



Forward these instructions to the email account on your mobile phone

Download the **KronosMobile** App to your smartphone*



* NOTE: The KronosMobile App requires at least iOS 10 software on iPhones

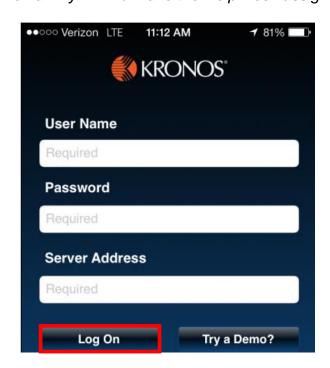
Log-In

- 1) Enter your Northwell User Name and Password
- 2) Copy/Paste the following **Server Address** from this document on your phone (this is a one-time event):

https://mytimemobile.northwell.edu/wfc

3) Tap the Log On button

*If you are unable to login, please contact the **Help Desk** and ask to have the ticket assigned to **ERP_Kronos**. Please DO NOT email myTIME or have the Help Desk assign the ticket to myTIME.









The Home Screen contains links to your personal information in Kronos:



^	Tap the blue house icon on the top left of each screen to access the Home screen from inside the App
← □	Tap the icon to the left of your name on the bottom left of the Home screen to Log-Off
C	Tap the refresh icon on the bottom right of the Home screen to refresh the information in the App
*	Tap the Tools icon on the bottom right of the Home screen to change the Time Period you'd like to view in the App

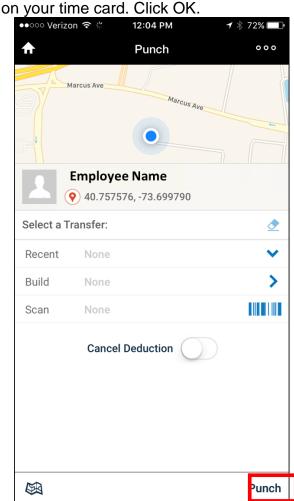


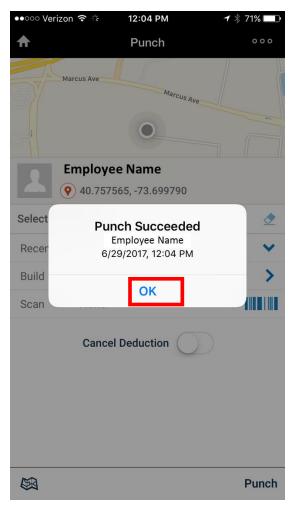






Mobile punching is available for eligible employees. Tap the Punch button on the Home screen and then tap Punch on the lower right corner of the screen. You will get a "Punch Succeeded" alert with the date and time of the punch that will be recorded











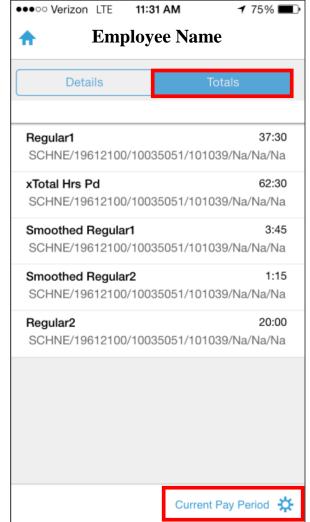


To adjust the **Time Period**, tap the button on the bottom right of the screen There are two options to view in the Timecard: Details and Totals, tap the name of the option you'd like to view

The **Details** option displays the daily breakdown of punches in the time card including total cumulative hours.

11:27 AM ●●●○○ Verizon LTE **1** 76% ■□ **Employee Name Totals** Date In Out 7:00AM 7:30PM 07/27 07/28 6:59AM 7:31PM 7:00AM 7:32PM 07/29 07/30 07/31 08/01 08/02 08/03 7:00AM 7:30PM 6:58AM 7:31PM 08/04 **Cumulative Hours** 57:30 Current Pay Period 💢

The **Totals** option shows the department the hours are charged to and the pay code/payment type (Regular Shift 1, Vacation Shift 2, Overtime Shift 3, etc.)







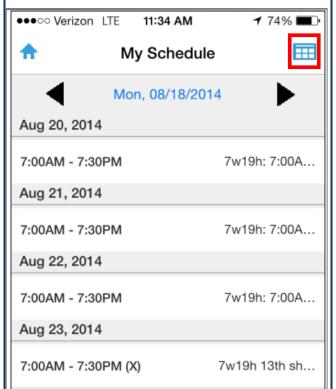




The default setting for the Schedule is a weekly list view.

Tap the blue calendar on the top right of the screen to view in a calendar format.

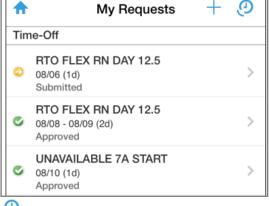
Tap the blue list icon to return to the weekly list view.







The default screen shows a list of all current requests:



Tap the blue clock icon on the top right of the screen to view your accruals

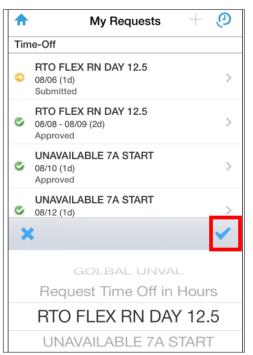






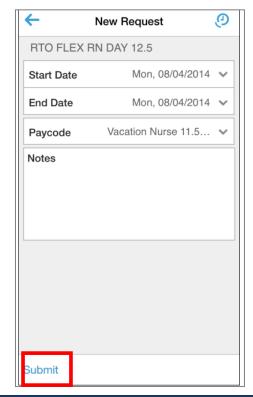
Submit a Request

- Tap the blue '+' on the top right of the screen and the Request Type window will appear on the bottom of the screen
- 2) Select the **Type of Request** you'd like to submit
- 3) Tap the check mark on the top right of the window



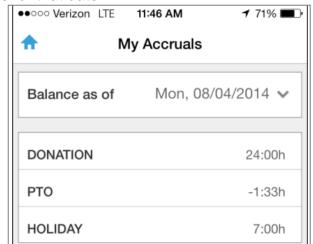
When the **New Request** screen opens:

- a) Select the Start Date and End Date
- b) Select the appropriate **Pay Code** (Vacation, Personal, etc)
- c) Optional Type a note if desired
- d) Tap **SUBMIT** on the bottom left





To adjust the **Time Period**, tap the down arrow to the right of the date. This will show your accrual balances for that date.*



* <u>Please Note</u>: myTIME projects accruals up to 6 pay periods into the future, if you select a date beyond that time frame, the accruals will not be accurate.

