

Fairview

MyTime

MOBILE OVERVIEW

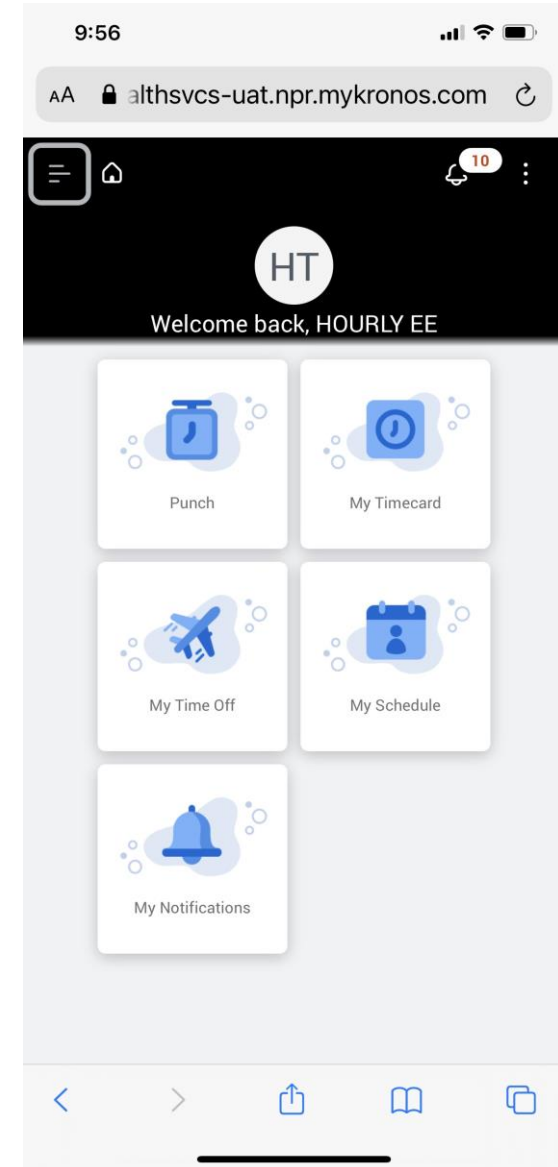
UPDATED 02.28.2023

Mobile Overview

- Mobile is an optional way to use the MyTime Application.
- The solution offers the same functionality as the PC (same experience from PC/Tablet or mobile device).
- Mobile can be accessed by
 - Downloading the App (Android or Apple)
 - Using the Website URL (Edge, Safari, Chrome, etc.)
- Both ways to access offer a similar experience, connecting using the mobile app offers push notifications when an actions has been completed (e.g., timecard correction or approval).

