

## TOTALHRWORKS

### Mobile application instructions

#### Mobile Application Overview

Totalhrworks mobile application provides managers and employees with immediate, instant avenues to their workforce management solution, wherever they may be.

- Access pay statements
- Clock in/out or submit timesheets
- Request time off
- View employee punches
- Approve timesheets and more\*

*Functionality differs based upon security and access provided by each company*

This app, available for Apple, Android, or Windows Mobile devices, is a natural for companies whose people are frequently on the move, want to address common tasks quickly and easily on their mobile device of choice.

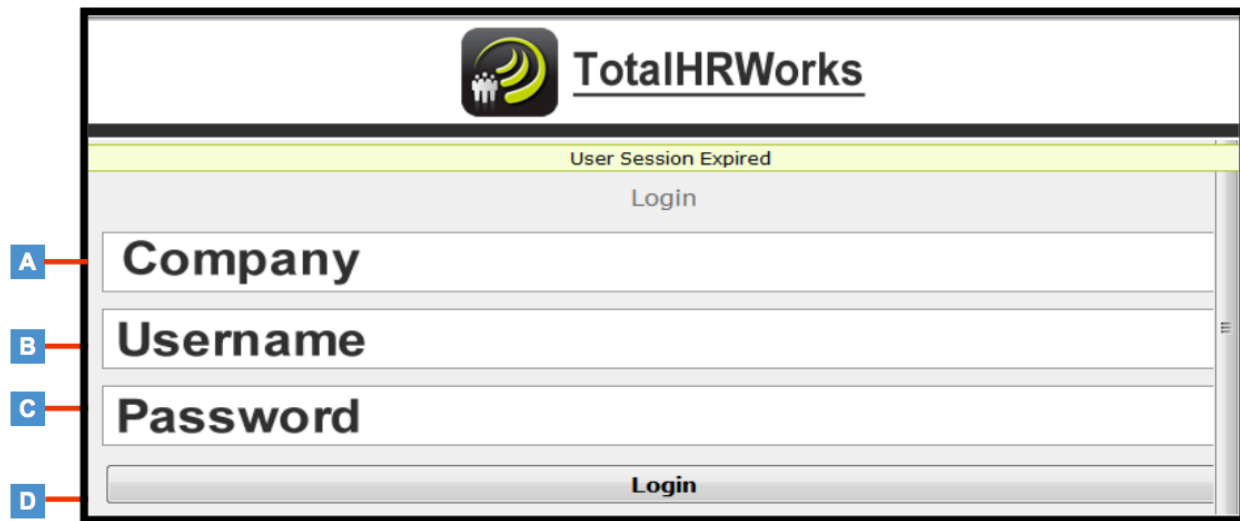


## EASILY ACCESS YOUR PAYROLL AND HUMAN RESOURCE DATA

#### Get the app from your device's app store

From your smart phone, navigate to the App Store for iPhone or the Play Market on Android devices, Login directly from any web browser on a mobile device using the mobile browser link

Get the app > [iPhone app](#) • [Android app](#) • [mobile browser](#)



- A Company:** Enter your Company Short Name in this field  
**NOTE:** Please see your company administrator for your company short name.
- B Username:** Enter your system Username.
- C Password:** Enter your system password.
- D Login:** Click Login.