Logging time using the mobile app

1. Go to Kronos Mobile App and sign in with your **User Name** and **Password**. Then select **Log On**.

2. The **My Tasks** menu appears. If your device Location is turned off, you will get a **Location information** notification. Select **OK** to turn on your location. You will not be able to record a Punch until you allow Location to be turned on.

3. Select **Punch** at the top of the screen.
4. At the bottom right of the Punch screen that appears, select Punch. No other selections are necessary.

5. After the punch processes, the Punch Accepted window appears. Select OK to exit back to the My Tasks screen.
6. After your Time Punch is accepted, it will be visible in your Timecard, both on the **Kronos Mobile** and **Kronos Desktop** applications.