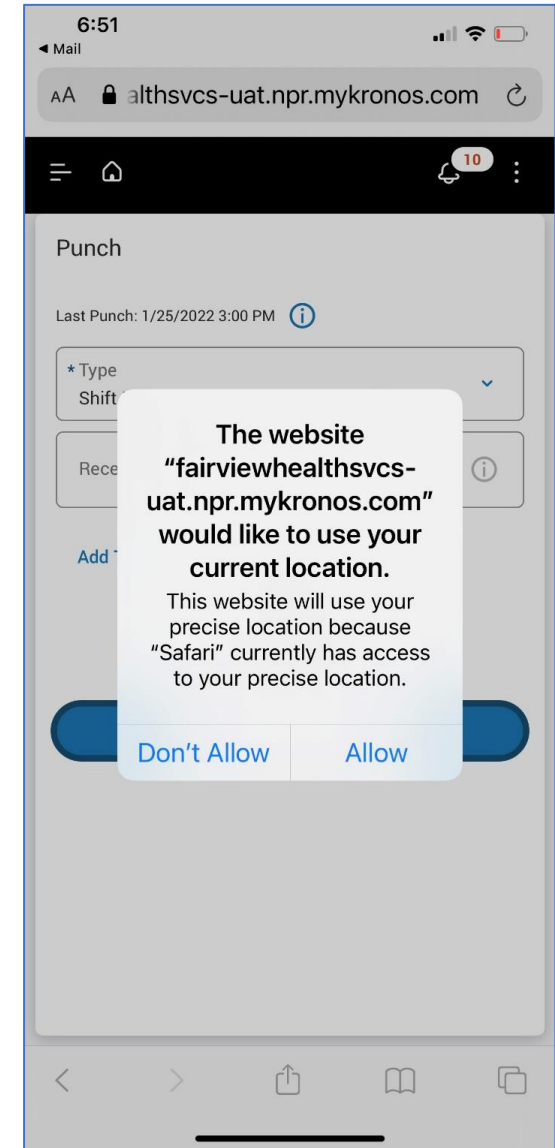
Mobile Features

- Mobile provides the same user experience as the PC
 - Record My Time using the Punch In/Out Tile
 - View My timecard
 - Complete a timecard correction (Missed Punch) thru My Timecard tile
 - View My Schedule
 - Submit a Time Off Request
 - Notifications



Mobile Security

- Mobile uses Multi Factor Authentication (MFA). See this Intranet page for information and instruction – [MFA signup](#).
- Using Mobile to record time requires "allow" location services while using to ensure compliance with time recording policies.
 - [Refer to Recording of Time v.2 \(policytech.com\)](#)
- Enable Push Notifications is an Optional feature
- Monitoring Location Punches are available through Dataviews



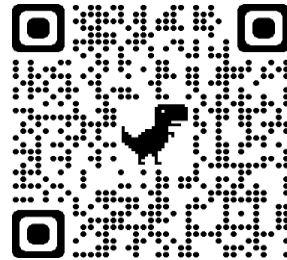
How to Access Mobile

- Download the Mobile App by going to the App store or use the QR code to download the app:

