

Work Instructions – Kronos

Accessing Kronos From Home

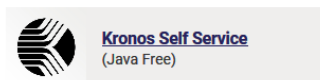
Version 1.0

Accessing Kronos from Home

Purpose: The purpose of the work instruction is to assist managers accessing Kronos from home via a number of applications. Some applications will not have the full functions of the internal software, however, does provide access to some commonly used functions.

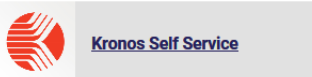
Accessing Options:

1. **Kronos Self-Service (JAVA Free)** via Monash Health internet page: No access to Schedule Planner







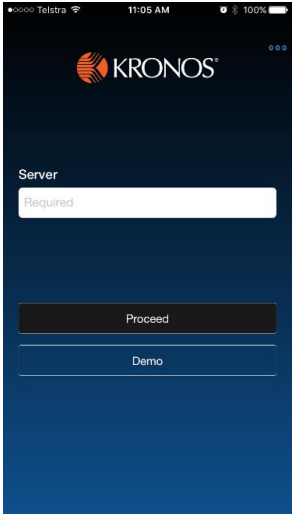
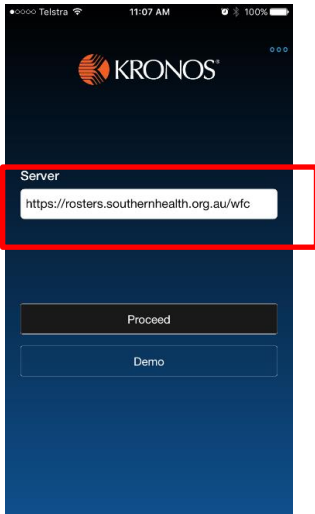
Support: Kronos Support Team
Email: scheduling@monashhealth.org
Phone: 9265 7911
Hours: Mon–Fri 8.30am–4.30pm

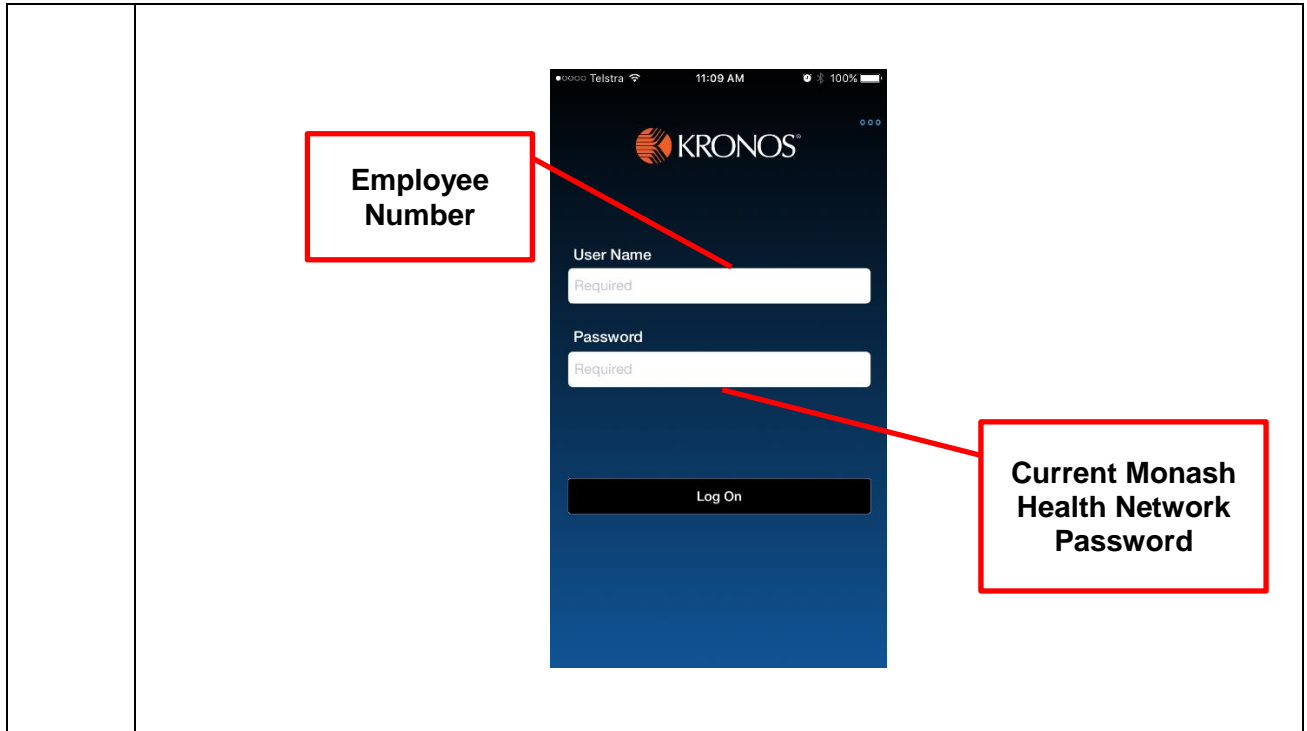
2. **Kronos Self-Service** via Monash Health internet page: full access but relies on correct Java version



