

Mobile Application Manager 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 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**.



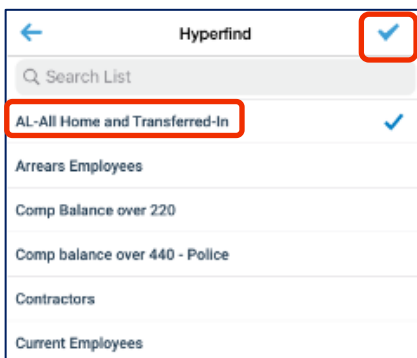
NOTE: The **Home** icon will always return to the home page.

5. Main menu screen displays.

6. Next, select the gear icon to set your HyperFind. The gear icon may also be used to change the Time Period.

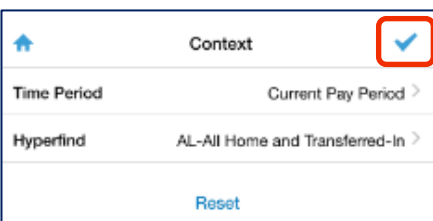


7. Tap **Hyperfind**.



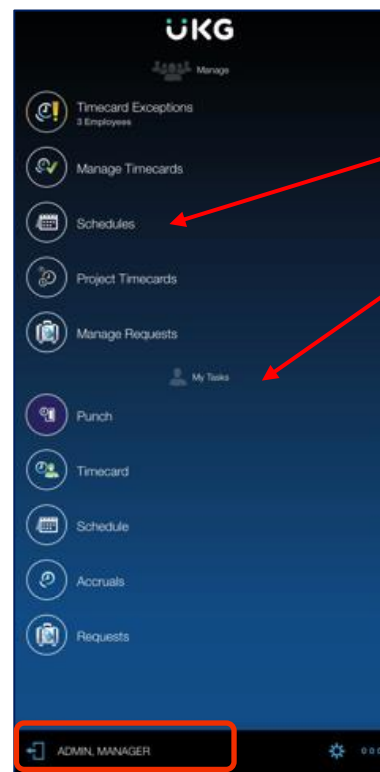
8. Tap the desired **Hyperfind**.

9. Then tap the **blue check mark** to confirm.



10. If the selection is correct, tap the **blue check mark** to save.

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



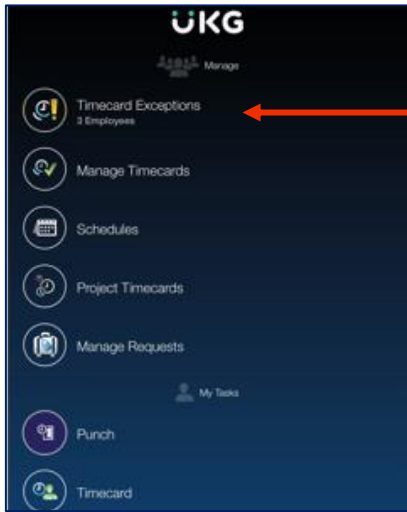
NOTE: From the main screen, the **Schedules** icon may be used to view schedules.

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

Project Timecards is not currently available.

Performing Manager Tasks

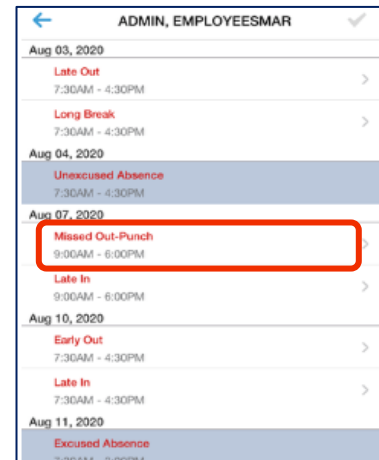
Managing Timecard Exceptions



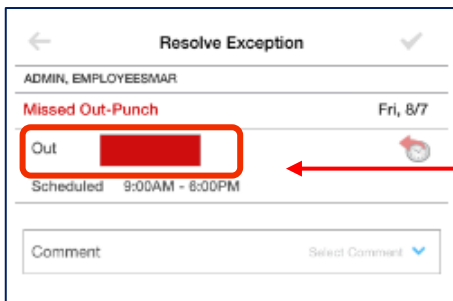
1. From the main screen, select **Timecard Exceptions**.



