

Download and Use Kronos Mobile (UKG Workforce Central) on a Personal Cellphone

Overview:

The University of Virginia Medical Center is providing the following information to configure smartphones to use the UVA Kronos Application. The UVA Kronos Mobile App is intended to be used to view timecard, schedule, accruals and for clocking in/out if applicable. The information below will help the user to download the mobile application.

Team members using Advanced Scheduling automatically receive a license for the Kronos Mobile Application. All other team members will need to complete an online authorization request for the Mobile Employee –Kronos Time Reporter role in order to receive a mobile license.

To Download the Application on a Personal Cellphone:

- Go to the App Store
- Search for UKG (the app can no longer be found by entering Kronos)
 - Select UKG Workforce Central (Kronos Incorporated)





- Choose download
- Once the download completes, open the application
- When ask for the server, type the following web address:
 - <https://timekeeper.hscs.virginia.edu/wfc>
 - Must be typed exactly
 - Use the network login and password to log in

Additional Questions?

- Call the Help Desk at 434-924-5334
- OR*
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line