UKG Dimensions for iPhone

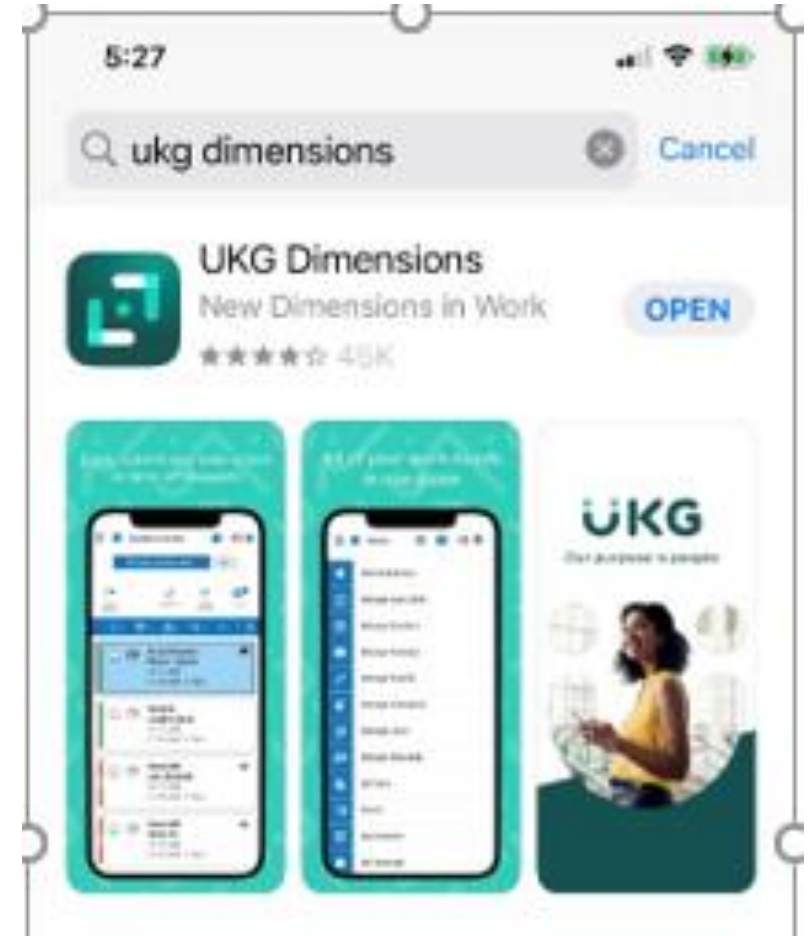


UKG Dimensions for Android



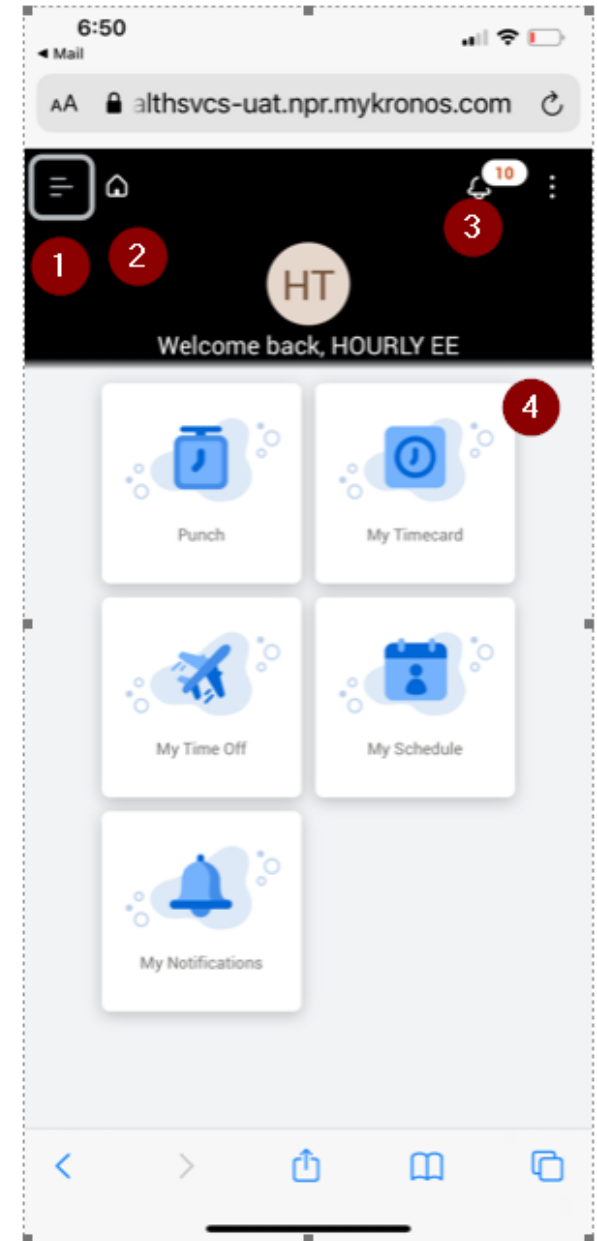
- You also can access the site by directly entering the URL - <https://fairviewhealthsvcs-ss0.prd.mykronos>

