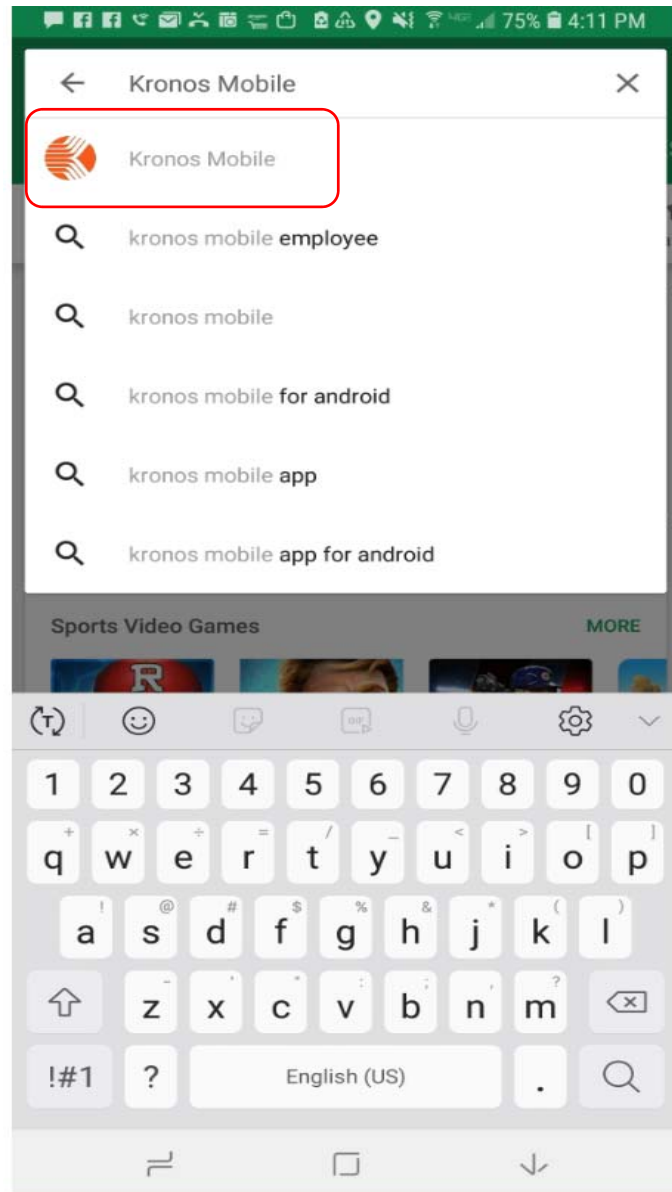
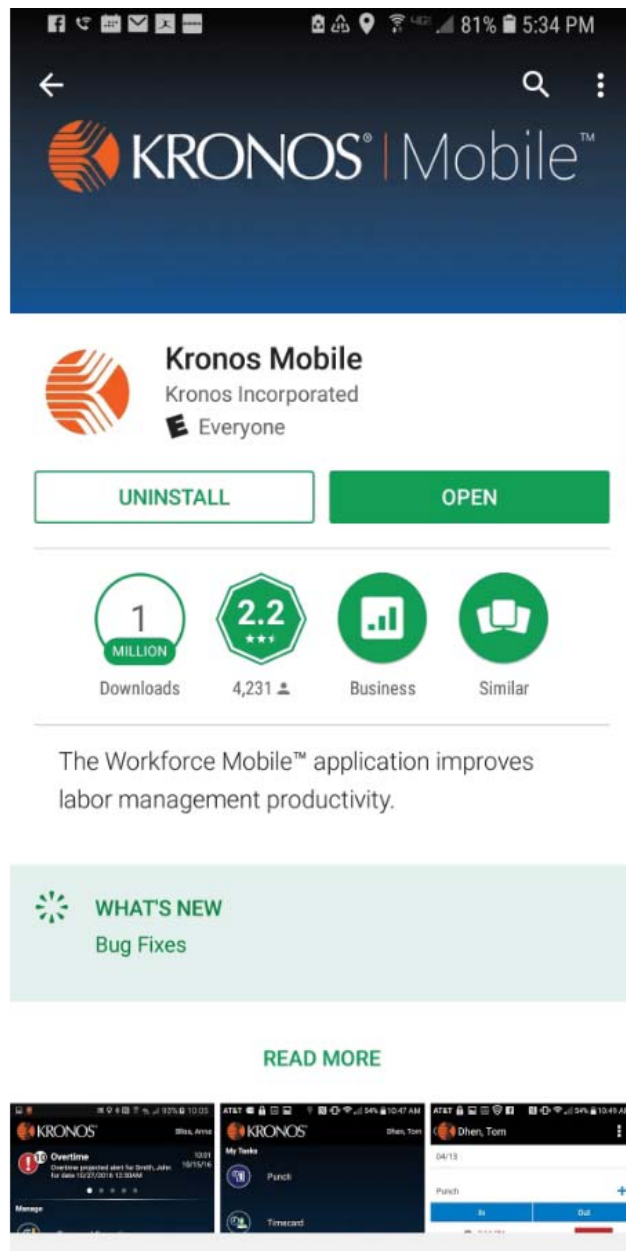


