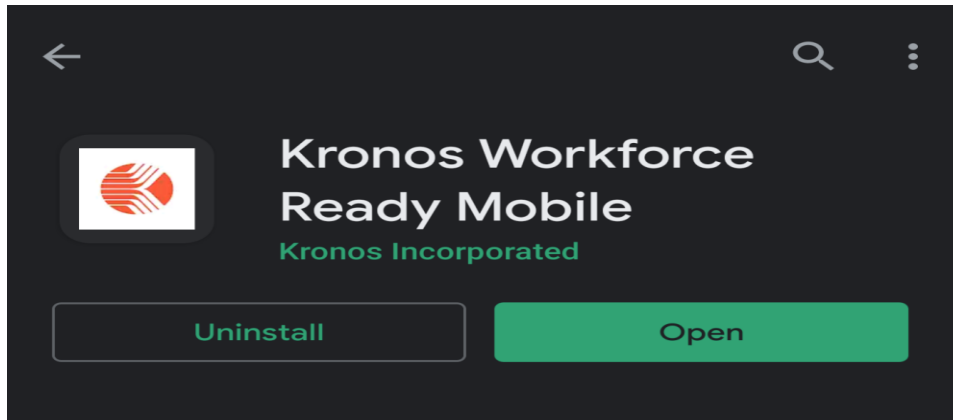
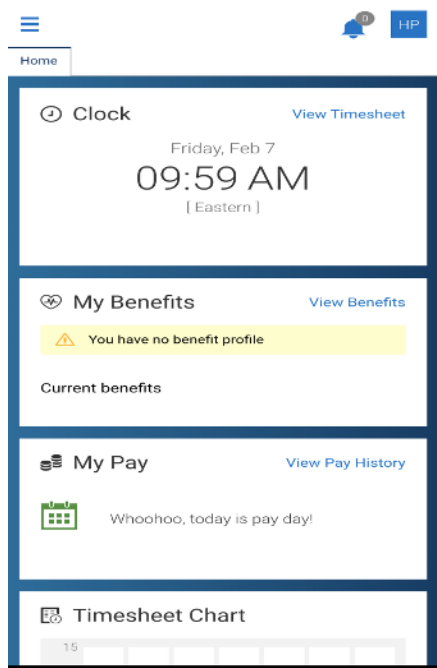


HOW TO LOGIN & USE KRONOS APP TO VIEW PAYSTUBS & SCHEDULES

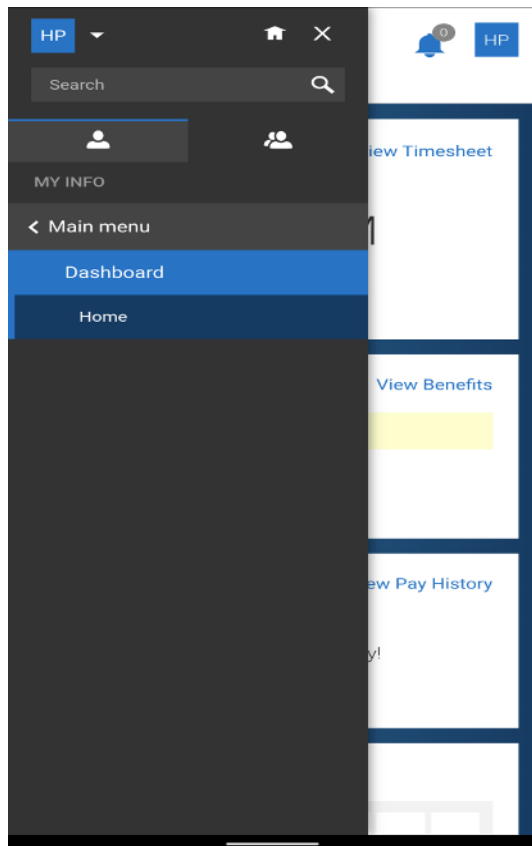
1. Go to the app store and download Kronos Workforce Ready Mobile



2. For “**Company Shortname**” enter **6115713**
3. For “**Username**” enter first initial of first name and then last name ... IE: Name is John Doe, user name is “**JDoe**” ***Unless told otherwise that username is different***
4. For “**Password**” initial password is the first initial of first name and then first initial of last name “**Jd123456!**”, at first logon you will be prompted to change password. Old password is Jd123456!, new password is whatever you would like it to be but must be 8 characters long and have a capital letter, lower case letter, number and symbol.
5. Once logged in you will see the screen below



6. Click on the blue hamburger in the left hand corner to see the screen below



7. On this screen you will be able to navigate to your schedule, accruals, paystub and W-2