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## Mobile App Guide

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Go to your App store and download **TotalHRWorks** from Saashr.com.

### USING THE MOBILE APP TO PUNCH/CLOCK IN OR OUT

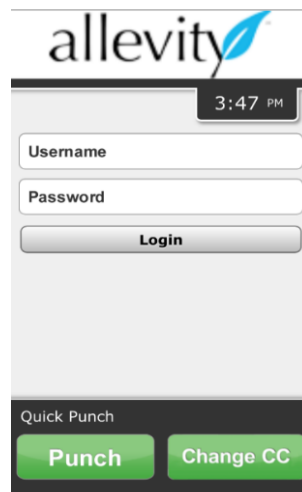
After the mobile application is downloaded, open the application and login with the following steps:

- Your Company number is a four-digit number, or a four-digit number plus two or more letters, provided to you during implementation.

3005PA1  
3005PA2  
3005PA3  
3006DNO  
3006DN1  
3006DN2  
3008HD  
3009CBG

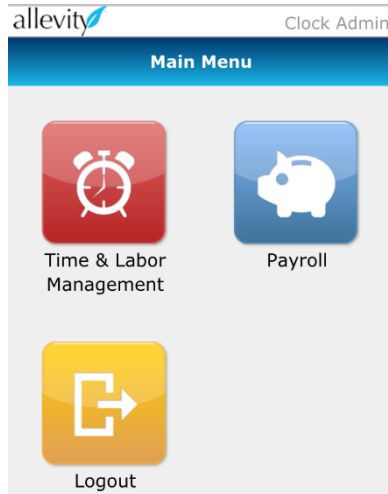
- If you have already logged in using a computer and changed your password, you do not have to change your password again. Use the updated password and skip the next four steps below.
- Enter username and password.
  - Username is first initial, last name (ex. asmith).
  - Your first password will be the last four digits of your Social Security Number.
  - You will then be prompted to change your password.
  - Passwords must be at least 8 characters and include an uppercase, lower case, number, and special character.

To simply clock in or out, do not select login. Instead, select **Punch**.



## REQUESTING TIME OFF, SUBMITTING YOUR TIMESHEET, AND VIEWING YOUR PAY HISTORY

Follow the steps above, but after typing your username and password, select **Login**. This will bring you to the home screen as pictured below.

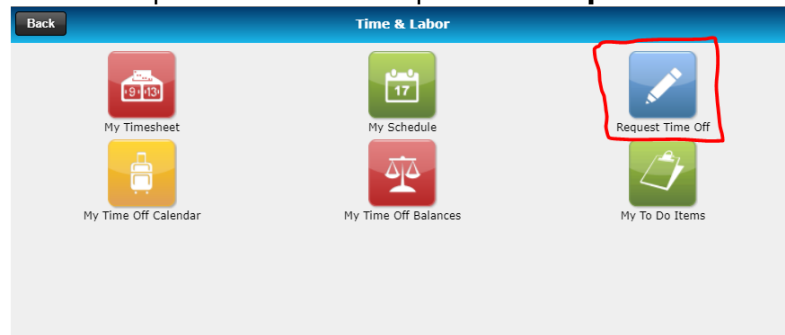


### Requesting Time Off

From the **Main Menu**, select the **Time and Labor Management** menu.



Select the pencil in the blue square for **Request Time Off**.



AT&T 4:05 PM 100%

allevity Clock Admin

Back Request Time Off

Time Off  
Hours Non-Paid

Request Type  
Full Day

Date:  
09/11/2015 Fri

Comment:

Submit

From this page you will be able to:

Select the type of time off from the **Time Off** dropdown menu.

Request a full or partial day off.

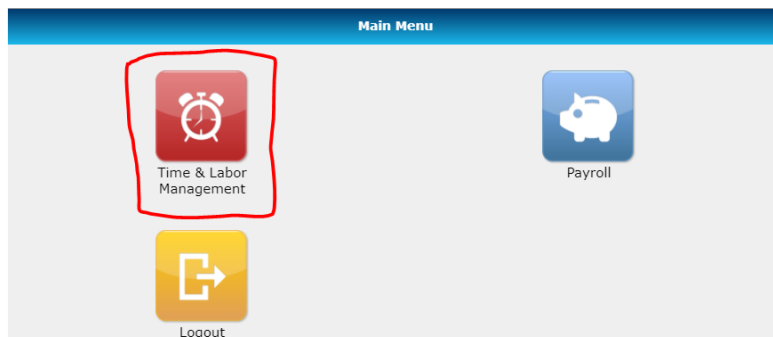
Select the date of your time off.

Add a comment for time off.

Select **Submit** to send the time off request to your supervisor for approval.

## Submitting Timesheets

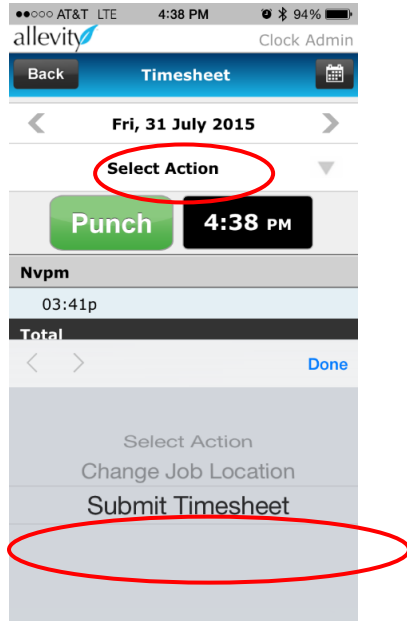
From the **Main Menu**, select the **Time & Labor Management** menu.



