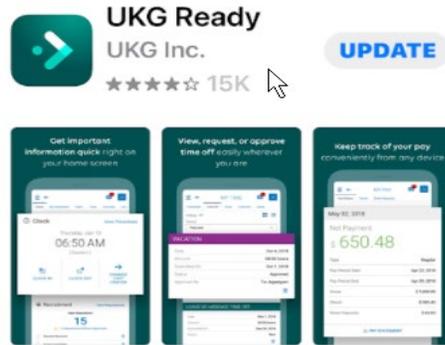


KRONOS MOBILE APP

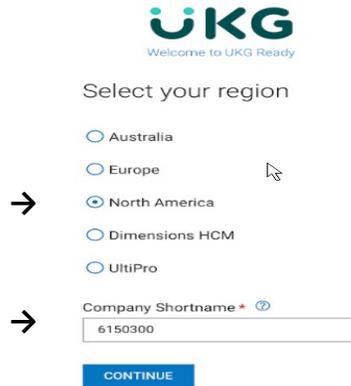
STEP 1: Installing the App -

From your app store, search for "UKG Ready" (the app is from SaaShr.com). Download the application.



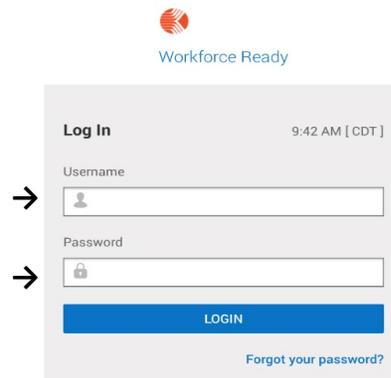
STEP 2: Launch the App -

The company short name requested on this screen is **6150300**.



STEP 3: Enter your User Name and Password -

Your User Name is your employee #
The temporary password to use is:
NewUser1!
You will be prompted to create a new password.

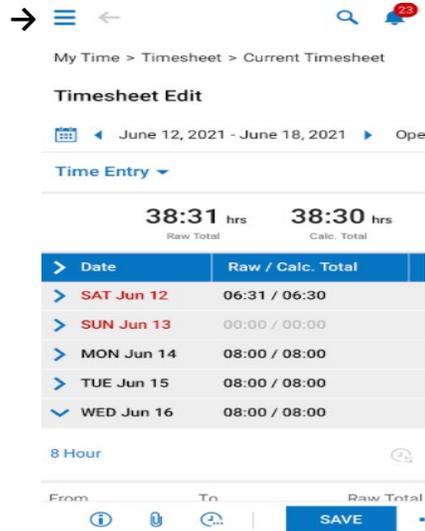


KRONOS MOBILE APP

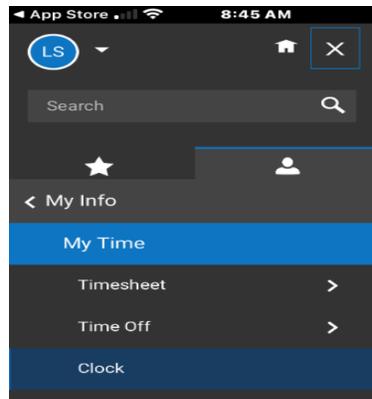
STEP 4: Clocking In/Out -

The first screen that comes up after logging in to the app is your current timesheet.

Click on the  symbol in the upper left hand side of the screen.

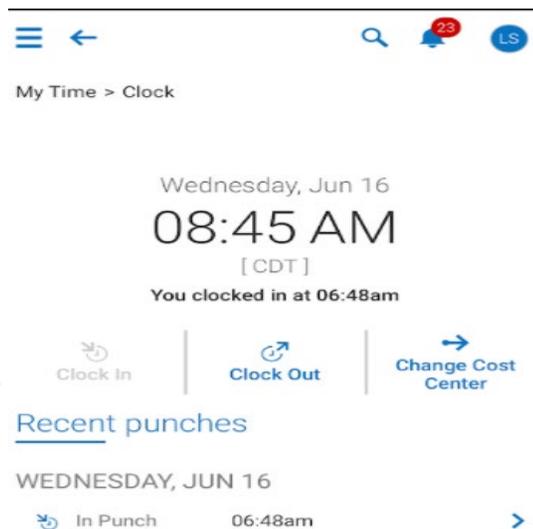


Click on the word "Clock".



Select either "Clock In" or "Clock Out".

Note: if you need to change the job you are working select "Change Cost Center" before clocking in or out.

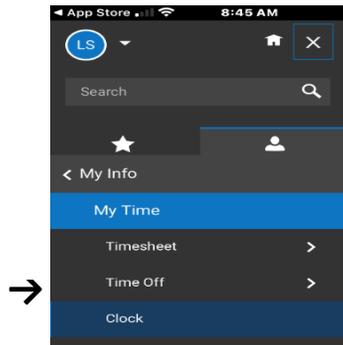


KRONOS MOBILE APP

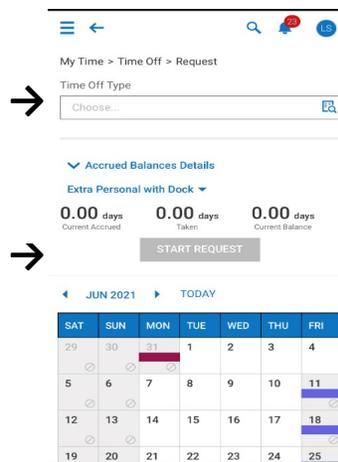
OTHER THINGS YOU NEED TO KNOW -

Requesting Time Off

From this now familiar screen select "Time Off"

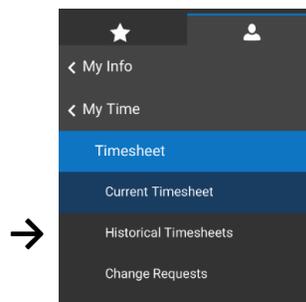


On this screen enter the "Time Off Type". The leave type selected will be displayed in the available balance section. Proceed with requesting time off by selecting "Start Request". Follow the prompts to enter the requested information.

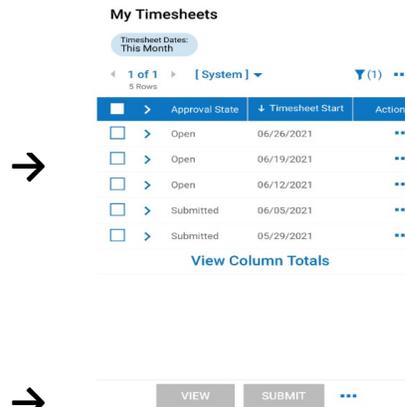


Reviewing and Submitting timesheets weekly for approval.

From this screen you will select "Historical Timesheets".



From this screen you will select the timesheet you are ready to submit for approval by clicking on the corresponding checkbox.



You may view the selected timesheet by selecting "View" at the bottom of the screen, or submit the selected timesheet by selecting "Submit" at the bottom of the screen.