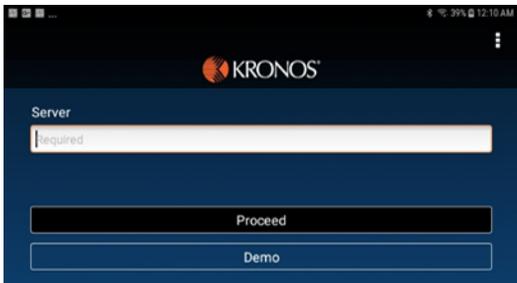


Getting the Mobile App

APS Employees may download the Kronos Mobile app. Visit your device's app store to download the Kronos Mobile app. The app is free and will only require you to enter the APS Kronos server. You will need to enter the APS server, one time. To log in, you will need to enter your APS username and password.

1. Open your mobile device's Apps store
2. Download the Kronos Mobile App
3. Once you download the App, open the App
4. Enter the server name (you will only need to do this one time):

<https://atlantapublicschools.kronos.net/wfc/navigator/logon>



5. Tap Proceed to continue.

Accessing Kronos Your by Mobile Device

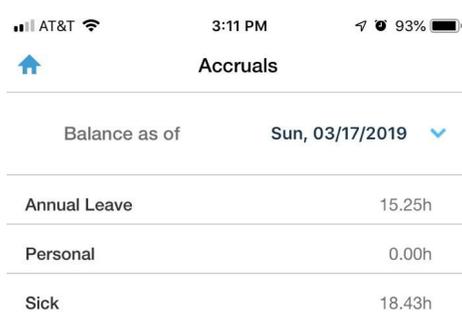
1. Once you have downloaded the Kronos mobile app on to your mobile device, open the mobile app.
2. Type your APS username and password
3. **Note:** the app will remember your username but you will always need to enter your password.

Kronos App Main Screen



Viewing Leave Balances

1. Tap Accruals.

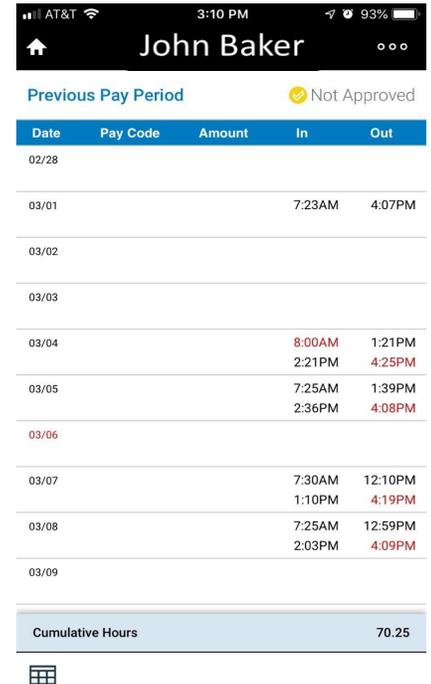


Balance as of Sun, 03/17/2019	
Annual Leave	15.25h
Personal	0.00h
Sick	18.43h

Viewing the Timecard

1. Tap Timecard.

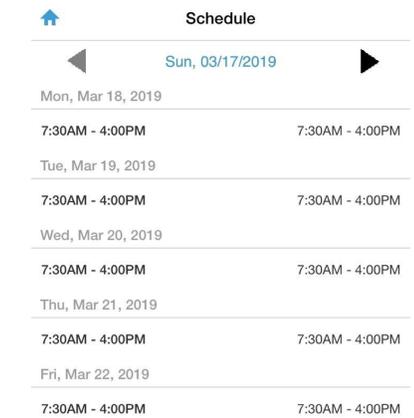
Note: You will be able to view Current Pay Period or Previous Pay Period.



Date	Pay Code	Amount	In	Out
02/28				
03/01			7:23AM	4:07PM
03/02				
03/03				
03/04		8:00AM 2:21PM	1:21PM 4:25PM	
03/05		7:25AM 2:36PM	1:39PM 4:08PM	
03/06				
03/07		7:30AM 1:10PM	12:10PM 4:19PM	
03/08		7:25AM 2:03PM	12:59PM 4:09PM	
03/09				
Cumulative Hours			70.25	

Viewing Your Schedule

1. Tap Schedule.



Schedule	
Sun, 03/17/2019	
Mon, Mar 18, 2019	
7:30AM - 4:00PM	7:30AM - 4:00PM
Tue, Mar 19, 2019	
7:30AM - 4:00PM	7:30AM - 4:00PM
Wed, Mar 20, 2019	
7:30AM - 4:00PM	7:30AM - 4:00PM
Thu, Mar 21, 2019	
7:30AM - 4:00PM	7:30AM - 4:00PM
Fri, Mar 22, 2019	
7:30AM - 4:00PM	7:30AM - 4:00PM

