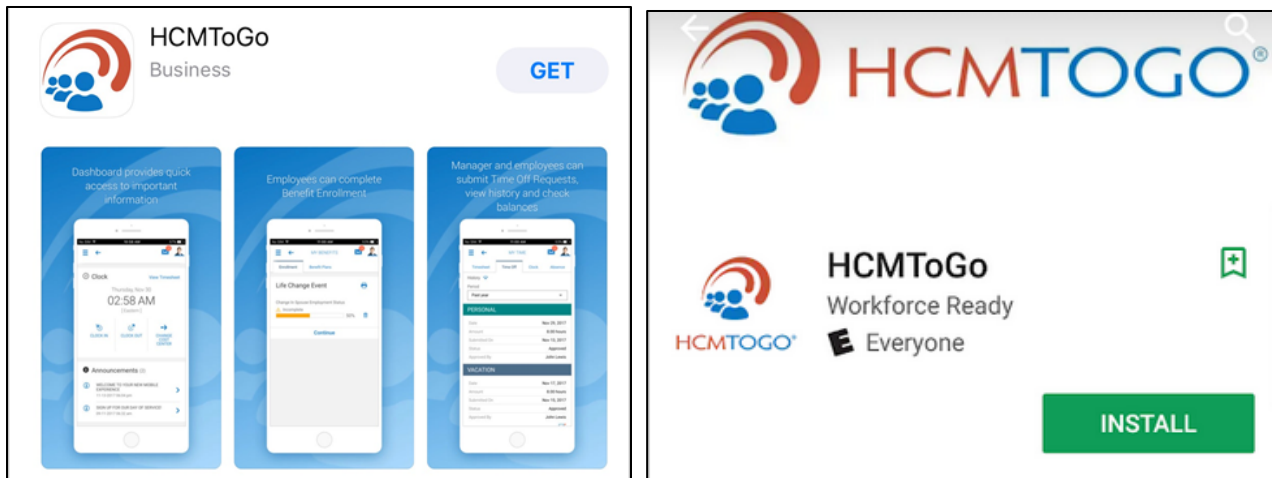
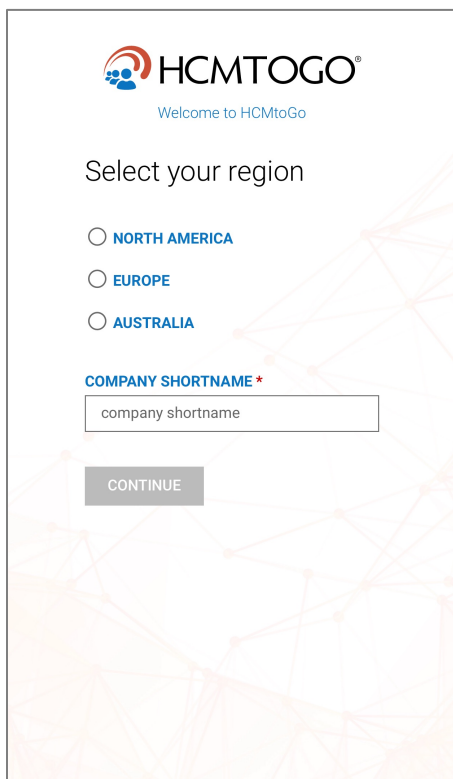


## WorkforceONE Mobile App – Quick Start Guide

From the App Store or Google Marketplace, search for **HCMTToGo** and download the app. Examples from the iPhone App Store (left) and Google Play (right) are shown below.



The first time you open the app, it will ask for your company shortname. Ours is **PPC4075** (not case sensitive).



You will then be prompted to receive a virtual authentication code for your first log in, just like the desktop version of WorkforceONE ("WFO").



Be sure to check off the box so that the system remembers your device and does not prompt you for an authentication code the next time that you log on.

### Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods:

☒ Text Message

☐ Voice

☐ Email

Text message will be sent to: \*\*\*\*\*7625

SEND TEXT MESSAGE

Enter Code

☒ By checking this box, the system will not require the entry of a code from this browser and computer with each login.

If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE



Your login credentials are the same Username and Password that you presently use to access WFO from your desktop. Enter those credentials and then click on the LOGIN button.

A screenshot of the PAYPRO Workforce Management login page. At the top is the PAYPRO logo. Below it, the page has a light gray background. On the left, it says "Log In" and on the right, it shows the time "1:08 PM [ EST ]". There are two input fields: "Username" with a person icon and "Password" with a lock icon. To the right of the password field is a link that says "Forgot your password?". Below the fields is a blue "LOGIN" button. At the bottom, it says "Welcome to Paypro Corp's WorkforceOne!" and "Copyright © 2019 All Rights Reserved. v65 Artifact: r65.256".

**Log In** 1:08 PM [ EST ]

Username

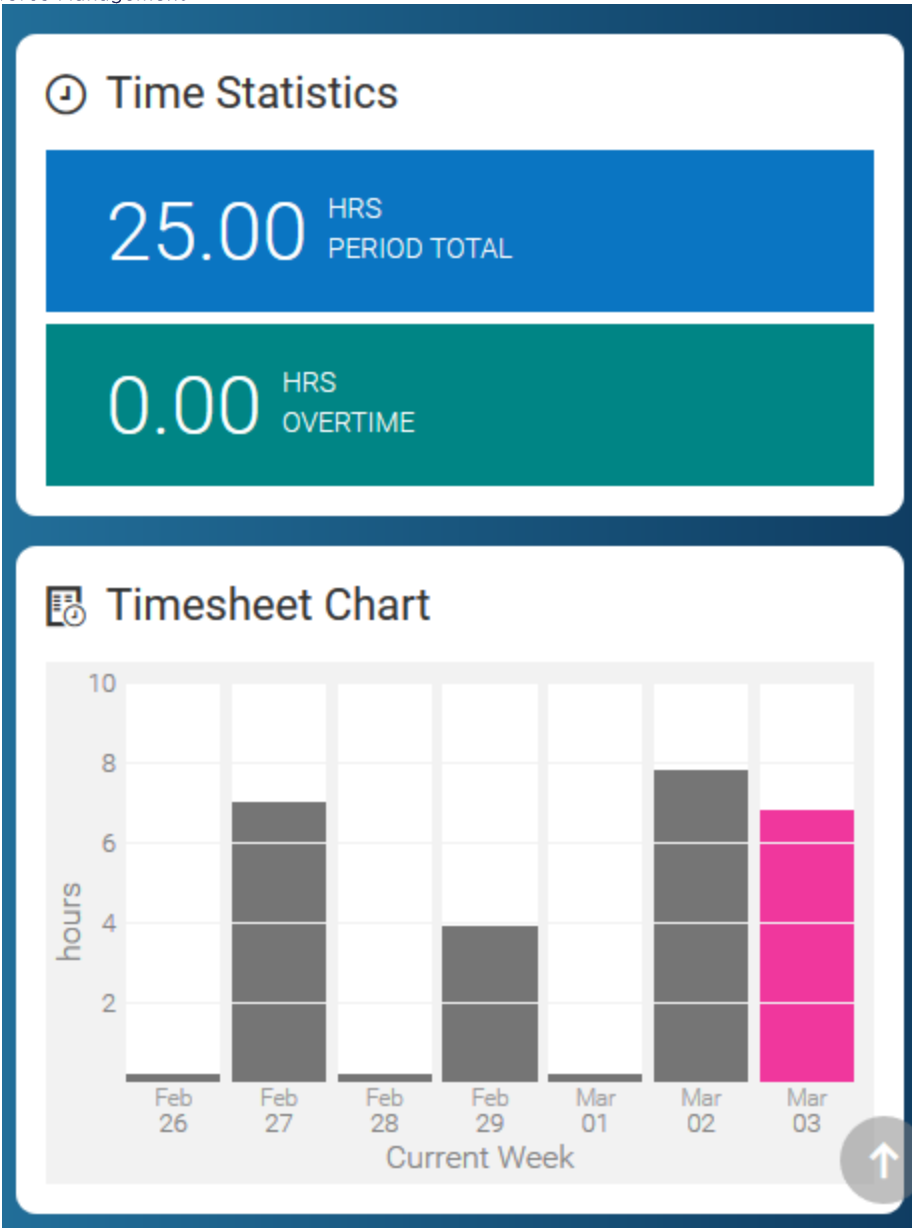
Password [Forgot your password?](#)

