

# Kronos App

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## Background

To create efficiencies in timekeeping and the leave application process, the University will begin to allow all faculty, staff and student workers to use the Kronos Mobile app to request time off. In addition, the University's supervisors will be able to use the Kronos Mobile app to manage and approve their employees' timecards and time off requests.

## The Kronos Mobile Upgrade Pilot Program

All employees and supervisors in your division have been selected to participate in a pilot. Your feedback on the logistics of the upgrade, the functionality of the mobile app and the communication effectiveness will be instrumental to the Payroll Office and the Office of Human Resources prior to our rolling out the upgrade to the entire university. We thank you!

## Overview of Kronos Mobile Functions

**Employees** can use their Smart Phones to:

- Request leave
- View timecards, schedules and leave balances

**Supervisors** can use their Smart Phones to:

- View exceptions
- Manage most exceptions
- Edit and approve timecards
- Approve leave requests

**Employee Training Resources** (job aids) are available:

- [Kronos Mobile Install – Android and iPhone](#)
- [Kronos Mobile for Employees](#)

**Supervisor Training Resources** (job aids) are a

- [Kronos Mobile Install – Android and iPhone](#)
- [Kronos Mobile for Supervisors](#)

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=584>