



Mobile App

Human Capital Management. When and Where You Want It.

Mobile Application Overview

Our mobile application provides managers and employees with immediate, instant avenues to their human capital management solution, wherever they may be.

This app, available for Apple, Android, or Windows Mobile devices, is a natural for companies whose people are frequently on the move, want to address common tasks quickly and easily on their mobile device of choice, and need to maintain productivity and functionality across the entire human capital management spectrum — from time and labor management to human resources and payroll. All while incorporating on-the-go access to features that are ideal for out-of-office use.

Application Features Include:

Employees

- Punch in/out with GPS coordinates
- Offline punch (once a connection is re-established, punches will be pushed to the Workforce Ready applications)
- Change cost centers/labor transfer
- Submit timesheet
- View schedule
- View time-off and leave-of-absence calendars
- View accrual balances
- Request time off
- HR actions such as viewing profile and accessing onboarding tasks
- View pay statements

Managers

- Approve time-off and leave-of-absence requests
- Make timesheet corrections
- Approve submitted timesheets
- View reports: time-off calendar, dot board, and birthday and anniversary calendars
- View employee lists, employee information, and employee pay statements
- Complete HR actions such as checklists, new hires, transfers, and benefits enrollments

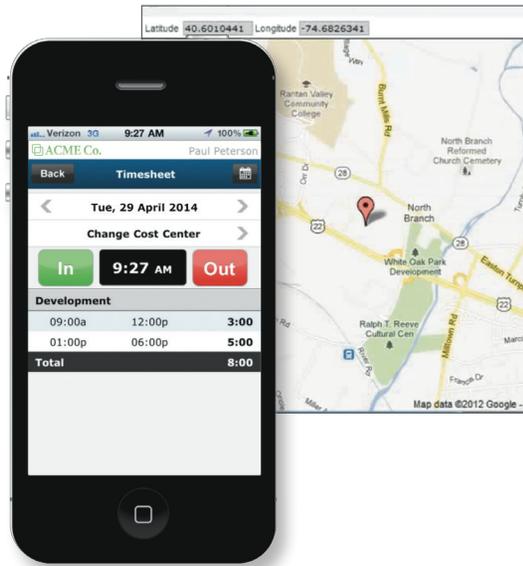


FACT SHEET

Gain the visibility you need. Instantly engage. Make effective decisions. Take action. And move on. It's our mobile application.

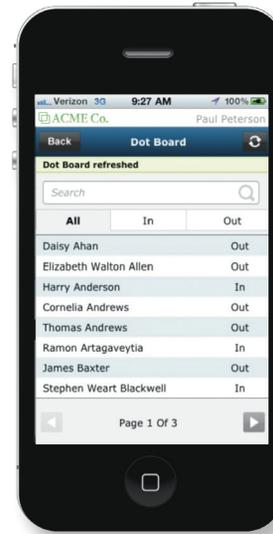
And it will fundamentally change the way your workforce interacts and connects with your organization.





Restrict Employee Punches Based on Location

Our mobile application provides known location geofencing, which enables an organization to restrict an employee from clocking in from just anywhere. If the application is configured, an administrator can restrict employees from clocking in outside the radius of a defined location, down to a tenth of a mile. The radius can be determined as a general location, which can restrict all employee punches, or be specific to a cost center.



Instant Access to Information

Our mobile application delivers easy and immediate access to information that a manager might need to access on a frequent basis, such as a dot board (on premise), timesheet exceptions, and time-off requests. The dot board is an on-premise report that shows the manager exactly who has punched in as well as pertinent employee information for the manager's review.



Application Included at No Additional Charge

The mobile application is included with our human capital management product suite and is available in the Apple, Android, and Windows application markets. Employees can use the app to check schedules, place time-off requests, review paychecks, and more.

