

## How to Use the InfinityHR Mobile Application



The InfinityHR mobile application gives your employees the ability to clock in/out, manage their PTO, access their benefits they've enrolled in, review their paystubs and more. The modules available in the application include:

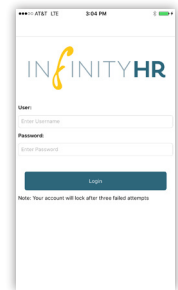
- 🔗 Time and Attendance
- 🔗 Benefits Management
- 🔗 Employee Self-Service (Portal)

### Login Screen

When logging into the application, employees will be prompted into inputting their usernames and passwords. These are the same credentials they've used when they access their employee portal from the website.

Click Login when credentials are entered.

*\*All employees will need to access their portal from a web browser first, to create a password, before they will be able to access the mobile application.*

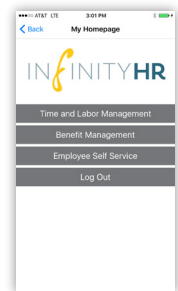


### Homepage

Upon logging in, employees will see they can access the following modules—modules and available workflows vary per client:

- Time and Labor Management
- Benefit Management
- Employee Self-Service (Portal)

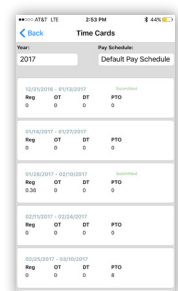
Tapping each section will expand the available workflows your employees have access to.



### Time and Attendance

After selecting Time and Labor Management, it will expand to reveal two options for employees to select:

- 1) **View/Manage Time**—this will navigate to the time clock for employee clock punching and to allow them to review their card. In the time card they can:
  - Review the summary of hours works and submit it to human resources
  - Explore the detail/history of individual time card transactions
  - Add comments to timecards being submitted
- 2) **View/Request Time-Off**—this allows employees to view, manage and request PTO
  - After submitting the request, employees can review the details

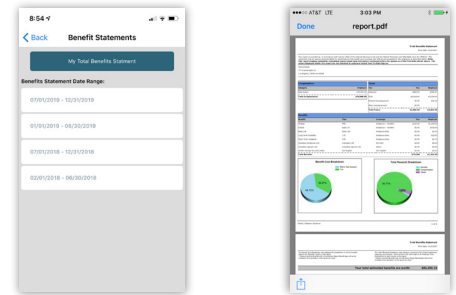




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### Benefit Management

When selecting the Benefit Management button, employees will be presented with a “Benefit Statements” button to select. Upon selecting it, a PDF of the benefits they are enrolled in will download as a report for them to review.



### Employee Self-Service (Portal)

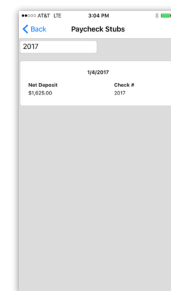
After selecting the Employee Self-Service button, it will expand to give employee two options to click. Those are:

- Paycheck Stubs
- Employee Directory



#### Paycheck Stubs:

Stubs imported into the InfinityHR platform are listed here. Employees can review their pay historically at-a-glance. By selecting a specific check, a PDF will download to the employees’ phone for them to review.



#### Employee Directory:

Give employees the ability to access a searchable directory of their peers within their company. Employees can search by name, department or position. They will be able to retrieve the email and phone numbers of the people they are searching for.

