

## Inova HCM

### Employee Mobile App Guide

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#### Getting Started

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



Google

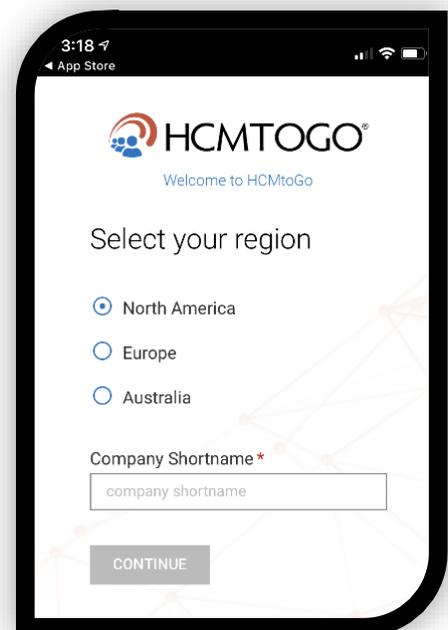


Apple



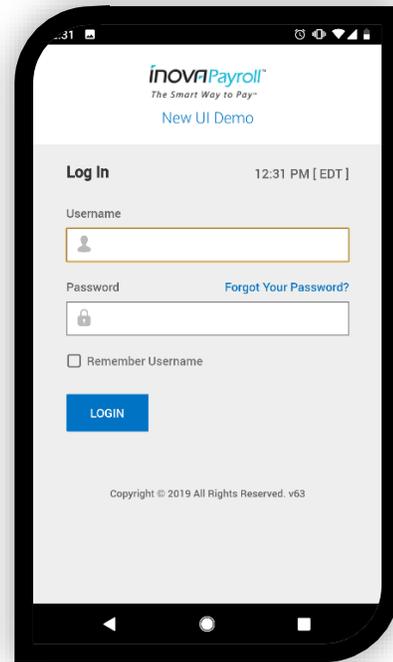
The first time you use the app you will see this screen.

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



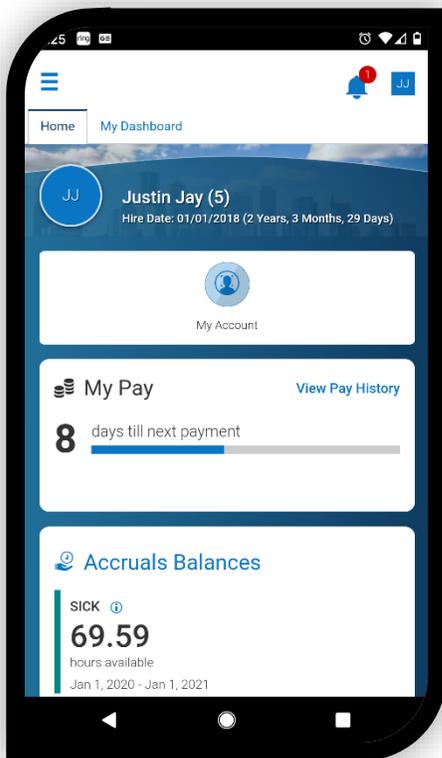
On the next screen, enter your username and password, then tap **LOGIN**.

**Note:** You will be prompted to setup 2<sup>nd</sup> Factor Authentication. We recommend using the TEXT MESSAGE 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.

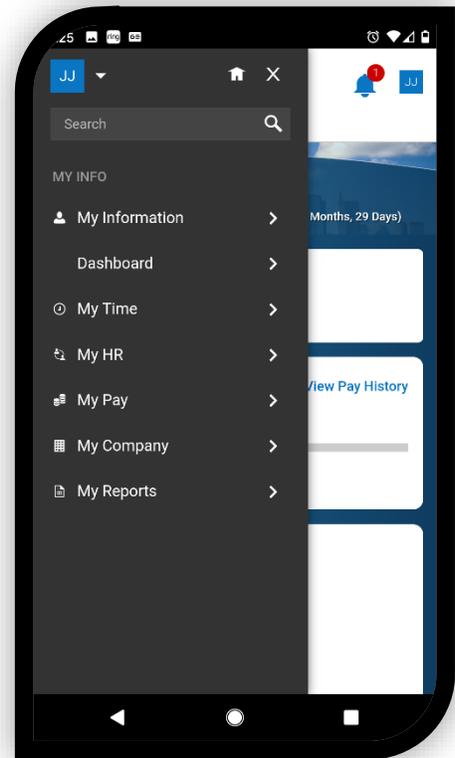


## Navigation

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

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

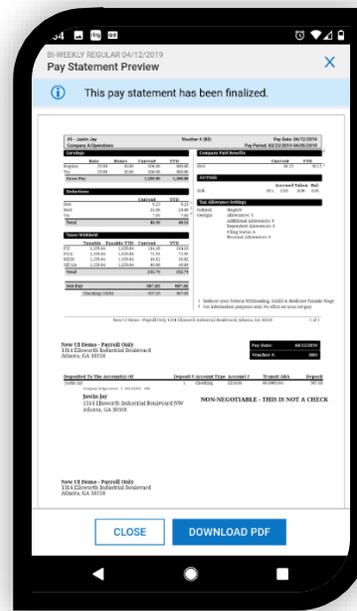
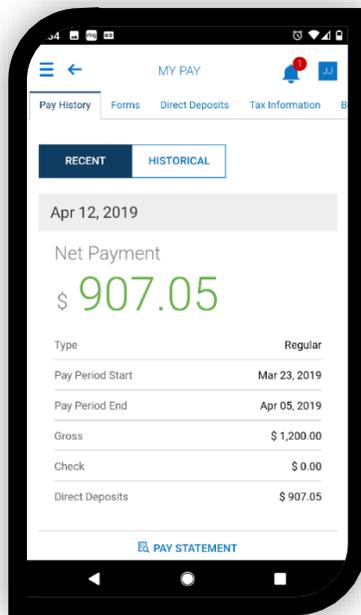
- **My Information:** Access your profile, enroll in biometrics (if allowed by your company and device), and view emergency contacts.
- **My Time:** view accrual balances.
- **My HR:** Submit federal and state tax withholding forms and view W2s.
- **My Pay:** View and download pay statements, view tax 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  icon in the top left corner to open the navigation panel, then tap **My Pay** → **Pay History**. Tap the  icon 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.



