

User Basics

The following explanations and examples show what users can experience using the Mobile App. These features shown in this guide are accessible by all types of users, employees, and managers.

Important Note: The following screen examples were taken from an iPhone. The images are examples only and may not match your screens due to configuration differences between our Demo Company and your company. Some users will have more options and some users will have fewer options than what is shown.

Downloading the Mobile App

The mobile app can be downloaded from the App Store or Google Marketplace on your mobile device by using the QR code below, or by searching in the store.

Android Users:

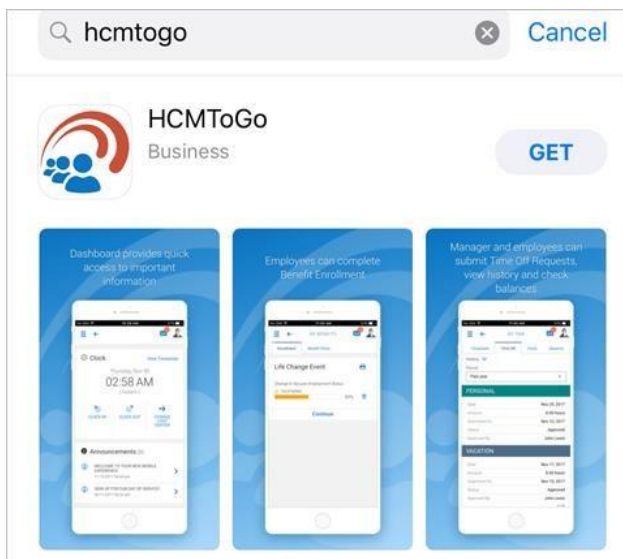


Apple Users:



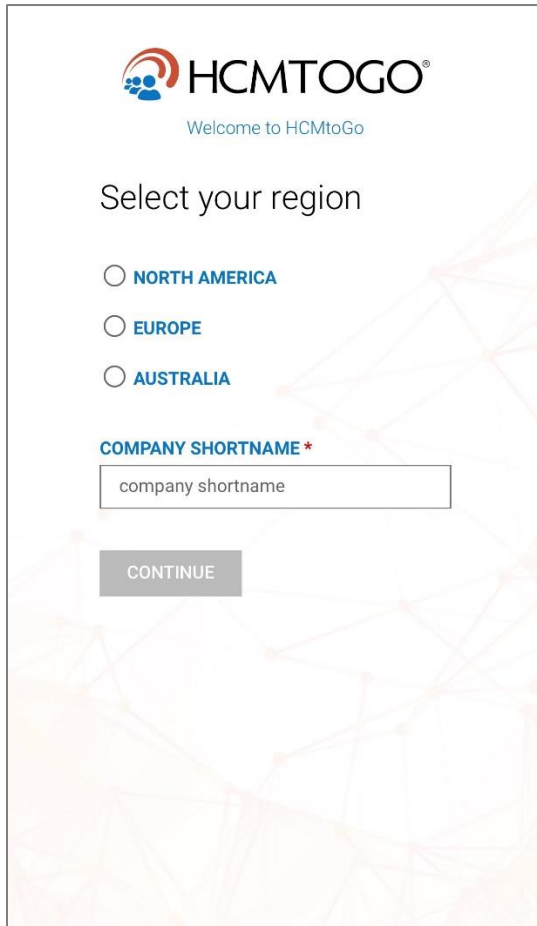
HCMTToGo App

From the app store, search for *HCMTToGo*. The app is displayed as shown below.



First Time Login

You will need to select North America as your region and your **Company Shortname is PPC4749**. This page will only display upon using the app for the first time. For most users, this will be a “set once and forget” action.



HCMTOGO
Welcome to HCMtoGo

Select your region

NORTH AMERICA

EUROPE

AUSTRALIA

COMPANY SHORTNAME *

company shortname

CONTINUE

Now enter in your Username and Password Your login credentials are the same Username and Password that you presently use to access the website. Enter those credentials and then select the LOGIN button.

Username: First Initial, Last Name, Last 2 of SS

Password:

Log In

2:06 PM [EST]

Username

Password

LOGIN

Welcome to Paypro Corp's WorkforceOne!

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You will then be prompted to receive a virtual authentication code for your first log in, just like the desktop version of WorkforceONE (“WFO”). Select which method you would like to receive the code and 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. Once you receive the code enter it in and you will be logged into the system

WORKFORCE ONE
Paypro Corporation

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.

Once you enter in the code you will be presented with a permission page in which you will need to enable certain security rights for the HCMtoGo application to work properly.