**LOGIN**

Welcome to Paypro Corp's WorkforceOne!

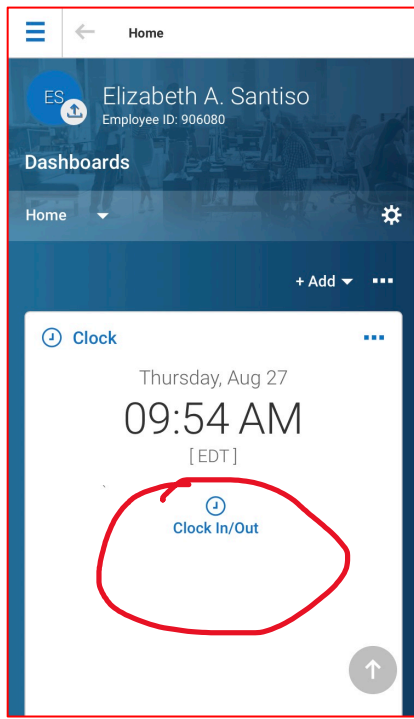
Copyright © 2019 All Rights Reserved. v65 Artifact: r65.256

Upon logging in, you will be presented with a dashboard of widgets configured for easy access to convenient information. These widgets will vary based on your company's configuration and needs.

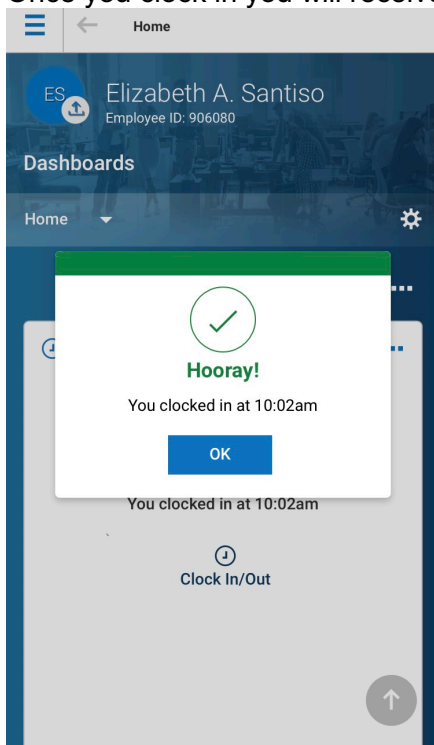


The “hamburger” icon at the top-left of your session can be clicked to open the menu containing all pages that have been configured for your experience. There will be settings such as your Home icon, your Sign Out link under your initials, a quick search field, and other menu options. This menu can be accessed at any time, within any menu. You can also swipe to the right to activate the main menu, though this may vary by device. Once active, it can be closed by tapping the X in the rolled-out menu.

To clock in on your new app simply tap the blue “Clock In/Out” words on your homescreen.

