

# Workforce Ready Mobile

Human Capital Management. When and Where You Want It.

## Mobile Application Overview

The Kronos® Workforce Ready® mobile application provides managers and employees with immediate, instant avenues to their human capital management solution, wherever they may be.

This app, available for Apple, Android, or Windows Mobile devices, is a natural for companies whose people are frequently on the move, want to address common tasks quickly and easily on their mobile device of choice, and need to maintain productivity and functionality across the entire human capital management spectrum — from time and labor management to human resources and payroll. All while incorporating **on-the-go access** to features that are ideal for **out-of-office use**.

## Application Features Include:

### Employees

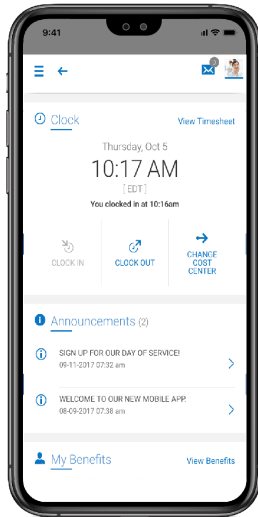
- Punch in/out with GPS coordinates
- Offline punch (once a connection is re-established, punches will be pushed to the Workforce Ready applications)
- Change cost centers/labor transfer
- Submit timesheet
- View schedule
- View time-off and leave-of-absence calendars
- View accrual balances
- Request time off
- HR actions such as viewing profile and accessing onboarding tasks
- View pay statements

### Managers

- Approve time-off and leave-of-absence requests
- Make timesheet corrections
- Approve submitted timesheets
- View reports: time-off calendar, dot board, and birthday and anniversary calendars
- View employee lists, employee information, and employee pay statements
- Complete HR actions such as checklists, new hires, transfers, and benefits enrollments

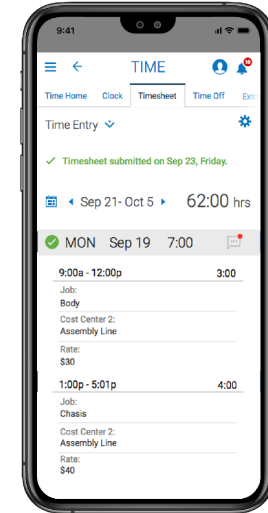
## FACT SHEET

HR Departments reach 52 percent more employees when they invest in self-service, mobile, and help desk solutions. Gain the visibility you need. Instantly engage. Make effective decisions. Take action. And move on. It's Workforce Ready Mobile from Kronos. And it will fundamentally change the way your workforce interacts and connects with your organization.



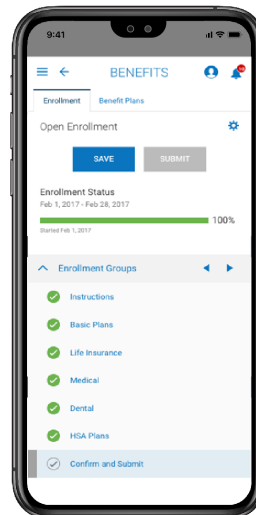
## Instant Access to Information

The Workforce Ready mobile app delivers easy and immediate access to information that a manager might need to access on a frequent basis, such as a dot board (on premise), timesheet exceptions, and time-off requests. The dot board is an on-premise report that shows the manager exactly who has punched in as well as pertinent employee information for the manager's review.



## Restrict Employee Punches Based on Location

The Workforce Ready mobile application provides known location geofencing, which enables an organization to restrict an employee from clocking in from just anywhere. If the application is configured, an administrator can restrict employees from clocking in outside the radius of a defined location, down to a tenth of a mile.



## Application Included at No Additional Charge<sup>3</sup>

The mobile application is included with the Workforce Ready product suite at no additional charge and is available in the Apple, Android, and Windows application markets. Employees can use the app to check schedules, place time-off requests, review paychecks, and more.