Select **My Timesheet**.



From there, choose **Select Actions** then **Submit Timesheet** from the dropdown menu pictured below.

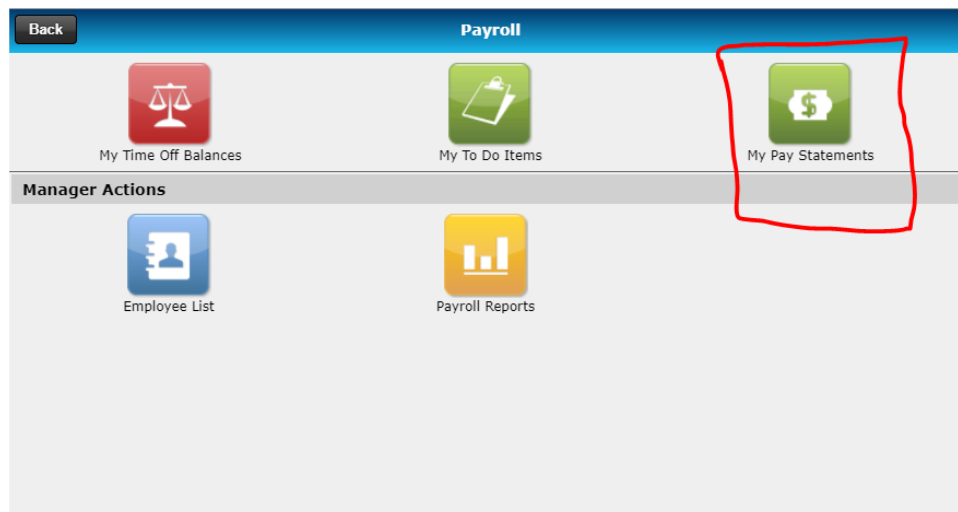


## Viewing Pay History

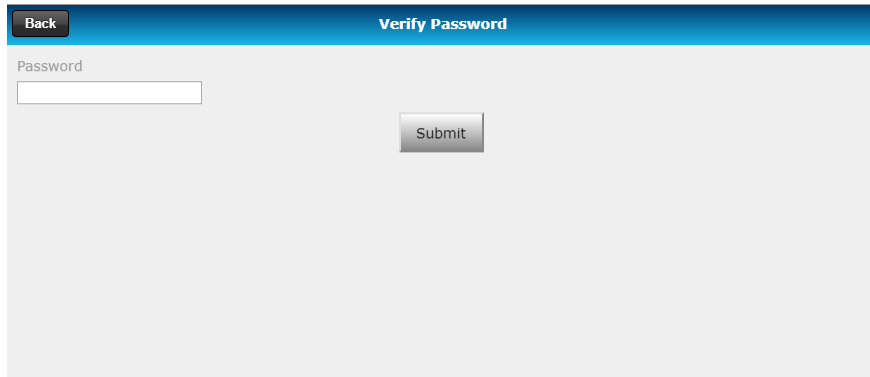
From the **Main Menu**, select the white piggy bank in the blue square for **Payroll**.



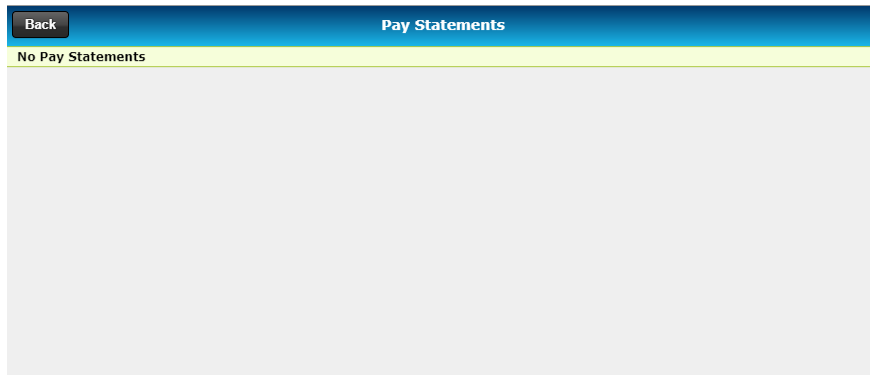
Select **My Pay Statements**.



Enter your password and click **Submit**.

A screenshot of a web form titled "Verify Password". It has a blue header bar with a "Back" button on the left and the title "Verify Password" on the right. Below the header, there is a text input field labeled "Password" and a "Submit" button.

Your Pay Statements will appear.

A screenshot of a web page titled "Pay Statements". It has a blue header bar with a "Back" button on the left and the title "Pay Statements" on the right. Below the header, there is a yellow highlighted section with the text "No Pay Statements". The rest of the page is a large, empty grey area.