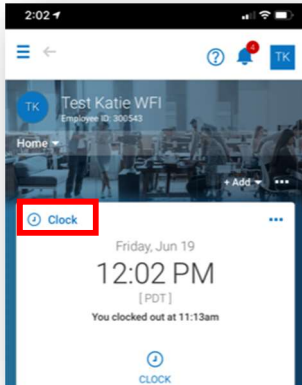
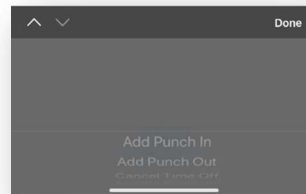
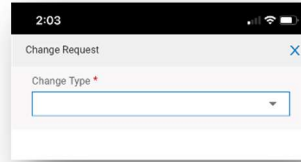


Timesheet Change Request (Mobile App)

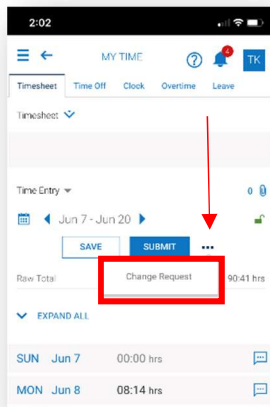
- Log into the Kronos Workforce Ready Mobile App
- Select the “Clock” icon to the top left of the Timesheet Tile



- Select the appropriate Change type from the drop down (may display at the bottom of the screen in a scroll format)



- Select the elipsis “...” icon (to the right of Submit) and select “Change Request”



- Make the appropriate changes to the following screen based on your Change Type selection and click “Submit Changes”

