

WORKFORCE READY MOBILE RESOURCES

Everything Workforce Ready Mobile Users, Managers and Administrators need to get up and running quickly and effectively

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Welcome to the Workforce Ready Mobile Resource page! This page is intended for all users of the Workforce Ready mobile app. Review one of the following areas below to find the content best suited for your needs:

1. I am an [Employee or Manager](#) who uses the Kronos Workforce Ready mobile app.
2. I am a [Mobile Administrator](#) for Workforce Ready at my organization.

Employees and Managers

We want you to have an easy and effortless experience using the mobile app. Here are four tips to help you get started:

- **Find the right support for your mobile app.** You don't have to go far. Look to your company or organization's IT department for questions about the mobile app, including connectivity challenges. Internal IT resources can readily provide you with the information you need.
- **Understand what your Company Shortname is.** You'll need this 7-digit number in order to access the app. Not sure what that number could be? Your company administrator can help you out. **It is 6044818.**
- ***DID YOU KNOW?*** *The Workforce Ready Mobile app is designed by Kronos; but, it's actually managed by your employer. Your employer has purchased Workforce Ready from Kronos, which means **your employer** is the one making decisions about how users access and interact with it. The Workforce Ready Mobile app user experience will vary depending on each employer's management approach. That's why your company admin/IT department is the best resource to start with when you need support.*

Department Managers:

If you have not already done so, please let any of your employees using Kronos WFR know that the new UI will be switched for all users in Kronos on February 10, 2020. Please remember that all functionality will stay the same for Kronos. There are just different icons and menus when navigating. The information on the users site should help familiarize

Vanderburgh County Kronos users with the new interface. Click here for the [New User Experience Overview](#).

If any of your employees are using the mobile application of Kronos WFR, it has already been switched to the new UI. Mobile punch settings allowed are:

- Show Simple Punch
- Show Punch IN
- Show Punch OUT

The login credentials (for mobile only) are set to “Do Not Save” which would require the employee to enter their username and password each time. Please let me know if this would need to be changed.

- **Watch our mobile videos.** View the following videos to learn how to navigate and use the app like a pro!
 - [Workforce Ready Mobile: Finding and Downloading the app](#)
Learn how to find the Workforce Ready mobile app in the app stores, download it, and login
 - [Workforce Ready Mobile: Navigating the app](#)
Learn how to navigate through the mobile app
 - [Workforce Ready Mobile: Punching in and out](#)
Learn how to punch in and out
 - [Workforce Ready Mobile: Timesheets](#)
Learn how to view your timesheet
 - [Workforce Ready Mobile: Schedules](#)
Learn how to view and manage your schedule
 - [Workforce Ready Mobile: Time-off requests](#)
Learn how to request time-off
 - [Workforce Ready Mobile: Pay Information](#)
Learn how to view your pay information
 - [Workforce Ready Mobile: Direct Deposit](#)
Learn how to set up and edit direct deposit information
 - [Workforce Ready Mobile: Benefits](#)
Learn how to see your benefit options, enroll in benefits, and track your enrollment progress

- **Download the app:**

[Workforce Ready Mobile for iPhone](#)

[Workforce Ready Mobile for Android](#)



Mobile Administrators

We want to provide you with all the resources needed to ensure a seamless deployment to your end-users. *Please note that you must be logged into Kronos Community to access groups and articles.*

- **Check out the User Guide** - We have put together a document to walk you through how to start using the mobile app. Please refer to the **New_Mobile_App_User_Guide** document available in Our Company> Service Provider Documents within your Workforce Ready Solution
- **Make workflows work for you.** You will miss out on using some key features in the app, if you are not using timesheet workflows. Don't worry, our [Timesheet Workflow Migration knowledge base article](#) helps make your transition to timesheet workflows as painless as possible. A step-by-step guide, it walks you through the process of migrating over to timesheet workflows with easy-to-follow instructions.
- You will also need to make sure you have workflows turned on for **time-off requests, timesheet change, and overtime requests**. You can learn how to enable these workflows via the TLM Admin guide available in your Workforce Ready solution under Our Company>Service Provider Documents.
- **Check your security profiles.** We designed the app so you can roll it out by security profile. That means you can determine the specific groups you would like to test out the app before you roll it out to your whole organization. If you are looking for roll-out and adoption tips, [listen to our podcast](#) on Working Smarter Café for insight into how a fellow customer, ALE Solutions, is rolling out the new mobile app their employees
- **Leverage Charts** in the new Workforce Ready experience to understand what devices your employees are using to access Workforce Ready. The visualization of this data easily allows you to understand if your employees are logging in to the new mobile app or are still using the classic app. Learn how to put together this type of visualization today by viewing this [Knowledgebase article](#).
- **Stay up to date** with the latest mobile release information by bookmarking our [Release Readiness page](#) and joining the [Workforce Ready Announcements group](#) in the Kronos Community to **stay up to date** with the latest mobile release information.

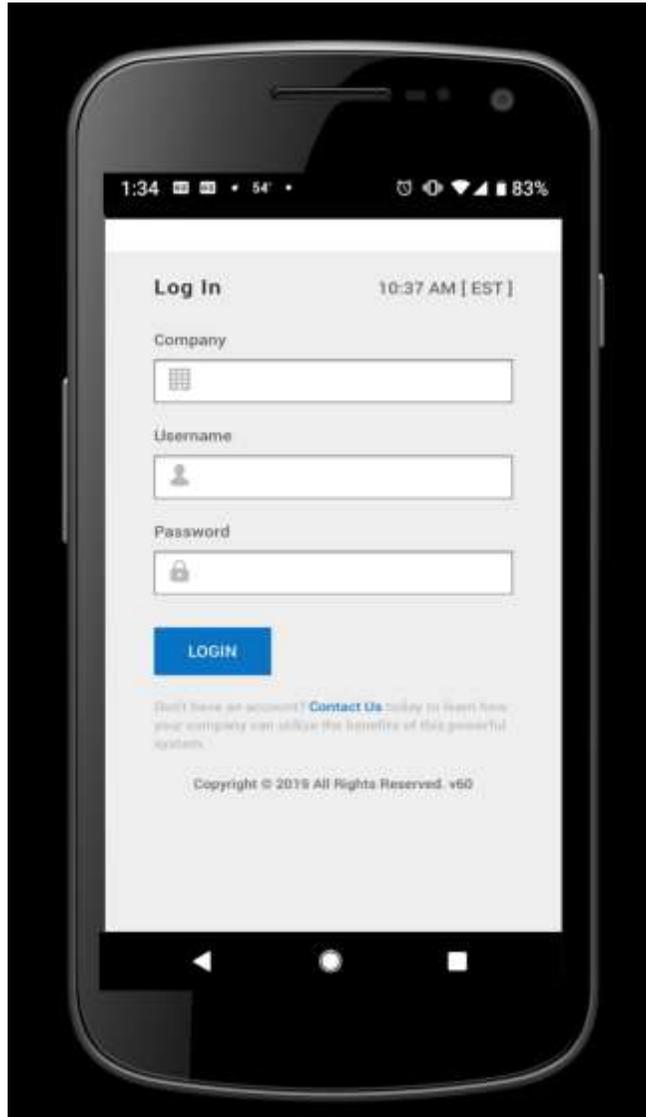
- **Download our [toolkit](#)** to provide easy instructions to your employees on how to access the Workforce Ready mobile app. The toolkit includes a printable poster and email!

Best practice tip! Many customers have seen success using the email via Announcements to reach their employees right within the Workforce Ready desktop application.

Region Screen (1st screen)



Log-in screen



Home screen