Kronos Mobile App for iPhone

1. Search for Kronos Mobile in your iTunes store.
2. Look for the app with the orange Kronos logo (pictured below).



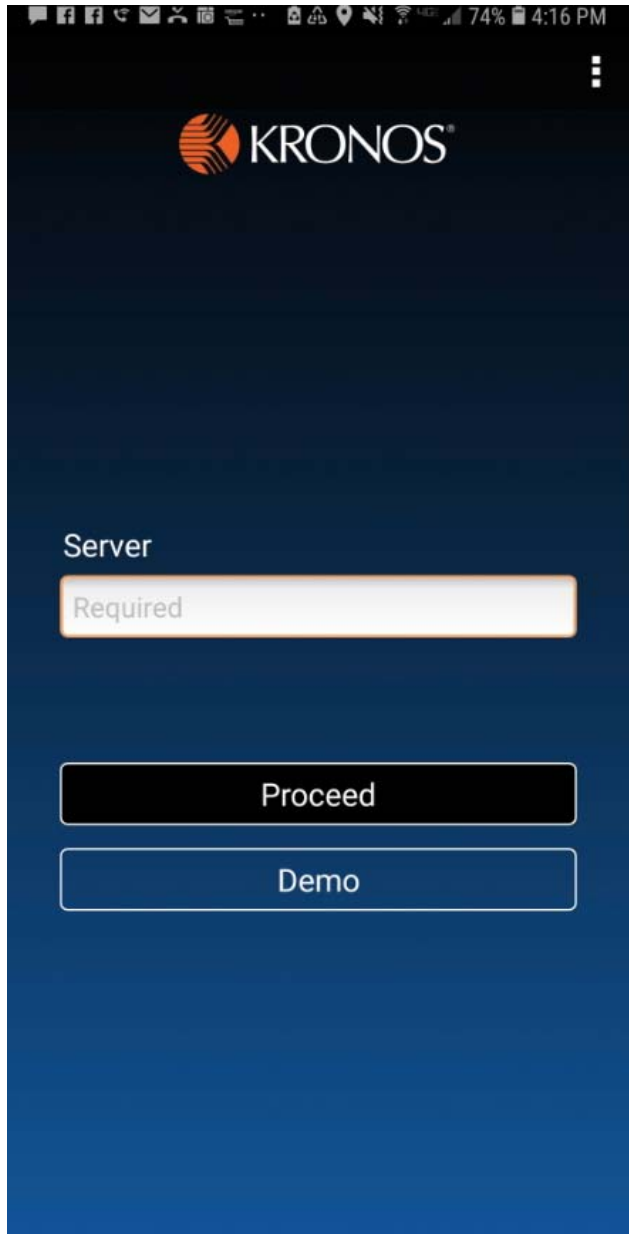
3. Install the app. Once the app has installed open the app.



