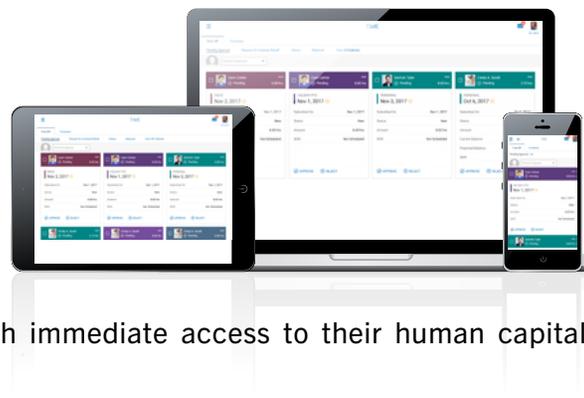# Mobile Application

Human Capital Management. When and Where You Want It.

Mobile Application Overview

Our mobile application provides managers and employees with immediate access to their human capital management 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. Our mobile application 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. This app is the first step in creating a unified experience across all devices, ensuring that anyone in your organization can meet their human capital management needs anytime and anywhere those needs arise. The new experience will be fully implemented on desktop and mobile in 2018.
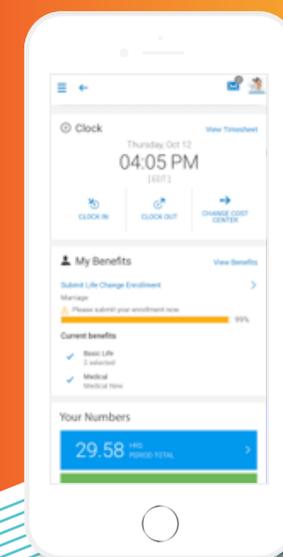
Application Features Include:

Employees

- Punch in/out and change cost centers with GPS coordinates
- Punch offline (once a connection is re-established, punches will be pushed to the system — single user, single device only)
- Change cost centers/labor transfer
- Submit timesheet
- View schedule

- 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
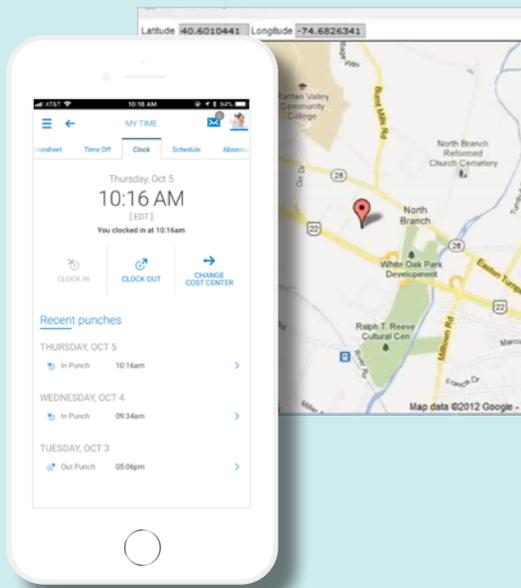- Request time off
- View pay statements

Managers

- Approve time-off and leave-of-absence requests
- Get full timesheet access to make timesheet corrections, review employee entries, and manage your team's time end-to-end while on the go

- Approve submitted timesheets
- 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 percent** more employees when they invest in self-service, mobile, and help desk solutions.[1] Our solution is helping build this engagement with our mobile-first design approach.
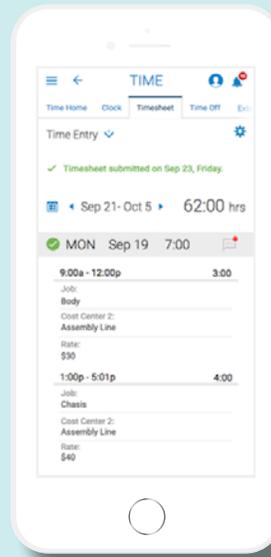
[1] Sierra-Cedar, *2015–2016 HR Systems Survey 18th Annual Edition: Innovation, Insights, and Strategy* (2015) at 52.
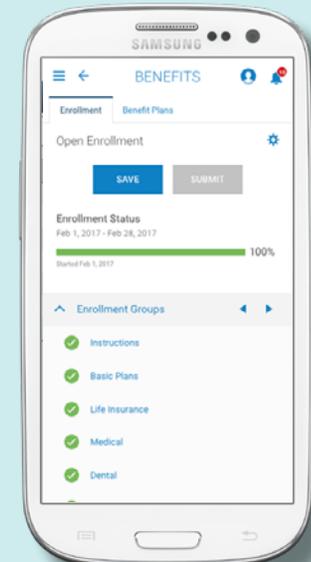
Restrict Employee Punches
Based on Location

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 managers and employees need to access on a frequent basis in a format that stays familiar and engaging regardless of the device it appears on. From high-level summary to in-depth data exploration, the insights your organization needs to succeed are readily available wherever and whenever you need them.

Application Included
at No Additional Charge

The mobile application is included with our product suite at no additional charge and is available in the Apple and Android application markets Employees can use the app to check schedules, punch in and out even while offline, place time-off requests, review paychecks, enroll in/check benefits, and more.