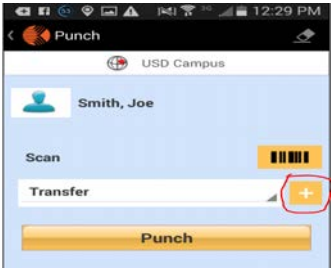


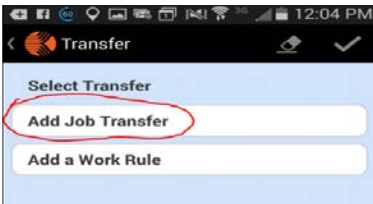
Kronos Mobile – How to Record Time with Two Jobs (Employee)



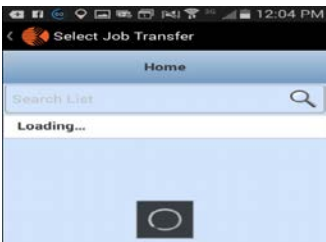
1. Log into Kronos Mobile.
2. Select **Punch**.



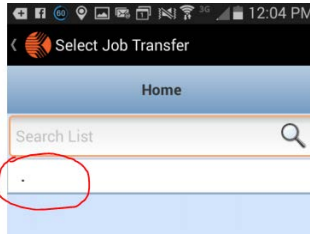
3. On the Punch screen, next to the word Transfer, press the Plus Sign (+).



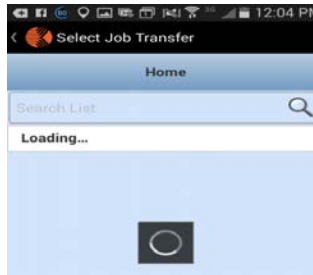
4. On the Transfer screen, select **Add Job Transfer**.



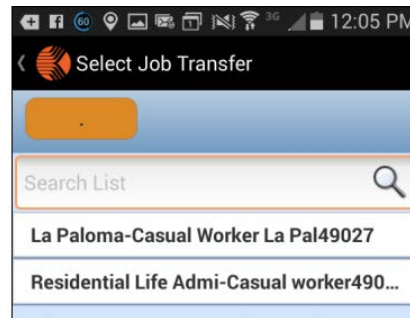
5. You will see the screen Loading. Wait several seconds.



6. After the Loading has stopped, you should see a line with a single dot (.). Press the line with the single dot.

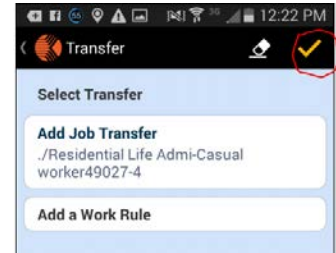


7. You should once again see Loading for several seconds.



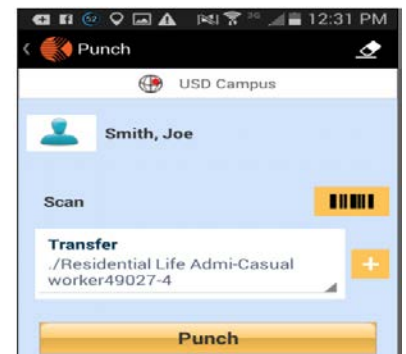
8. After Loading is complete, you should see the list of your available Job Assignments.

9. Select The Job Assignment you are working.

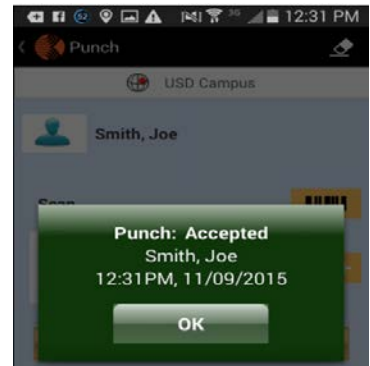


10. You will return to the Transfer screen with the Job Assignment you selected.

11. Press the check mark in the upper right corner to confirm your selection.



12. You will return to the Punch screen with the selected Job Assignment filled in the Transfer box.



13. Press **Punch**.

14. You will receive a confirmation that your Punch was Accepted.

15. Press OK.

If you need assistance, please contact the Payroll Department at ext. 4818