



HCMTOGO®

# HCMToGo Mobile

Human Capital Management When and Where You Want It.

## Mobile App Overview

The HCMToGo mobile app provides managers and employees with immediate access to their human capital management (HCM) solution, wherever they may be.

This app — available for Apple and Android devices — is **designed to delight and built to engage** the modern mobile workforce. The HCMToGo mobile app provides a responsive, intuitive user interface that lets employees and managers address common HR, timekeeping, and payroll tasks as quickly and easily on mobile as they could on their desktops.

## Application Features:

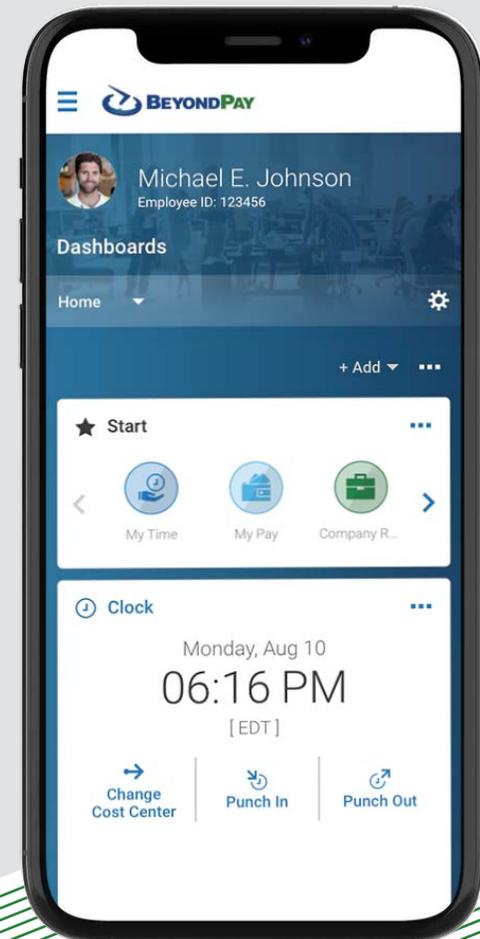
### Employees

- Punch in/out and change cost centers with GPS coordinates
- Punch offline
- Access employee profile, job, and organizational information
- Submit timesheets and request time off
- View and manage schedule — Request changes to, swap, or request open shifts
- View time-off and leave-of-absence calendars
- View accrual balances
- View current benefits elections
- Enroll in new benefits or change benefits during open enrollment and life change events
- Complete questionnaires and receive notifications
- View pay statements, set up direct deposit, and view W-2s or 1099s

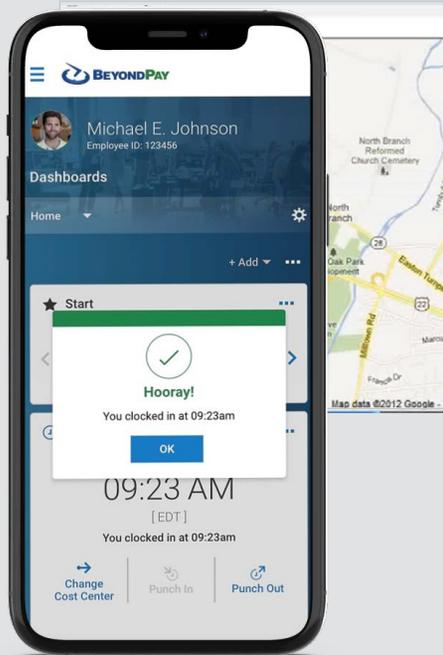
### Managers

- Approve time-off, leave-of-absence, and schedule change requests
- Get full timesheet access to make timesheet corrections, review employee entries, approve timesheets, and manage your team's time end-to-end while on the go
- View several core reports (read only)
- View all team members in one intuitive display and quickly access employee profiles, time-off requests, timesheets, pay statements, and other key details from a central location

HR departments reach **51%** more employees when they invest in self-service, mobile, and help desk solutions.<sup>1</sup>

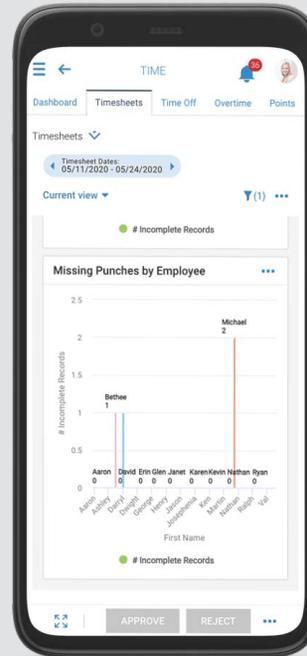


<sup>1</sup> Sierra-Cedar, 2015–2016 HR Systems Survey 18th Annual Edition: Innovation, Insights, and Strategy (2015) at 52.



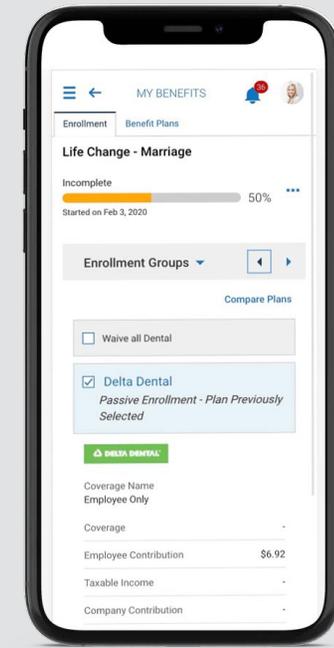
## Restrict Employee Punches Based on Location

The HCMTToGo app allows location geofencing. If configured, an administrator can restrict employees from clocking in outside of a set radius - down to a tenth of a mile. The radius can be determined as a general location, which can restrict all employee punches, or associated to a specific cost center.



## Instant Access to Information

The HCMTToGo mobile app delivers easy and immediate access to information that matters. From high-level summary insights to in-depth data exploration, the data your organization needs to succeed is readily available wherever and whenever you need it.



## Mobile App Included at No Additional Charge

The mobile app is included with your HCM system at no additional charge and is available in both the Apple and Android markets. Employees can use the app to check and manage schedules, punch in and out, place time-off requests, review paychecks, and even enroll in benefits.

## Downloading HCMTToGo



1. Open the App Store for iPhone or Google Play for Android.
2. Search for HCMTToGo.
3. Download and then open the app.
4. Enter your company-provided credentials to log in.