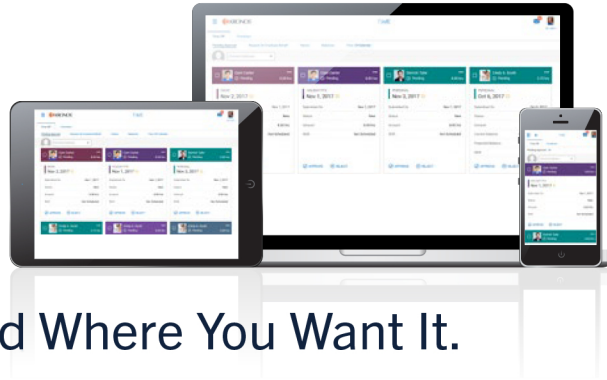# TRUPAY
HCM · PAYROLL · TIME

HCMToGo Mobile

Human Capital Management. When and Where You Want It.

Mobile Application Overview

The HCMToGo mobile application provides managers and employees with immediate access to their human capital management (HCM) 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. The HCMToGo mobile app 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 HCM 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 implemented in phases on desktop and mobile.
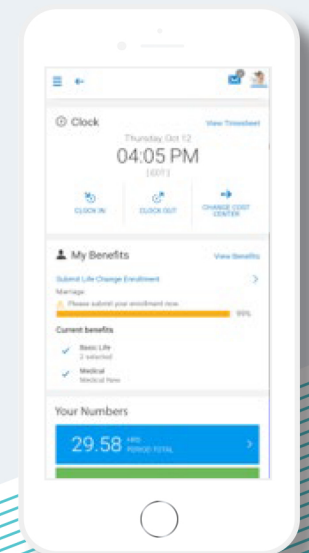
Application Features Include:

Employees

- Punch in/out and change cost centers with GPS coordinates
- Punch offline
- Access employee profile, job, and organizational information
- Submit timesheets and request time off or timesheet changes
- View and manage schedule — Request changes to, swap, or request open shifts
- 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
- Complete questionnaires, checklists, and HR Actions
- View pay statements, set up direct deposit, and view W-2s or 1099s

Managers

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

- View a wide selection of core reports (read only)
- 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

HCMTOGO®

HR departments reach **51 percent** more employees when they invest in self-service, mobile, and help desk solutions.[1] Our HCM 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.