

Setup Checklist

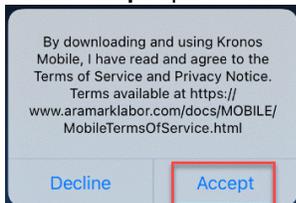
1. The Kronos Mobile App (UKG Workforce Central) is available for **iPhone** and **Android**. Make sure you have the latest Operating system software version (iPhone IOS or Android OS) installed on your phone.
2. Connect to **Wi-Fi** via your phone. Download the Kronos Mobile App. **It is called UKG Workforce Central in the app store.**
3. Click on the **UKG Workforce Central** icon on your phone – the first time you access the app, you may be asked about your Location (answer “Don’t Allow) or Notifications (answer “Allow”).
4. Enter the **Server** address to connect. You must type it exactly as it appears below – in *lower-case letters and no spaces*.
Server address: **https://m.aramarklabor.com/wfc**
5. Logon to Kronos Mobile (UKG Workforce Central):
 - ✓ **Username** – enter your **8-digit Aramark Employee ID** including leading 0s.
Ex., 00123456. NOTE -- This is the same ID you use to punch in and out for work.
 - ✓ **Password** – the first time you logon, your password will be your birth date.
Enter your birth date in the format of **mmddyyyy** (ex., 06011990).
NOTE – you will be prompted to reset your password the first time you logon.
Your new password must be at least 6 characters long.
The next time you logon, enter your new password.
If you forget your password, notify your manager.
 - ✓ Select **Log On**.



Mobile App Terms of Service and Privacy Notice

All Kronos Mobile (UKG Workforce Central) users will be required to acknowledge that they accept the legal terms of service and privacy notice before accessing the app for the first time.

Select **Accept** upon initial login to proceed to the home screen. You cannot login without accepting this prompt.



Link to Terms of Service and Privacy Notice: <https://www.aramarklabor.com/docs/MOBILE/MobileTermsOfService.html>

Menu Options

- **Accrued Time off** – view your vacation/paid time off balances (if you are eligible)
- **Request** – request time off
- **Schedule** – view your schedule
- **Timecard** – view your timecard
- **Time Review** – fix missed punches (for hourly employees only)

General Navigation



Gear – allows you to select the **Time Period (Current or Previous)**
Your selection is used through screens and the next time you logon.



Home – return to the home screen



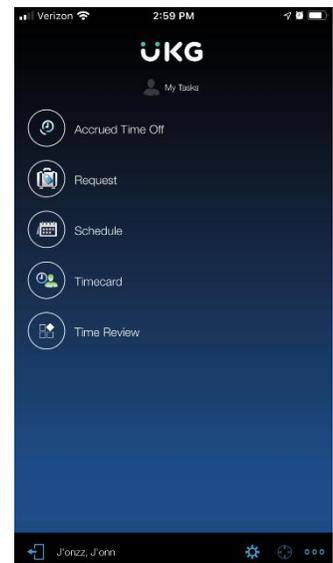
Logout



Checkmark – save information, data entered



Change Password



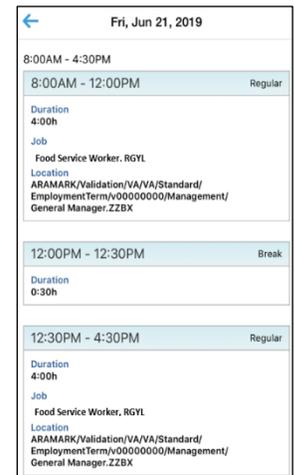
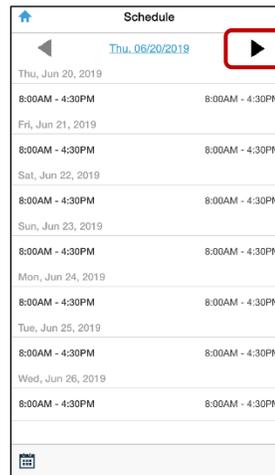
Please note, as the Mobile application is updated by Kronos, the navigation through the screens may change over time.

Schedule

Use this option to view your schedule.



- Select **Schedule** from the home screen
- The schedule for the current week appears. To view the next week, click on the ▶ arrow.
- To see the details of a shift, click on that date.

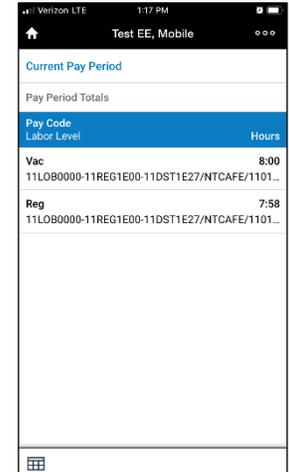
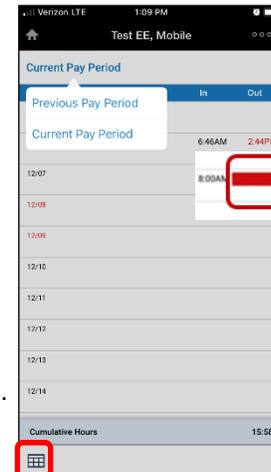


Timecard

Use this option to view your timecard.



- Select **Timecard** from the home screen.
- Take note of the **pay period** displayed – current or previous. If you need to switch the pay period, click the pay period, and select the other pay period.
- Any exceptions appear in **red text** – early/late, and total hours
- If you have a **missed punch**, it appears as a red block. [REDACTED]
NOTE -- You must Fix all Missed Punches using the Timecard Review menu option (see the next section).
 - Bottom total includes all pay codes with hours–accruals, absences
 - Click table icon to see breakout of hours by pay code. Unpaid time could be shown depending on how absence hours are logged.



