UNIVERSITY OF
MARY WASHINGTON

MyTime
Mobile Guide   10/15/19

MyTime Mobile Application

The KRONOS mobile application, which powers MyTime, is an optional feature provided to the user community as a convenience tool for limited MyTime functions. This application is used at the discretion of the mobile device owner, in accordance with departmental procedures. The Kronos app is available on iPad, iPhone and Android devices.

You are encouraged to use a wireless network connection, as standard data usage rates apply. Fees incurred by use of the app are the responsibility of the device owner.

Due to the different devices and the unique user interface of each operating system, training is not provided on use of the MyTime mobile app. This quick guide will outline the available functions. The MyTime mobile app does not replace all functions of the desktop application.

System Requirements

iPhone/iPad
Operating System: iOS 10.0 and up
System optimized for iPhone 5, 6, and 6+

Android
Android 4.4 and higher

Download the Mobile App

Here are examples of the application downloads that can be found in Google Play for Android or the App Store for iPhone.

iPhone and Android

Kronos Mobile™
By Kronos Incorporated

iPad

Kronos Tablet™
By Kronos Incorporated

If you have a QR scanner/reader application downloaded on your phone, you can use the following QR codes to access the Kronos application:

iPhone

Android

When given the option to turn on Location Services, select "No".

Once you have downloaded the app, upon login enter the following **server address**:
https://umw.kronos.net/wfc

Employee: MyTime Mobile

Mobile Functionality

Mobile App Function	Desktop Only – No Mobile Functionality
Record Time	View Schedule Period or a Range of Dates
Request Time Off (RTO)	View past accruals
Cancel RTO	
View Schedule	
View Accrual Balances	
Add/Remove Comments and Notes	
Add Notes to RTO	
Approve and Remove Timecard Approval	
View Previous and Current Pay Periods	
Transfer in to Secondary Job	

Key for Mobile Functions

| Key	Description
	Punch Timecard
	Schedule
	Access Timecard
	Requests
	Accruals
	Change pay period and query views.

Transferring In to Secondary Job

Below is an example of how to Timestamp into a second job from an Android phone. Features may vary from Android to iPhone, as well as version to version for the app.

1. Select Punch

2. If the employee has more than one position, they would select the drop down option in the lower right corner of the Recent box. Their position options will appear.

3. Select the **Secondary** position and it will populate on the screen

4. Select **Punch**
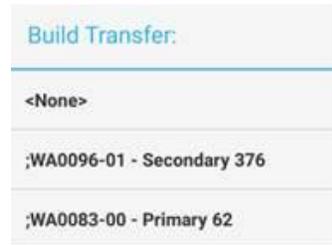
A message will appear that the punch has been accepted.

Employees do not need to select their primary job when punching in. If nothing is selected for the Transfer, the punch will go to the Primary position.

You do not need to select the transfer when punching out. You will only select to transfer when you are working a secondary job, and only on the "in" punch.

Supervisor: MyTime Mobile

Supervisor

Mobile App Function	Desktop Only – No Mobile Functionality
Mark Exception as Reviewed	Convert Unapproved Hours to Comp Time
Enter Missed Punches	Delegate Approval to another Supervisor
Approve or Reject RTOs	Add notes to an RTO
Approve and Remove Timecard Approval	View Past RTOs
View Employee Schedules	Cancel an approved RTO
Add a Pay Code to Timecard	View Approval Summary (iPad only)
Add Comments and Notes on Timecard	View Employee Accrual Balances
Timecards Accessible after Approval	View all Time Period Options
Limited Time Period Options to include Current & Previous Pay Periods, Yesterday, Today and Range of Dates	

Supervisors have the ability to view the employee's activity on mobile devices through the Audits tab when using a computer. Mobile activity can be seen in the footer of the employee's timecard. See example below.

Supervisor Key for Managing Timecards

Key	Description
	Employee has approved timecard.
	Overtime / Unapproved Hours
	Employee has not approved timecard.
	Exception
	Change pay period and query views.
	iPhone/Android = Toggles between view of manager approved, manager non-approved and Payroll signed off timecards.
	Sorting feature of current view to see employee approved, employee non-approved, overtime and exceptions.

By selecting the symbol, you can select to view a legend of the mobile symbols and their definitions. Selecting this symbol will also provide you the ability to change the query view.

Application Navigation

General

App Function	Purpose
My Schedule	Same as My Calendar on the computer.
Unapproved RTO	View in My Requests prior to approval. Once approved view in My Schedule and My Requests.
Accrual Balances *(employee only)*	View in My Request through "clock" icon. Only current and future balances are viewable from mobile devices.
Change Password	Do not use. Not applicable to UMW.
Barcodes/QR Codes	Not applicable to UMW.
RTO	Approved = green checks. Submitted = yellow arrow.

Supervisor

App Link	Purpose
Timecard Exceptions	Quickly review and correct most exceptions.
Manage Timecards	Review, edit, and approve employee timecards. Ability to add and edit punches, pay codes, and comments. Does not display rejected requests.
Time-Off Requests	Approve or reject time-off requests.
Schedules	See who is working on a given day. Also used to confirm approved leave reflects on both the schedule and timecard.
Approve Clean	Approve multiple timecards at once. Timecards with the exceptions of Unexcused Absences, Cancelled Deductions and Excused Absences cannot be approved clean – these will need to be approved within the timecard.

iPad for Supervisors

MyTime iPad licenses are available to supervisors only. UMW has limited number of Kronos iPad licenses. To determine availability and request access, supervisors must contact the MyTime System Administrator at cdunn@umw.edu or x5981.

iPad Navigation Tips

Entering Pay Codes or Punches: Must touch the date to obtain the popup to enter pay codes or punches, such as leave taken, on employee timecards or own timecard.

Editing or Deleting Pay Codes or Punches: Must touch either the pay code or the time you are trying to edit or delete.

Genies Available on the iPad Include: IS Summary, Approvals Summary, etc.