

Inova HCM

Employee Mobile App Guide

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Getting Started

Download the **HCMToGo** app to your smart phone. Available from Apple's App Store and Google Play store.





Apple



The first time you use the app you will see this screen.

Select North America, then enter your Company Shortname (to be provided by your company administrator). Click CONTINUE.

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Select your region
North America
Australia
Company Shortname *
CONTINUE

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On the next screen, enter your <u>username</u> and <u>password</u>, then tap **LOGIN**.

Note: You will be prompted to setup 2nd Factor Authentication. We recommend using the <u>TEXT</u> <u>MESSAGE</u> Delivery Method to receive the 6-digit code that must be entered to verify your device and login.



Home Screen

Your Home screen contains quick links to useful items such as your favorites, your pay statements, and accrual balances. Tap **My Account** to access your favorites. Tap **View Pay History** to access your pay statements.



Navigation

Tap the icon in the top left corner to open the navigation panel. Below is a description of each menu.

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Note: Menu items will vary depending on your setup and security, and which services your company subscribes to.

- **My Information**: Access your profile, enroll in biometrics (if allowed by your company and device), and view emergency contacts.
- My Time: view accrual balances.
- **My HR**: Submit federal and state tax withholding forms and view W2s.
- **My Pay**: View and download pay statements, view tax withholding forms and settings.
- **My Company**: Access company documents such as training guides and benefit offering.
- My Reports: Access your saved reports.



View Pay Statements

Tap the $\stackrel{\frown}{=}$ icon in the top left corner to open the navigation panel, then tap My Pay \rightarrow Pay History. Tap the Representation to preview the pay statement and download a copy.

Note: By default, the 3 most recent pay statements will be displayed. To view older pay statements, tap the HISTORICAL button, then enter the desired date range to see all available pay statements.

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Clock In & Out

From the Home screen, tap the CLOCK IN or CLOCK OUT buttons to record your punches.

To change Location, Department, etc. tap the TRANSFER* button. On the next screen, select the appropriate cost centers(s), then tap SAVE.

*The TRANSFER button may be named something else, such as CHANGE COST CENTER depending on your company's configuration.

You may view your timesheet by tapping View Timesheet hyperlink on the Clock tile <u>or</u> following this path:

My Time → Timesheet → Timesheet.

From this screen, tap the Clock tab to access the buttons.

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Timesheet Change Requests

From the timesheet, tap the ******* icon, then select **Change Request**. Select the desired request type, the time entry or time off to edit, then fill in the fields.

Available change requests will depend on your timesheet settings.

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Request Time Off

Tap the = icon in the top left corner to open the navigation panel, then tap

My Time \rightarrow Time Off \rightarrow Request.

Select the Time Off Category from the dropdown, then select the Request Type. Enter the appropriate date(s) and hours or start/stop times according to the request type. Enter a comment, then tap SUBMIT REQUEST.

NOTE:

You can also display your time off balance from the request screen by

clicking the V Accrued Balances Details icon.

Click the 🌞 icon to toggle between hours and days.

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View Time Off Balance

Tap the icon in the top left corner to open the navigation panel, then tap **My Time** \rightarrow **Time Off** \rightarrow **Balances.** Tap Hour or Day to display the balance in either format.

Note: If you have multiple balances, scroll down to see each one.

Note: Accrual Balances are only available to companies that subscribe to this feature.