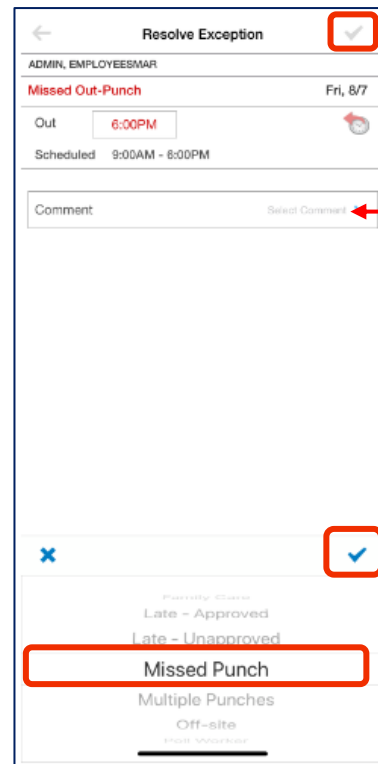
2. Tap an employee name.



3. Tap any editable exception to correct, for example, a Missed Out-Punch.

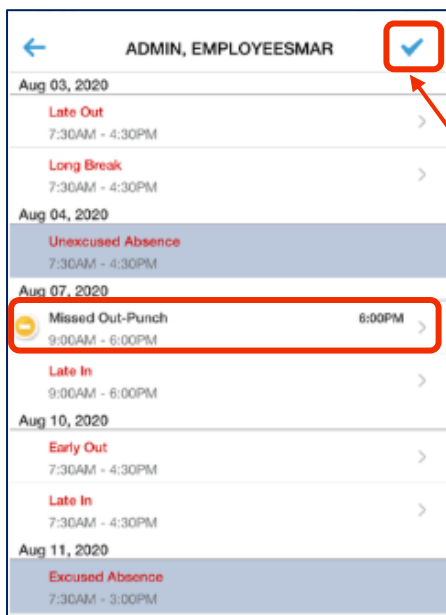


4. Tap the punch field to add the time.



5. Add a Comment, if desired.

6. Then select the blue check mark to confirm.

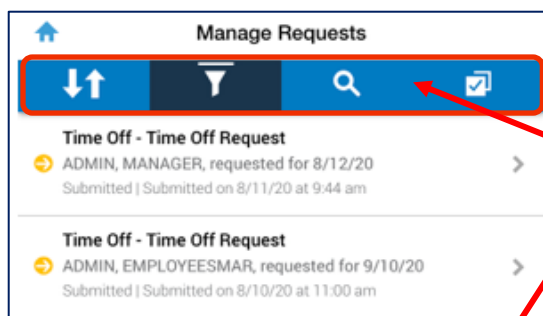
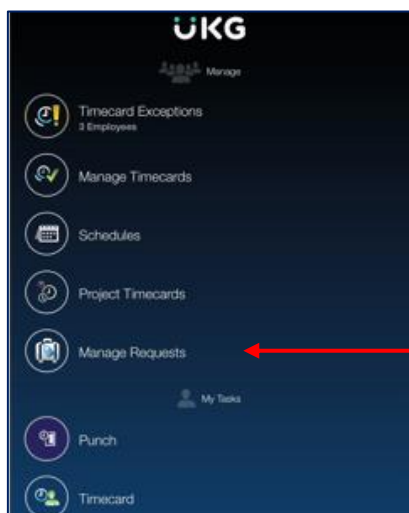


7. The exceptions list displays.

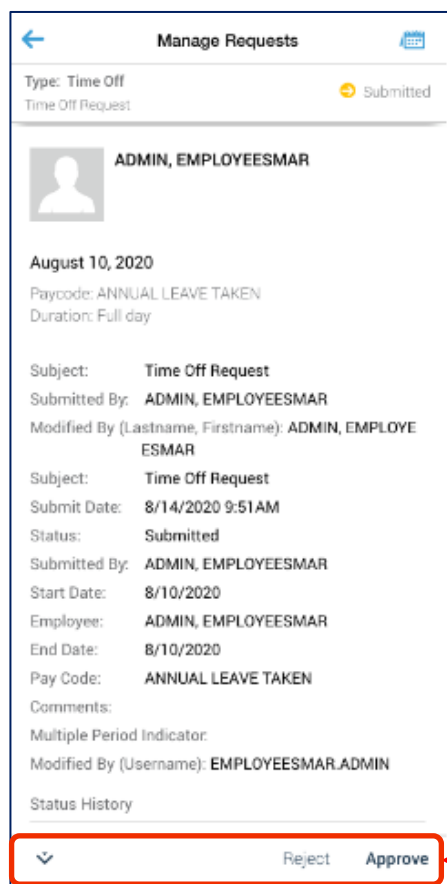
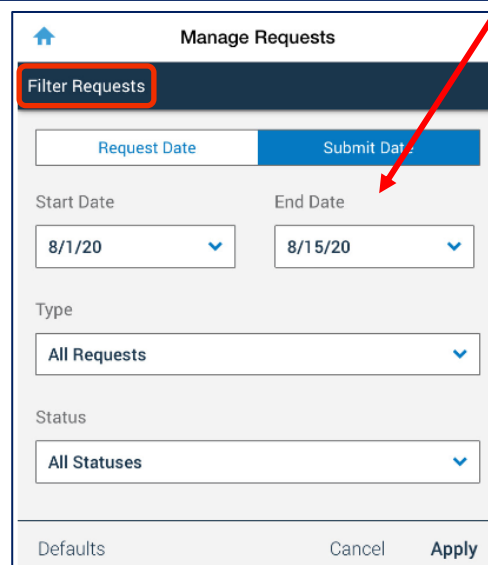
8. Tap the blue check mark to save.

