'. A red arrow points from the 'Proceed' button to the next step.

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

The KRONOS login screen shows 'User Name' (Employeesmar.admin) and 'Password' (masked with dots) fields, and a 'Log On' button. A red arrow points from the 'Log On' button to the next step.

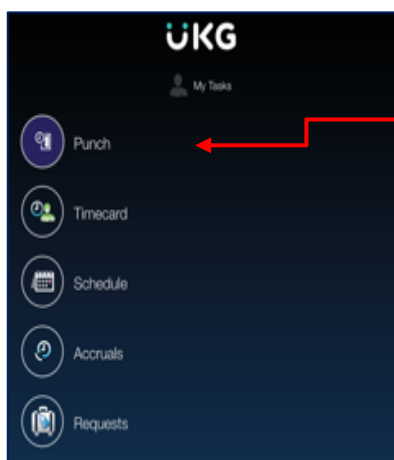
3. Enter your eSTART **User Name** and **Password**.
4. Click **Log On**.

**NOTE:** To sign out of the application, use the "door" icon in the lower left corner of the screen.



## Performing Employee Tasks

### Punch In or Out



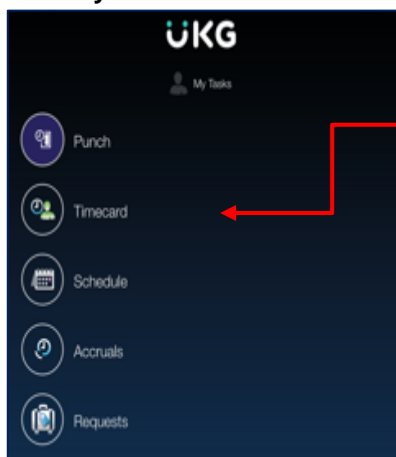
1. On the main screen, select the **Punch** icon.

The 'Punch' screen shows a user profile for 'ADMIN, EMPLOYEESMAR' and a 'Select a Transfer' dropdown menu with options 'Recent', 'Build', and 'Scan'. A red box highlights the 'Recent' option. At the bottom, there is a 'Punch' button. A red arrow points from the 'Punch' button to the next step.

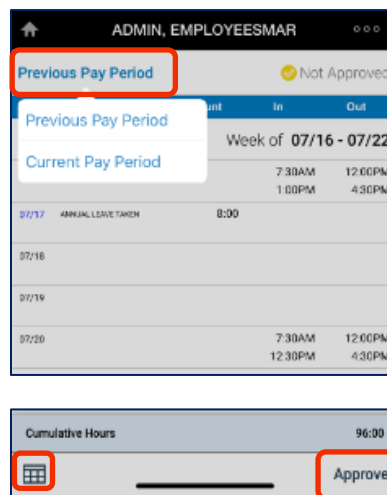
2. To enter a timestamp, select **Punch**, then select **OK**.

**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** to choose the grant for the transfer. If needed, search for the grant using the **Search List** field. The **Scan** feature is not currently available.

## View your Timecard

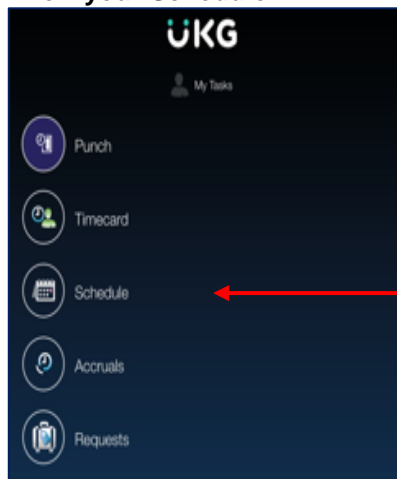


1. On the main screen, select the **Timecard** icon.

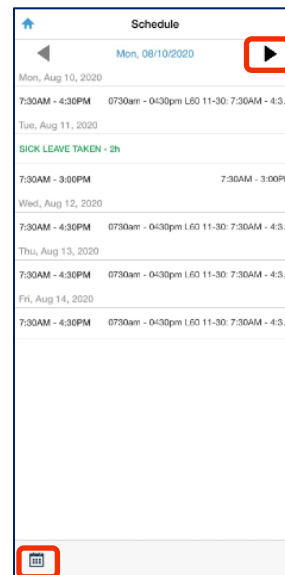


2. Tap the pay period in the upper left and select the desired pay period.
3. Tap the date to view details of the hours worked.
4. Tap the **Ledger** icon to view totals.
5. Tap **Approve** to approve the timecard.

## View your Schedule

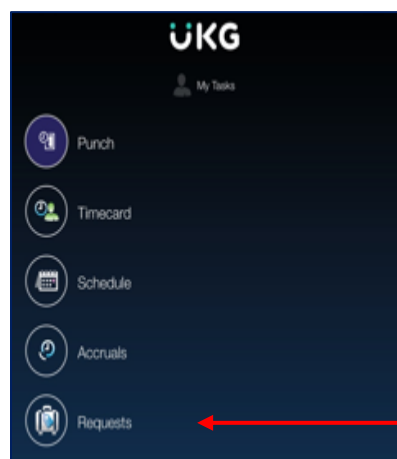


1. On the main screen, select the **Schedule** icon.

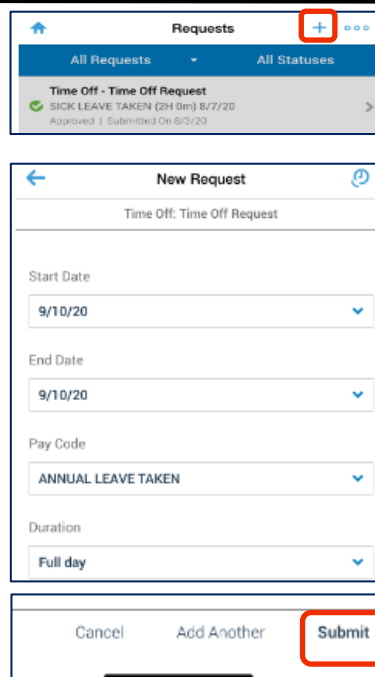


2. Use the arrows to change time periods.
3. Tap the shift to view the details of a shift or time off request.
4. Tap the **Calendar** icon to link to today's schedule.

## 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. Tap **Start Date** and **End Date** to select the request dates. Tap check mark to proceed.
4. Tap **Pay Code** to select the pay code. Tap **Done** to verify.
5. Tap **Duration**. Tap **Done** to verify.
6. Tap **Review** to review the request.
7. Click **Submit** to submit the request.

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