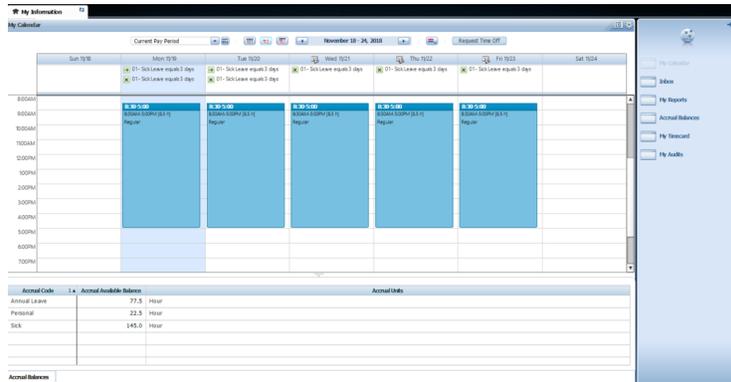
Entering a Leave Request

1. Tap Requests.
2. Your previous requests will display. Tap the plus symbol.
3. Choose your desired leave code.
4. Select your start date (first day of your leave).
5. Select your end date (last day of your leave).
6. Durations should be hours.
7. Enter start time (If you are taking a full day, enter your scheduled start time. If you are taking a partial day, enter the time your leave will start).
8. Enter Length/Duration as the number of hours you wish to take off PER day.
For example: For 7.5 hours, enter 7:30
 For 3.75 hours, enter 3:45
9. **Optional:** you may type a note.
10. Tap Submit.

Note: You will receive an email confirmation and your manager will receive an email notification to approve or reject your request.

Accessing Kronos by Computer

1. On a computer, open a **Chrome** Browser.
2. Go to the Kronos site:
<https://atlantapublicschools.kronos.net/wfc/navigator/logon>
3. Type your APS username and password.
4. Press Enter.



Note: Your calendar will display with your schedule and your leave balances.

Entering a Leave Request

1. Click **Request Time Off**.
2. Select your desired leave code.
3. Select your start date (first day of your leave).
4. Select your end date (last day of your leave).
5. Time unit should be hours.
6. Enter start time (If you are taking a full day, enter your scheduled start time. If you are taking a partial day, enter the time your leave will start).
7. Enter Length/Duration as the number of hours you wish to take off PER day.
 - For example: For 7.5 hours, enter 7:30
 - For 3.75 hours, enter 3:45
9. **Optional:** you may type a note.
10. Tap Submit.

Note: You will receive an email confirmation and your manager will receive an email notification to approve or reject your request.

Viewing Your Timecard

1. Click **My Timecard**.

The screenshot shows the 'My Timecard' page. It features a table with columns for Schedule, Date, Pay Code, Amount, In, Transfer, Out, Shift, Daily, and Totals. The table displays data for several days, including punches in and out, and total hours for each day. Callout boxes A through I are placed over the interface to identify key features: A points to the Schedule column, B to the Leave code column, C to the In column, D to the Transfer column, E to the Shift column, F to the Daily column, G to the Totals column, H to the Pay Period dropdown, and I to the Print Timecard button.

Schedule	Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Totals
7:30AM-4:00PM	Thu 2/28								
7:30AM-4:00PM	Fri 3/01			7:23AM		4:07PM	8.5	8.5	8.5
	Sat 3/02								8.5
	Sun 3/03								8.5
7:30AM-4:00PM	Mon 3/04			8:00AM		1:21PM			
				2:21PM		4:25PM	7.5	7.5	16.0
7:30AM-4:00PM	Tue 3/05			7:25AM		1:39PM			
				2:36PM		4:08PM	8.0	8.0	24.0
7:30AM-4:00PM	Wed 3/06								24.0
7:30AM-4:00PM	Thu 3/07			7:30AM		12:10PM			
				1:10PM		4:19PM	7.75	7.75	31.75
7:30AM-4:00PM	Fri 3/08			7:25AM		12:59PM			
				3:00PM		4:00PM	3.33	3.33	38.08

A. Your Schedule

B. Leave code—This will have a code if you take leave

C. In and Out punches will be displayed in these columns

D. Transfer—If you work a secondary job, it's code will display here

E. Shift—Total hours for first punch of the day

F. Daily—Total hours for the day

G. Totals

H. Pay Period

I. Print Timecard

Contact us for Support & Questions

The Kronos Cloud Upgrade Support Team

404.802.0070

KronosUpdateLDAP@atlanta.k12.ga.us

<https://www.atlantapublicschools.us/kronosupgrade>