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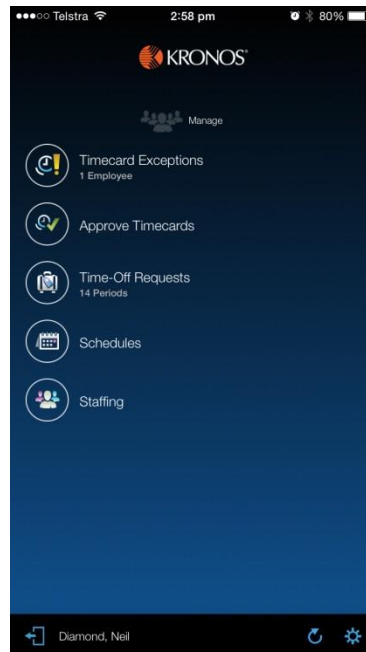
3. **Citrix:** Full access. Note: Limited or delayed access to the Timecard has been reported
4. **Remote Desktop Protocol (RDP):** Provides full desk top access and full functionality to Kronos
5. **Kronos Mobile:** provides access to (see full work instructions below):
 - Approve or Reject time-off requests from employees
 - Review and correct missed punch exceptions only
 - Review and approve employee timecards

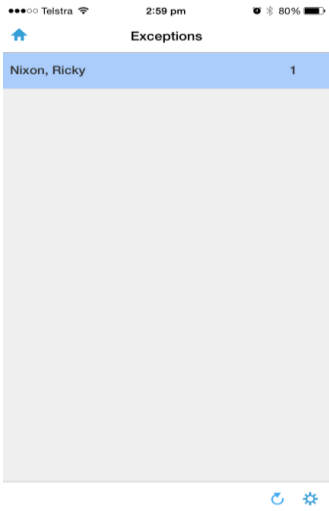
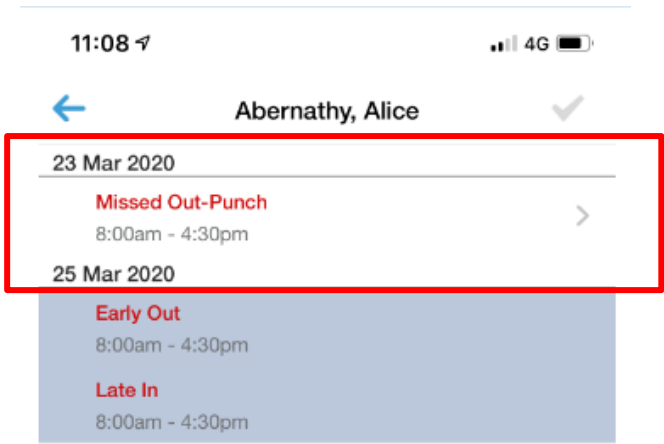
Step	Kronos Mobile Access/Functions
<p>1</p>	<p>To access Kronos via mobile, you must first Download the app from your service provider. For example:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Apple - App Store</p> </div> <div style="text-align: center;">  <p>Android - Google Play</p> </div> <div style="text-align: center;">  <p>Microsoft - Windows Store</p> </div> </div> <p>When you have opened your providers app store, search for Kronos Mobile</p> <div style="display: flex; align-items: center; margin-top: 10px;">  <div style="margin-left: 10px;"> <p>Kronos Mobile™ Business ★★★★☆ 91</p> </div> </div> <p style="text-align: center; margin-top: 10px;">Click Install</p>
<p>2</p>	<p>Launch the app on your phone by tapping the Kronos Icon</p>
<p>3</p>	<p>Enter the Server Address as follows: https://rosters.southernhealth.org.au/wfc Click Proceed</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">   </div> <p>Note: The app will remember the server name next time you login</p>
<p>4</p>	<p>Enter your Username and Password, which are the same credentials you use to login to Monash Health computers and Kronos</p>

