

Requirements documentation: Kronos mobile app

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Requirements	Configuration	Test Scenario
Log In <ul style="list-style-type: none">• Single sign on• Authentication	SSO: Setup > System Configuration > System Settings > Security Local authentication: <ul style="list-style-type: none">• In iOS: Settings > TouchID and Passcode (or FaceID and Passcode)• In Android: Settings > Screen Lock/Unlock	If an employee fails the login authentication or SSO (i.e. enters the wrong passcode), the user will then have to log in with username and password to get into the system. The user has an option to have the system remember their username and password.
Overtime <ul style="list-style-type: none">• Alerts (Notification)• Employees can receive a notification when they are scheduled for/are in overtime• Employees can be notified when staff is needed so they can sign up for more hours	How a manager creates an overtime pay code: Setup > Pay Policies > Pay Codes > Combined Pay Codes	To approve of overtime, manager must create overtime pay code. If an opportunity for overtime is available, employees can choose to receive a notification and can choose to respond.
Punch (Timeclock) <ul style="list-style-type: none">• Quick timestamp• Attestation• Punch in/out<ul style="list-style-type: none">• Employees can use app to clock in and out	To set up control point for employee to punch from mobile device: (Setup > Access Profiles > Function Access Profiles). For employees, the following point must be set to "Allowed" and must be included in the employee's Function Access Profile:	If employee punches in or out, the timeclock will record the correct time and post it onto the timecard. Employees can choose to turn on notifications to be notified when the employee forgets a

	Workforce Employee > Timestamp for Employees > Allow Punch from Mobile application	punch during their shift.
Timecard <ul style="list-style-type: none"> • Exceptions • Employees can use app to record exceptions to their timecard. • i.e. missed punch 	<p>To see timecards on the mobile device, the manager must first set the following function access control point</p> <p>Workforce Manager – Department Manager > Timecard Editor for managers > Timecard access</p>	<p>If an employee forgets a punch, attestation will allow the employee to suggest a punch time. The manager can approve, deny, or change time of punch</p> <p>The employee can choose whether or not they want to allow notifications for scheduled work hours as a reminder of when they need to clock into the store.</p>
Schedules <ul style="list-style-type: none"> • Employees can use the app to view their schedule • Managers can view their schedules and employee's • Shift swap, requesting open shift, requesting shift be covered 	<p>Employees view schedule: People> Job Assignment> Access Profiles> select appropriate mobile views</p> <p>To access Schedule Transfers:</p> <p>Workforce Manager – Department Manager > Scheduling > Transfers in Schedules > “Allowed”</p> <p>Requesting shift to be covered, choose invitation method:</p> <ul style="list-style-type: none"> • By Employee Group (where a request is sent to all) or • By Name (where you can set the maximum number of candidates the employee can invite.) 	<p>Employee attempts to view other employees' schedules.</p> <p>All employees have the option to view other employees' schedules in their area.</p> <p>If employees would like to swap shifts or request an open shift, they can do so on the app.</p> <p>Employees can request their shift be covered by choosing an Invitation Method in</p>

		the Scheduling Request to Cover Request Subtype and then publish.
Accruals <ul style="list-style-type: none">• Employees and managers can view balances of time off, paid leave	For employee to see Accruals Workforce Employee > Reports for Employees (My Reports) > My Accrual Balances > “Allowed”	An employee can view their accrual balances if they are wondering how much time off they have accrued