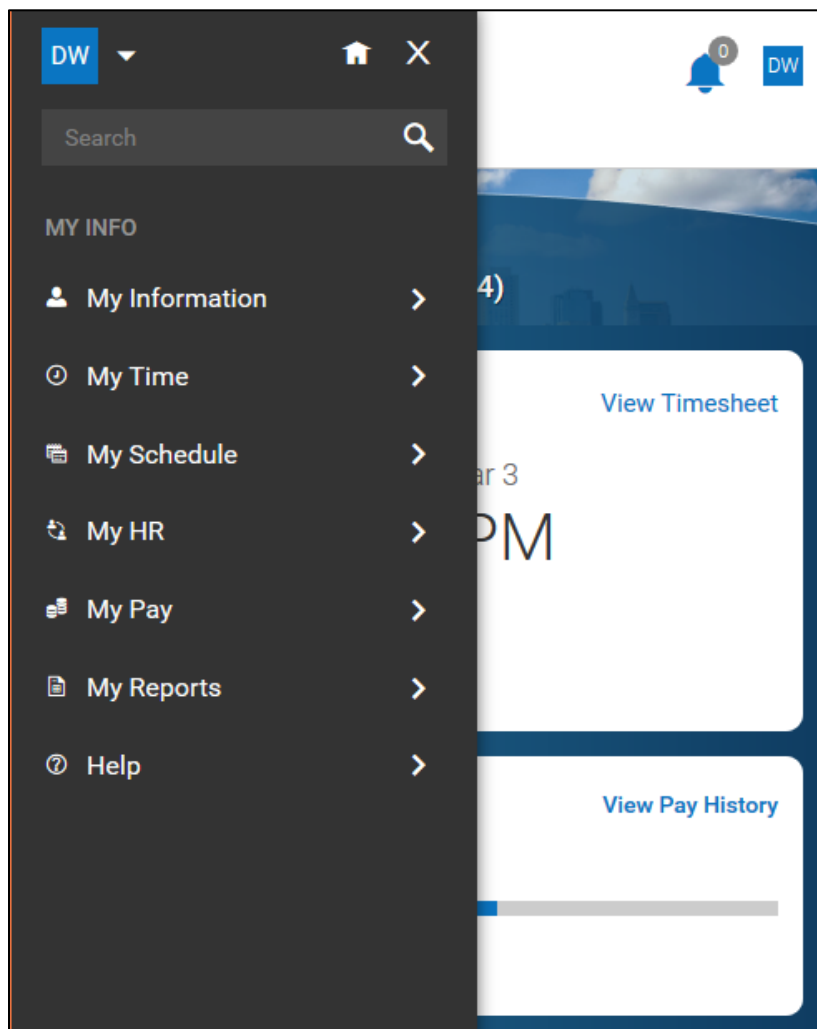


Once you clock in you will receive a confirmation on your screen.



To clock out at the end of your day simply tap the same blue words “Clock In/Out”  
And you will be clocked out.

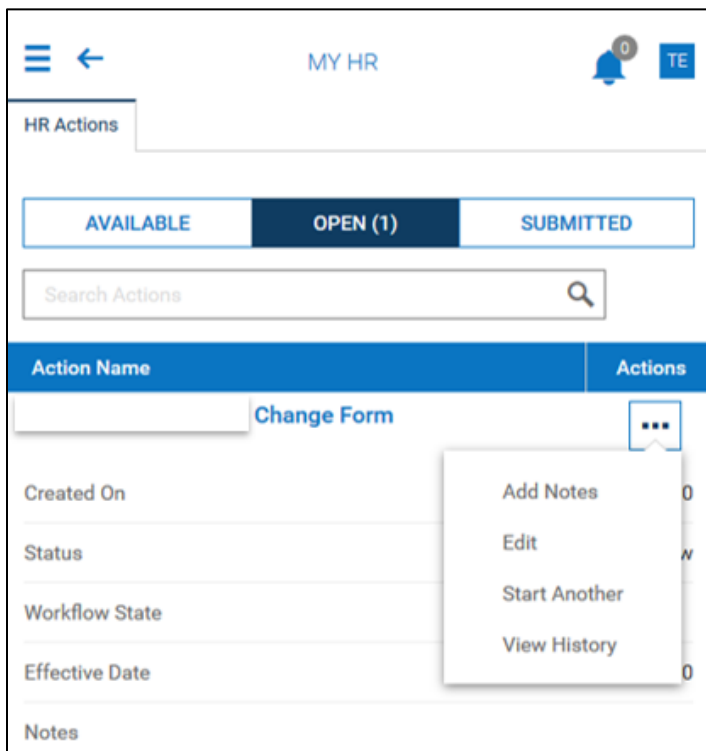
The app has other features as well. All your information is on the app for your use.