Managing Time-Off Requests

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



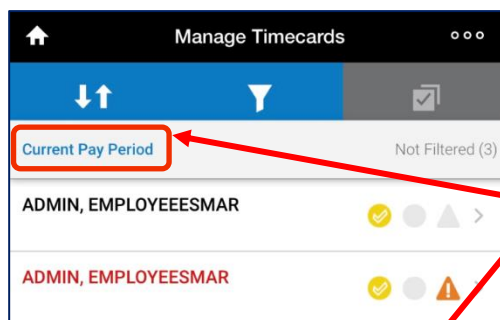
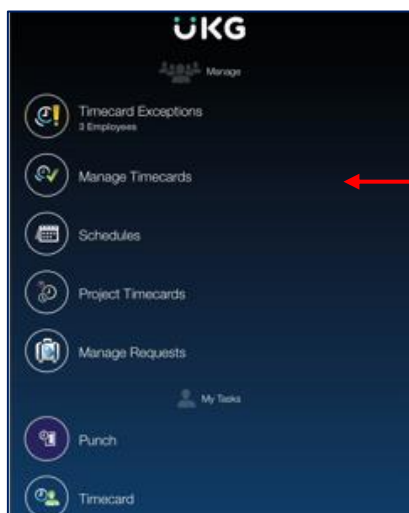
2. **Sort/Filter Bar:**
 - Use the **arrows** to sort by date.
 - Use the **Filter** icon to filter requests by date, type or status.
 - Use the **magnifying glass** to search by name.
 - Use the **check mark** to select multiple requests to approve without viewing details.
3. To view the details of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



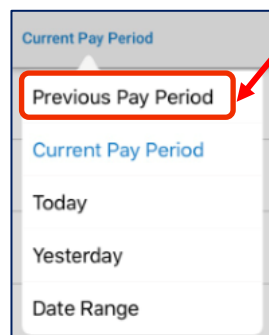
4. Review the request.
5. If desired, the down arrow may be used to mark the request as pending, retracted, or to add comments.
6. Click **Approve** or **Reject**.
7. If prompted with a confirmation message, select **Yes**.

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.



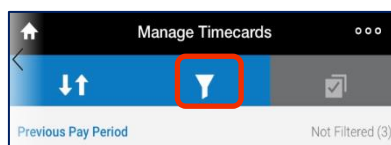
ADMIN, EMPLOYEEESMAR

Previous Pay Period Not Approved

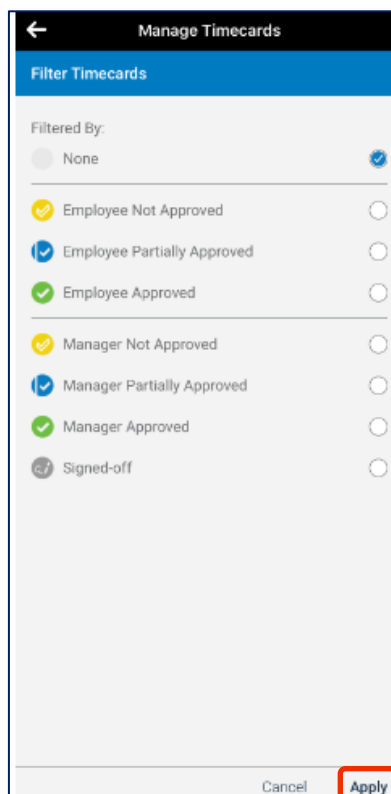
Date	Pay Code	Amount	In	Out
Week of 07/16 - 07/22				
07/16			7:30AM	12:00PM
			1:00PM	4:30PM
07/17	ANNUAL LEAVE TAKEN	8:00		
07/18				
07/19				
07/20			7:30AM	12:00PM
			12:30PM	4:30PM
07/21			7:30AM	12:00PM
			1:00PM	4:00PM
07/22			7:00AM	12:00PM
			1:30PM	4:30PM
Week of 07/23 - 07/29				
07/23	SICK LEAVE TAKEN	8:00		
07/24	SICK LEAVE TAKEN	8:00		
07/25				
07/26				
07/27	ANNUAL LEAVE TAKEN	8:00		
07/28	ANNUAL LEAVE TAKEN	8:00		
Cumulative Hours		96:00		

 **Approve**

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**.