**Installing Kronos Mobile**

1. Install the Kronos Mobile App from the app store.
2. Locate the Kronos Mobile App and click Install.

**Sign In**

Log In to Kronos with your U of M Inter-\-net ID & Password and click Log In. The first time you log in you will be prompted to Allow Kronos to access your location. Click Allow While Using App.

**Punch In & Out**

1. Tap the Punch button on the app.
2. If you are starting a shift requiring a Transfer, Tap Recent for a recently used transfer or Build to select a new one. If you aren't transferring, proceed to step 3.
3. Tap Punch to enter a Punch. Tap OK.
**View Timecard**

1. Tap Timecard on the Home Screen.

**View Schedule**

1. Tap Schedule on the Home Screen.

2. Tap the Arrow to Change the Dates. Tap on date to view the schedule details.

**View Accruals**

1. Tap Accruals on the Home Screen

2. Tap the arrow to select a date from a calendar.
Request Time Off

1. Tap Requests on the Home Screen

A list of prior requests displays. Click on the Request to view details. Tap the Plus (+) button to add a new request.

2. Tap the arrow keys to enter a Start Date, End Date, Pay Code and Duration for the

3. If you get disconnected from the Kronos mobile server you need to enter the server name https://kronos.umn.edu/wfc and click Proceed.

Use Kronos Off Line

If you are in a location where you cannot connect to wireless (e.g. Steam Tunnel), tap here to go to Offline mode. When you are able to reconnect to wireless, any updates you make will be automatically uploaded.

Mobile Troubleshooting

If you get disconnected from the Kronos mobile server you need to enter the server name https://kronos.umn.edu/wfc and click Proceed.