- Or using this QR Code for the URL



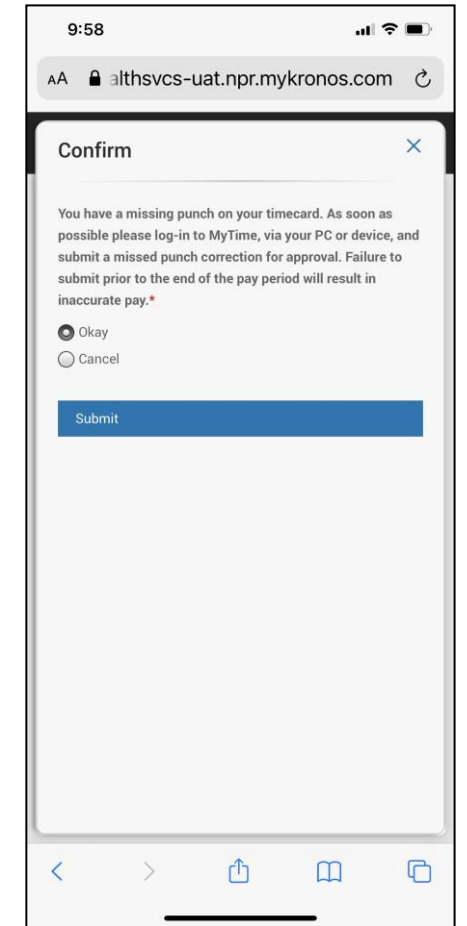
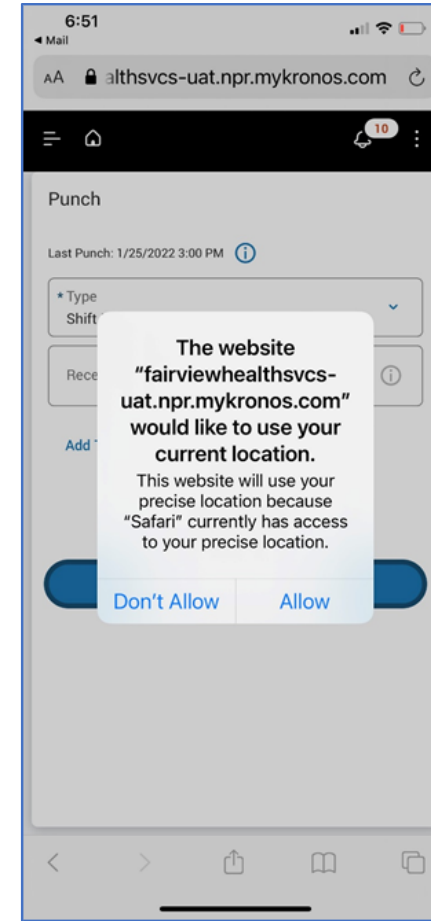
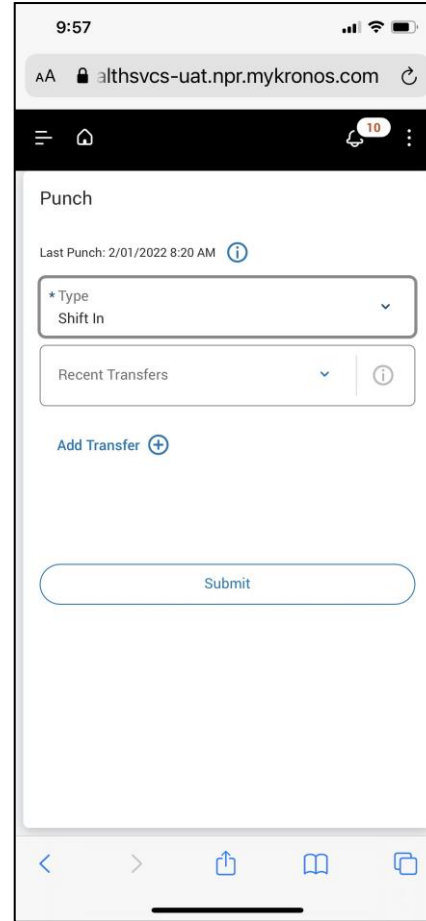
Home Page Overview

- The Home Page displays the same tiles and functions as the PC or tablet
 1. Main Menu: Access other pages such as your Timecard and Calendar, Dataviews (accruals) or to sign out.
 2. Home Icon: Select the **Home** icon to return to the home page.
 3. Bell Icon: Alerts displayed in the bell icon are items that need your attention.
 4. Tiles: Access to common tasks.