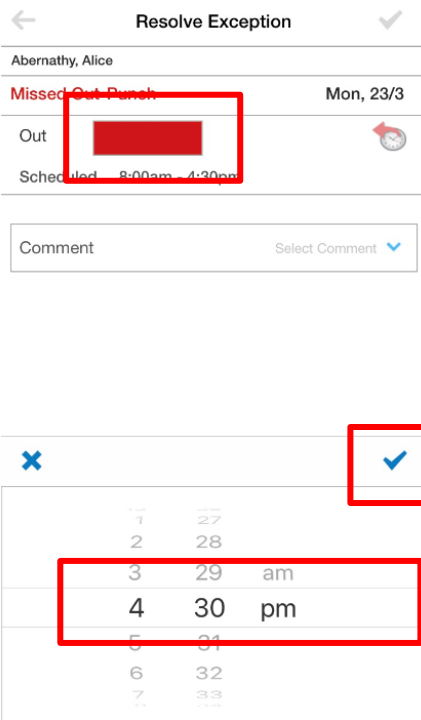


Manager Tools

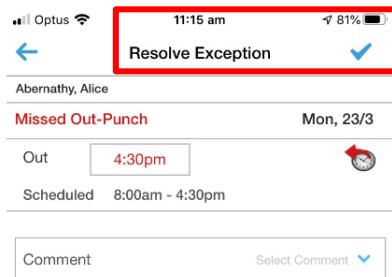
- 5** The managers **Homepage** will display some commonly used functions to manage your workforce



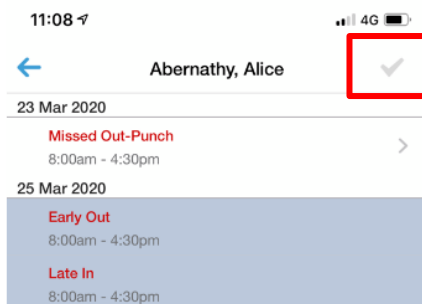
<p>6</p>	<p>Timecard Exceptions will display employees who have timecard exceptions during the current or previous pay period. (NOTE all exceptions will be listed but only MISSED PUNCH EXCEPTIONS can be resolved on the mobile app)</p> <p>To resolve the missed punch exception Touch the employees name</p> 
<p>7</p>	<p>Click on the employees Missed in/out Punch Exception</p> 
<p>8</p>	<p>Click on the Out Punch Field (solid red box), the scheduled hours' time will appear touch the tick to confirm the preselected time, this will populate the missed punch field</p>



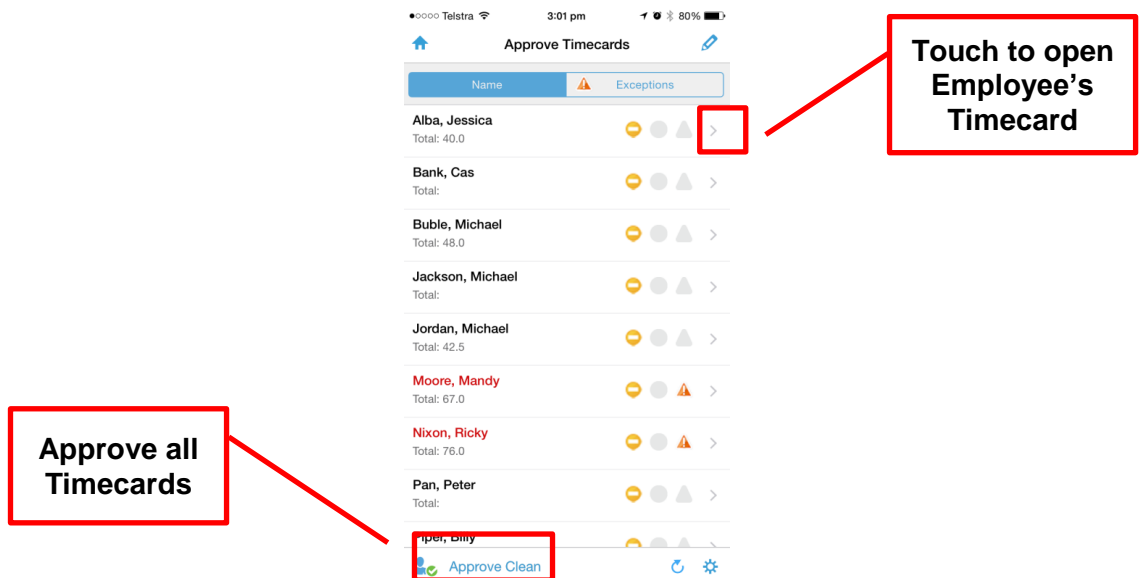
Click on the **tick** to accept the time and resolve the exception