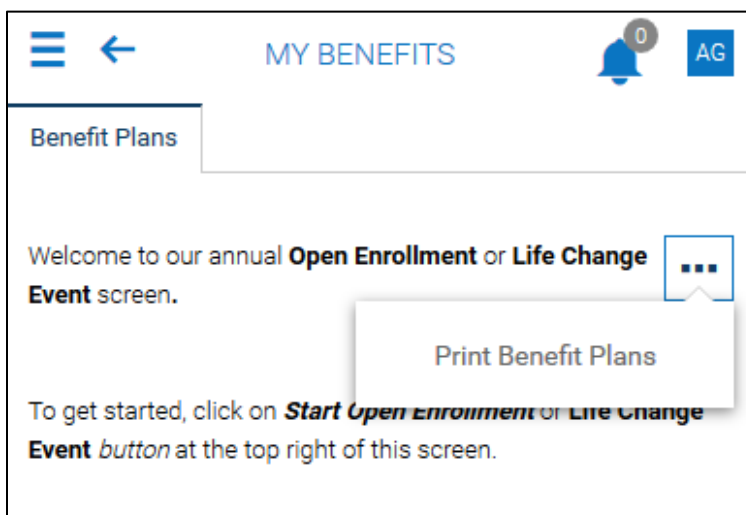
**Some Employee Navigation Tips within the MY INFO Menu:**

- **View Accrual Balances and Request Time Off:** My Time > Time Off > Balances or Request
- **View Schedule:** My Schedule > Schedule
- **View Timesheet:** My Time > Timesheet > Timesheet
- **View Previous Pay Statements:** My Pay > Pay History > Pay Statements

Note that anywhere you come across ellipses on a screen, it indicates there are more choices available.



The screenshot shows the 'MY HR' interface. At the top, there is a navigation bar with a menu icon, a back arrow, the title 'MY HR', a notification bell with '0', and a user profile icon 'TE'. Below the navigation bar is a tab labeled 'HR Actions'. Under this tab, there are three buttons: 'AVAILABLE', 'OPEN (1)', and 'SUBMITTED'. Below these buttons is a search bar labeled 'Search Actions' with a magnifying glass icon. Below the search bar is a table with two columns: 'Action Name' and 'Actions'. The table has one row with the action name 'Change Form' and a dropdown menu icon (three dots). The dropdown menu is open, showing four options: 'Add Notes', 'Edit', 'Start Another', and 'View History'. Below the table, there are several input fields labeled 'Created On', 'Status', 'Workflow State', 'Effective Date', and 'Notes'.



The screenshot shows the 'MY BENEFITS' interface. At the top, there is a navigation bar with a menu icon, a back arrow, the title 'MY BENEFITS', a notification bell with '0', and a user profile icon 'AG'. Below the navigation bar is a tab labeled 'Benefit Plans'. Below the tab, there is a welcome message: 'Welcome to our annual **Open Enrollment** or **Life Change Event** screen.' followed by a dropdown menu icon (three dots). The dropdown menu is open, showing one option: 'Print Benefit Plans'. Below the welcome message, there is a paragraph of text: 'To get started, click on **Start Open Enrollment** or **Life Change Event** button at the top right of this screen.'



For those who are managers you will also have the “My Team” tab to review and see your team.

Please let me know if you have any questions.

Thank you  
Cooke HR Team