4. The first time you login you'll need to enter the server information. Please enter the following in the Server field:

<https://ohiomasonichome.kronos.net/wfc>

5. Once this is entered click Proceed

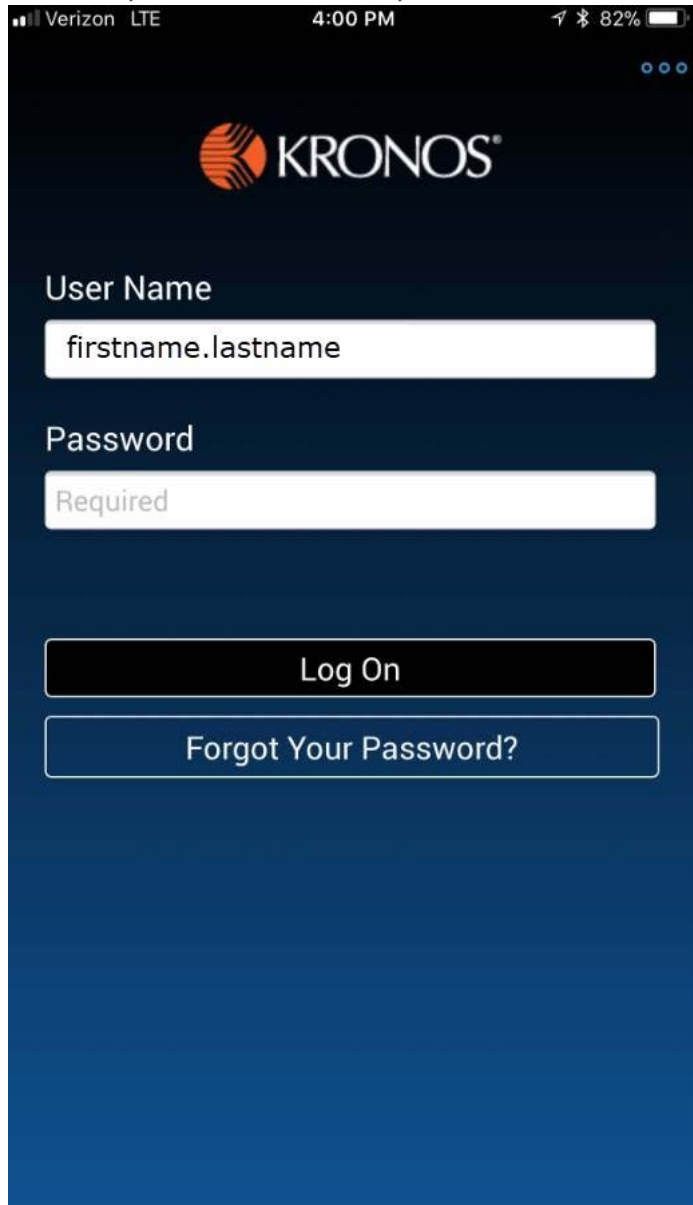


The screenshot shows the Kronos mobile application interface. At the top, the Kronos logo is displayed. Below it, there is a section labeled "Server" with a text input field containing the placeholder text "Required". Underneath the input field are two buttons: a black button labeled "Proceed" and a blue button labeled "Demo". The top status bar of the phone shows various icons and the time 4:16 PM with 74% battery.


6. Enter your Kronos User Name and Password

Please Note: Your user name is Firstname.Lastname (there is a period in between your first and last name).

Once you've entered your User Name and Password click Log On

A screenshot of the Kronos mobile application login screen. The background is dark blue. At the top, the status bar shows 'Verizon LTE', '4:00 PM', and '82%' battery. The Kronos logo is centered at the top. Below it, the 'User Name' label is above a text input field containing 'firstname.lastname'. The 'Password' label is above a text input field containing 'Required'. Below the password field are two buttons: 'Log On' and 'Forgot Your Password?'.

Verizon LTE 4:00 PM 82%

 KRONOS®

User Name

firstname.lastname

Password

Required

Log On

Forgot Your Password?

You should see a task list where you can do the following:

- View your schedule (we are currently working to build schedules for all employees)
- View your PTO, EIR, and Floating Holiday Accrual Balance
- Request a PTO Day
- View your 1095-C Form
- View your Current Benefits
- View and change your Direct Deposit information
- View and edit your Emergency Contacts
- Complete a Time Review
- View Pay History (where you can view pay summaries and pay statements)
- View and edit Tax Withholdings