## Clock In & Out

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

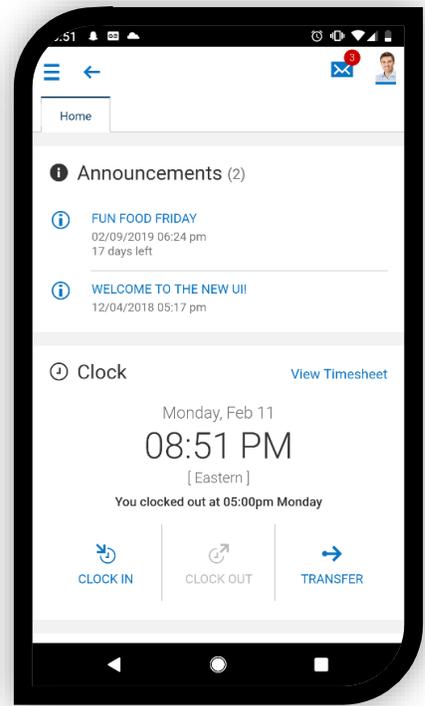
To change Location, Department, etc. tap the TRANSFER\* button. On the next screen, select the appropriate cost centers(s), then tap SAVE.

\*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 or following this path:

 My Time → Timesheet → Timesheet.

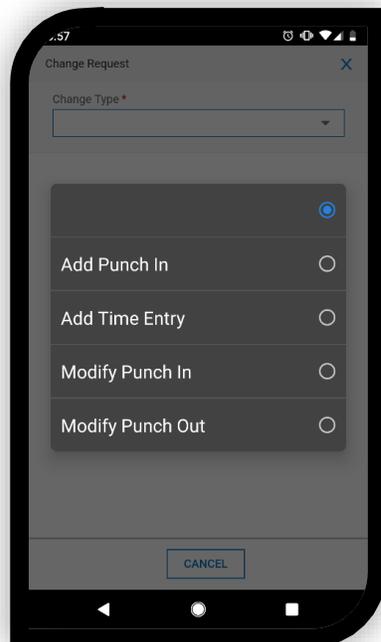
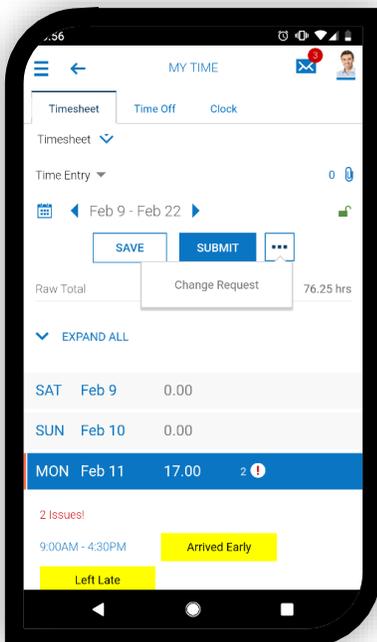
From this screen, tap the Clock tab to access the buttons.



## 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.*



## Request Time Off

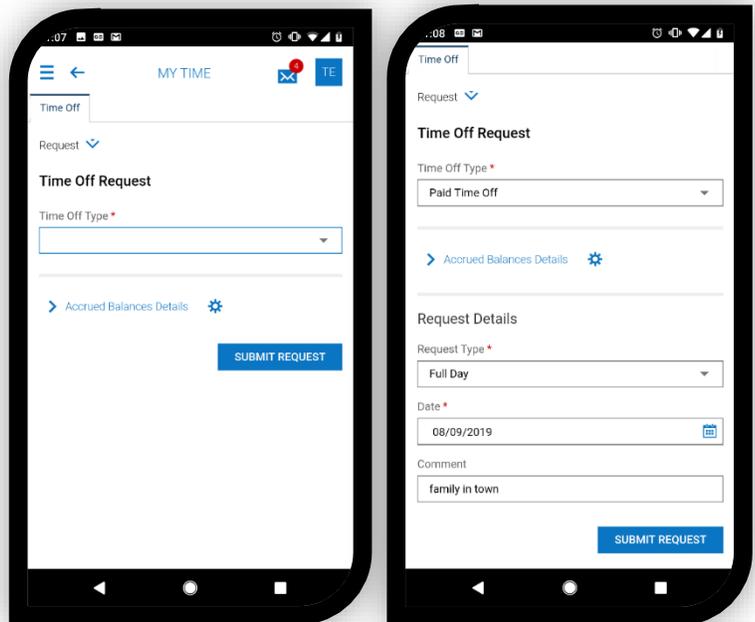
Tap the  icon in the top left corner to open the navigation panel, then tap **My Time → Time Off → Request**.

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  icon.

Click the  icon to toggle between hours and days.



## View Time Off Balance

Tap the  icon in the top left corner to open the navigation panel, then tap **My Time → Time Off → 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.