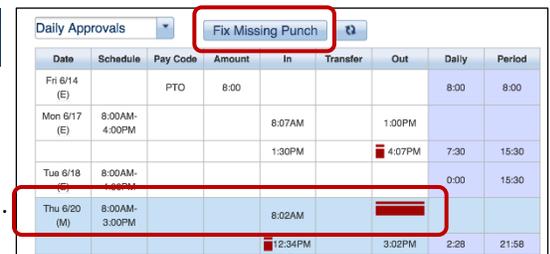
Time Review -- Fix Missed Punches

Use this option to fix missed punches.

You must fix all missed punches as soon as possible!



- Select **Time Review** from the home screen.
- You must switch your phone sideways to view the information.
- A **missed punch** shows as a red block. [REDACTED]
- Click on date with the missed punch. The Fix Missing Punch button then displays.
- Click the **Fix Missing Punch** button (above the grid).
 - The date of the missed punch displays.
 - Enter the missed punch time
 - Select a comment from the drop-down list (ex., Forgot to punch).
 - Click Submit.
- The punch will go to your manager for review.
- If your manager approves, the punch will go into your timecard.



Accrued Time Off

Use this option to view your vacation / paid time off balances.

Note – use of this feature depends on your eligibility. If you have questions, check with your manager.

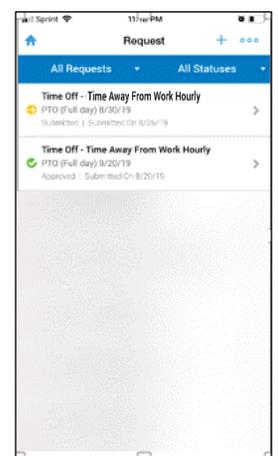
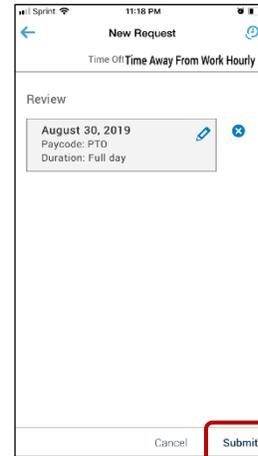
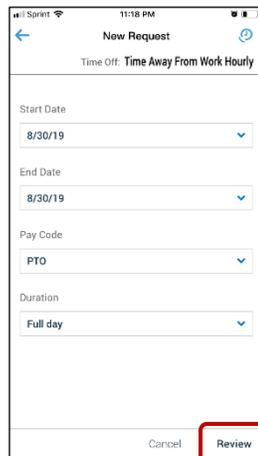
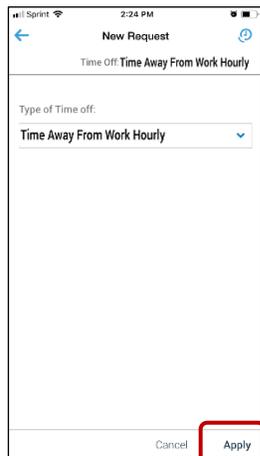
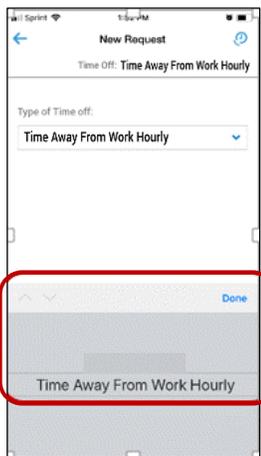
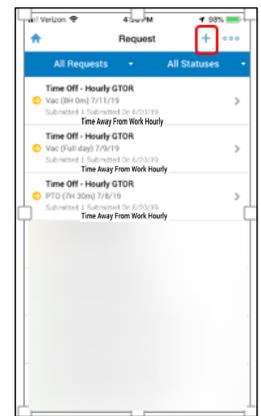
- Select **Accrued Time Off** from the home screen
- You can only view your time off balances.
- The date defaults to today's date.
- To see balances in the future, change the date. Keep in mind, any requests that have not been approved, are not accounted for in the balances displayed as they are pending.
- Note that your accrual balances in the mobile app may be different than what is shown on your wage statement. Balances in the mobile app are more current due to timing of grants and time taken.



Request – Time Off

Use this option to request time off.

- Select **Request** from the home screen.
- Any existing time-off requests will be displayed.
- **Select the plus sign +** to create a new time-off request.
- **Select Time Off** and click on the checkmark.
- Select the type of the request – **Time Away From Work Hourly**
- Click **Apply**.
- Enter the **start and end dates**. (You can request multiple days at once for a time-off request. If the date range crosses over a holiday, the holiday will be kept in your schedule.)
- Pick the appropriate **pay code** – ex., Vacation, PTO, Exc Absc Unpaid (if no accrual balance), etc...
- Select the **duration** (full day, 1st half or 2nd half day, hours)
- Click **Review**. If you need to edit the information, click on the pencil.
- Click **Submit**. The request will go to your manager for review via email and notification within the app.
 - A yellow arrow ➡ displays while the request is pending.
 - Once approved, a green checkmark ✓ displays next to the request. The time off will appear on your schedule.
 - If a request was rejected, a red x ✗ displays next to the request.
- A request can be cancelled whether approved or not; however, the pay period must not be signed off. To cancel a request, highlight the request, and click Cancel.



Tips & Troubleshooting

- **Always connect to Wi-Fi** to avoid cellular data charges when using the Kronos Mobile app.
- **Trouble connecting?** -- verify that you can get to the internet (ex., www.aramark.com) from your phone. If you can get to the internet, verify the setup information above. If you cannot get to the internet, the issue is with your phone service.