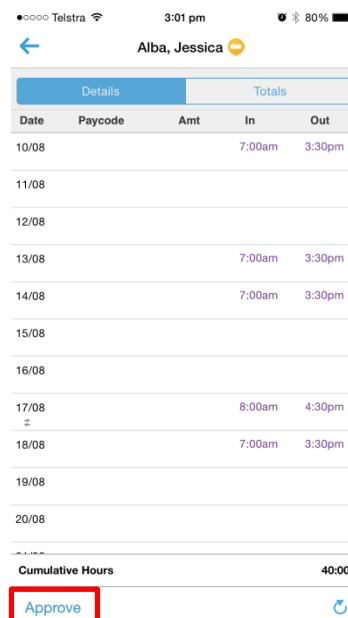
Click on the **tick** to save the change. The missed punch exception is now resolved



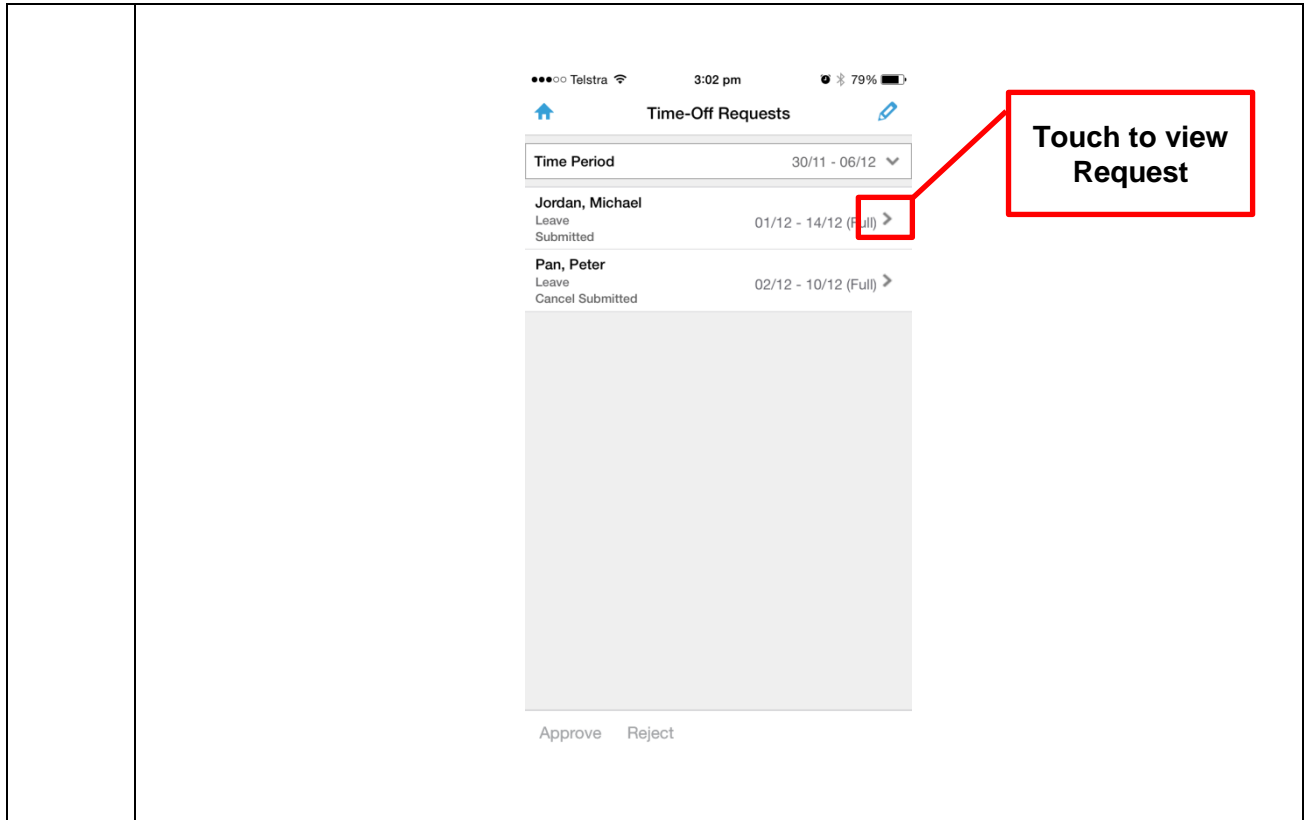
- 9** **Approve Timecards** displays a list of employees available for Manager approval. Only timecards with no exceptions should be approved via mobile. Any unapproved hours must be completed via computer



