Addendum to Policy: **Personal Devices for Time Keeping - Student Employees**

Related Policy: Auxiliary Services Mobile Device Policy

Date Approved: January 28, 2022

Approved By: Laurie McLaughlin, Interim Auxiliary Services AVP

**Application:**
This addendum applies to all Auxiliary Services student employees that utilize the Kronos timekeeping app on their personal mobile devices.

**Purpose:**
Depending on work location, some student employees are allowed to use the Kronos Mobile Application on their personal mobile devices to do timekeeping activities such as punching in and punching out of their shift.

**Procedures:**
Supervisors will determine which student employees may utilize this application for time keeping. Supervisors will contact userspay@umn.edu requesting a mobile license for their staff members.

To install the Kronos application on a personal device:
Link to iPhone application: [http://z.umn.edu/kronos-iphone](http://z.umn.edu/kronos-iphone)
Link to Android application: [https://z.umn.edu/kronos-android](https://z.umn.edu/kronos-android)
Production Server URL: [https://kronos.umn.edu/wfc](https://kronos.umn.edu/wfc)

**Login:**
Students use their Internet ID and password, and tap punch in/out, and view timecards.
Students should punch in when they are at their work location and ready to work. And, punch out when leaving their work location.

**GPS Location software enabled:**
The Kronos mobile application captures the employee’s GPS location when clocking in and out. You must not disable this feature to be in compliance with this policy.

**Enable passcode:**
You must set a passcode to prevent unauthorized access to your device.

**Apply security updates within 30 days:**
You must apply security updates within 30 days of release.

**Job Aid**
[Job Aid for Mobile Employees](#)