

## **Accessing Kronos Off-Site**

### **Kronos from Home** (i.e. desktop, laptop, web browser on mobile, etc):

To access Kronos from home, you'll need to copy and paste the following URL into your browser:  
<https://kronos-mobile.upstate.edu/wfc/logon>.

Unfortunately, from home *you cannot access Kronos from the iPage\**

### **Kronos Mobile App:**

- 1) Download Kronos Mobile from the App Store (specify "mobile" as part of the search as there is a game out there called Kronos)
- 2) Log in to the App with your Kronos ID and password
- 3 Put in this link where it asks for Server on the logon screen: <https://kronos-mobile.upstate.edu/wfc>

Most of the App is intuitive but here are some points to know:

- Timecard: can see Current and Previous Pay Periods only
- Schedule: can see TODAY and forward (not back) as long as the Schedule is POSTED
- Time Off Requests: to add a Request, follow the same Managed Periods rules as on the desktop application; if you try to request outside the Managed Period the mobile app shoots an error msg to you (on the desktop it goes to draft)
- The App system does not allow for shift swap or picking up open shifts (OT/ET)
- You can approve your time card at the end of the pay period from the App