Recording Time Overview

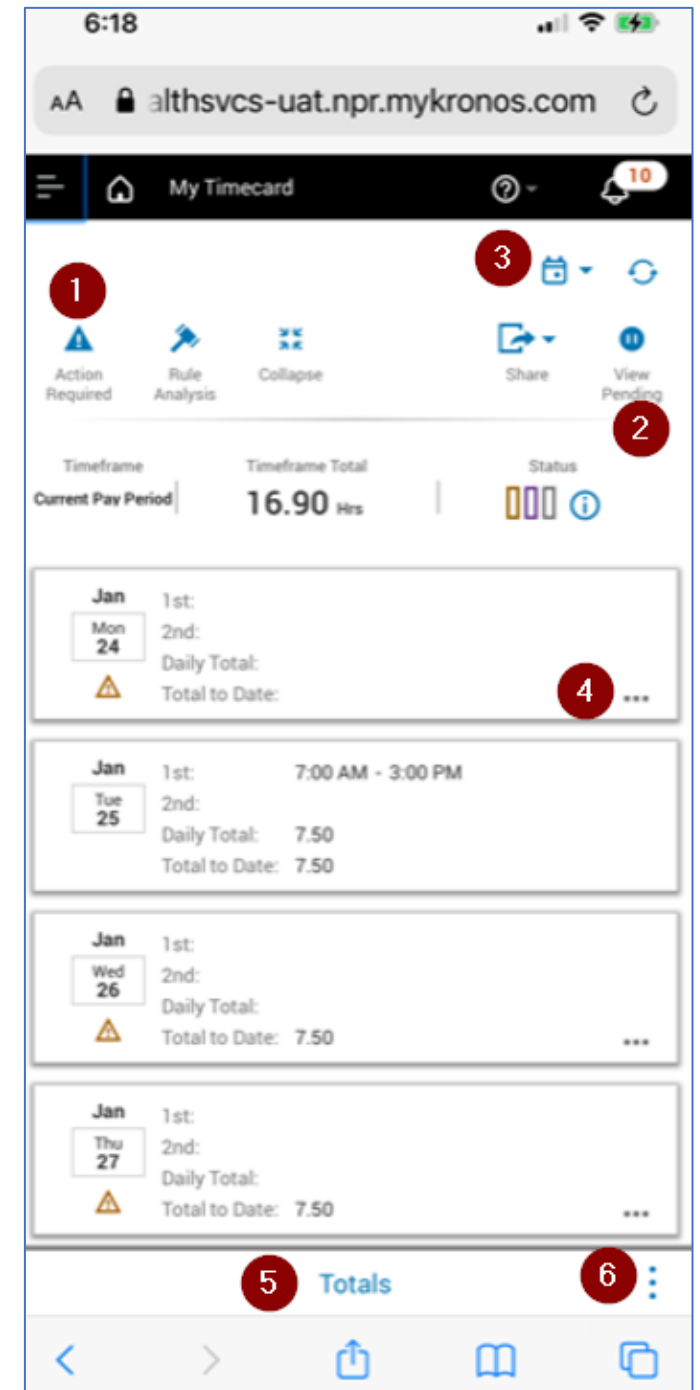
- Using Mobile to record time requires "allow" location services while using to ensure compliance with time recording policies.
- If selecting "Don't Allow" you will need to use either the Time Clock or PC.
- The same experience you have at the Clock/PC is done via mobile.
 - Message for Missed Punch
 - Confirmation of Meal Break at Punch Out



My Timecard Overview

- The majority of functionality available on the PC is also available via the mobile app (exceptions: no calculate totals, no back button).
- The My Timecard page displays each day in the selected timeframe. Each day shows information about punches, pay codes, and time totals for that day.
- The icons on the My Timecard page perform various functions. View the image and table to the right to learn more about these icons.

1	Select the Action Required icon to filter the view to show only days with unresolved exceptions.
2	View Pending timecard corrections
3	Select the Calendar icon to change the date range shown on the page.
4	Select ... to view detail
5	Select Totals to see hours worked
6	Select the ... to view accrual balances



**Refer to Job Aids
for more
information**