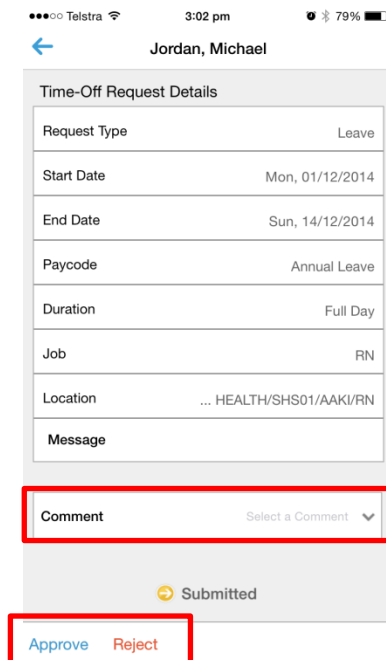
- 10** Employee's **Timecards** are able to be **Viewed** and **Approved** individually



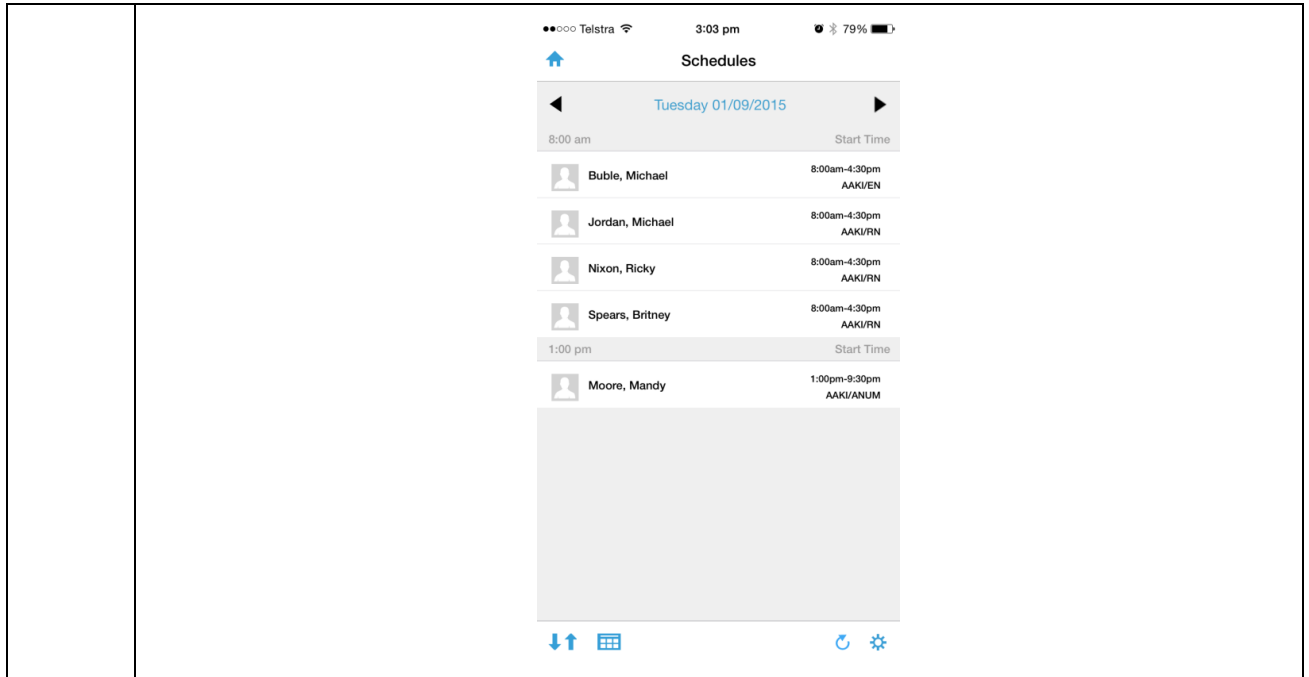
- 11** The **Time-off Requests** option displays a list of submitted and approved requests. It does not display rejected requests. This function allows Managers to assess submitted requests, against time-off that has already been granted within the same time period



12 Within an employee's **Request** you are able to **Approve** or **Reject** and add **Comments**



13 Managers are able to view the current and past **Schedules** through the mobile app. However, changes to the schedule cannot be made using the mobile app



⊗ End of Work Instruction