

KRONOS MOBILE

Download the Kronos Mobile App

Select the 1st Kronos Mobile Icon

server address: <https://cortland.kronos.net/wfc>

Username: FirstName.LastName

call 753-4629 for password

*Add/Change Direct Deposit

*Change Personal Info

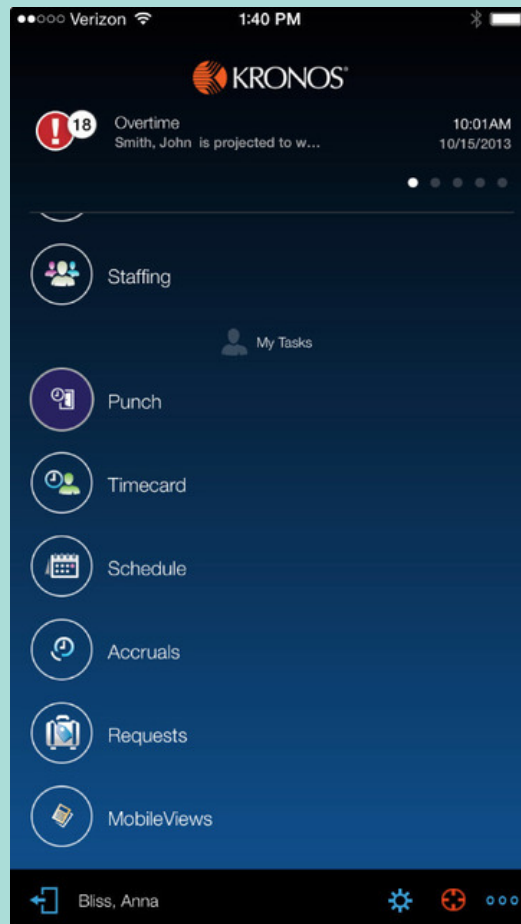
*View All Paychecks

*View/Change Tax Info

*View Your Schedule

*View Time Punches To Verify Hours Worked

*View Open Shifts



SEE REVERSE FOR
TIME CLOCK
INSTRUCTIONS

Time Clock Info

Use Buttons to:

Press View Totals online-Swipe your card (view pay period total hours)

Press Review Punches-Swipe your card (View punches for the last pay period)

Press View Punch Status-Swipe your card (view last punch)

Press Department Transfer-Swipe your badge, select the correct department AND type of employee i.e. 010612, 010623

Press Start OTP activity- swipe your badge (Catering and Concessions students)

Press End OTP Activity-Swipe your badge (Catering and Concessions students)

View Accruals Online- Swipe your badge. Select date (view accruals as of that date this may not include time not yet entered)

For Assistance contact 607-753-4629