Simple Navigation

Navigation through the menus is easy. A menu is accessible from the “hamburger icon” in the upper-left corner of the application. After navigating to an option, the hamburger menu will slide out of view while you work. To return to your menu, simply tap the hamburger icon again and the most recent navigation menu path selected will display again.

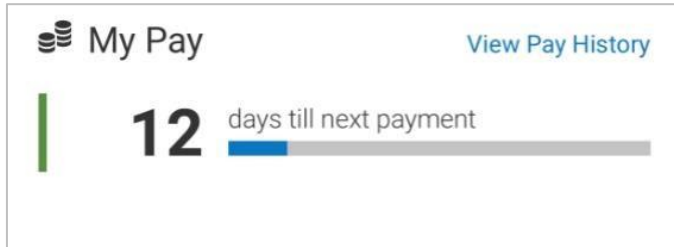
After tapping the “hamburger” menu icon, and navigating to the desired page, the menu is pinned; the next time you open the hamburger menu it automatically opens to the last selected path. In addition, if a page containing large amounts of detail is displayed, the menu path replaces the tabs at the top of the page after scrolling down.

Announcements

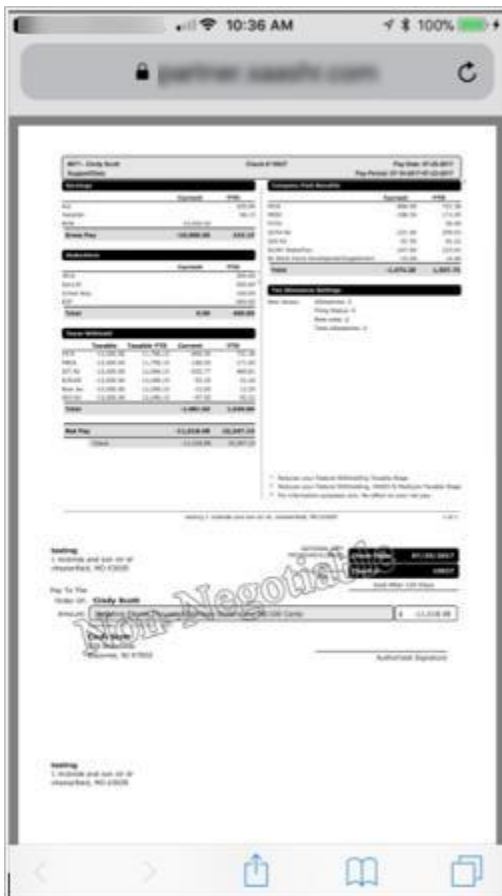
Your company may place special announcements on your dashboard. You can view these by tapping on either the Info icon or the arrow. To close the announcement, tap the X or tap Close.

My Pay

In the *My Pay* widget, you can see a countdown until your next pay. By tapping the *View Pay History* hyperlink, you can view your pay history, and if authorized, you can view and possibly add direct deposits. An e-signature agreement is located here to allow you to agree to receive your pay statement electronically.



If authorized, you can tap the download *Pay Statement* link and the pay statement will display in PDF on a separate page. From there, you can download and save the PDF to your device. To return to your session without having to logout, tap the name of your app at the very top-left of your device.



MY PAY

Pay History | Direct Deposit

RECENT | HISTORICAL

Oct 31, 2017

Net Payment

\$ 625.38

Type	Regular
Pay Period Start	Oct 22, 2017
Pay Period End	Oct 28, 2017
Gross	\$ 4,000.00
Check	\$ 625.38

[PAY STATEMENT](#)

Aug 22, 2017

Net Payment

MY PAY

Pay History | Direct Deposit

RECENT | HISTORICAL

From * To *

Oct 31, 2017

Net Payment

\$ 625.38

Type	Regular
Pay Period Start	Oct 22, 2017
Pay Period End	Oct 28, 2017
Gross	\$ 4,000.00
Check	\$ 625.38

[PAY STATEMENT](#)

Aug 22, 2017

MY PAY

Pay History | Direct Deposit

Direct Deposits

Direct deposit transactions will process in the order listed below

Active Accounts

SIGN NEW

1 Direct Deposit A (Active)

Account Type	Checking
Calculation Method	% of Net Pay
Active To	10/20/2017
Routing Number	1500088
Amount	20%
Account Status	Active
Account Number	2345710
Active Form	12/31/2009

2 Direct Deposit B (Active)

Account Type	Checking
Calculation Method	% of Net Pay