Initial set up:

The website or mobile app will be used to:

1. **Clock in when you get to work**
2. **Clock out for lunch**
3. **Clock in after lunch**
4. **Clock out at the end of the workday**
5. **Make requests for sick time or pre-contractual agreed-upon days off**
6. **If you make a mistake, you can modify the hours, and it will be sent to a manager for approval.**

Your username was sent to you in your welcome email and the password is Password1! until reset. If you can't locate your username or need additional support, please contact Amanda (amanda@nicklasstaffing.com) or Karen (karen@nicklasstaffing.com) who can resend it to you.

To get started you can either download the mobile app or login via the website.

To log into your account on a mobile device for the first time:

1. Download and install **HCMToGo** from either Google Play or App Store. Open HCMToGo on your device.
2. Select **North America** from the list.
3. Input **CBIZ20047** as the Company Shortname.
4. Press Continue.
5. Input your username and **temporary** password (NOTE: if you've already logged into your account via another device, such as desktop PC, then you will enter the password you already set.)

To log into your account via a laptop/desktop browser for the first time:

1. **Click HERE to log in.**
2. **Input your username and password**
3. **Verify your email and/or phone number(s) and click "Save."**
4. **Select "Send Email" to get your 6 digit VCA to input into the blank dialogue box.**
5. **Once code has been entered, check the box below to remember your device.**
6. **Select "Continue" and follow the final prompts.**

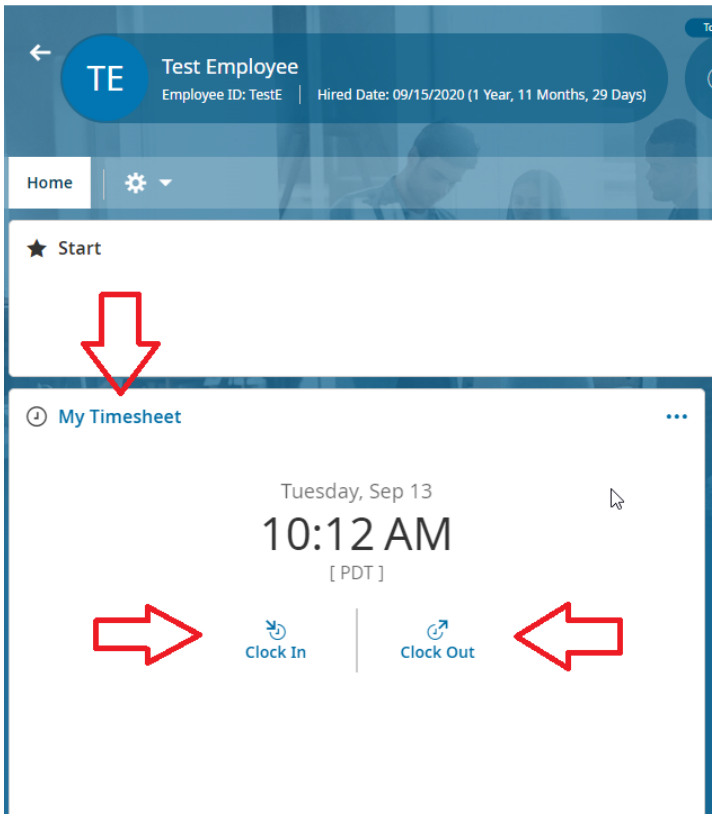
We have attached a quick start guide for how to enter your time, make modifications, and request time off. The process is the same for both the mobile and desktop versions.

How to punch in and punch out

1.) Log into the system.

a. From the **home dashboard screen**, you will select either **"Clock In"** or **"Clock Out"** button, depending on your previous punch (if any.) The system should tell you if you were already clocked in for the day, right below the clock.

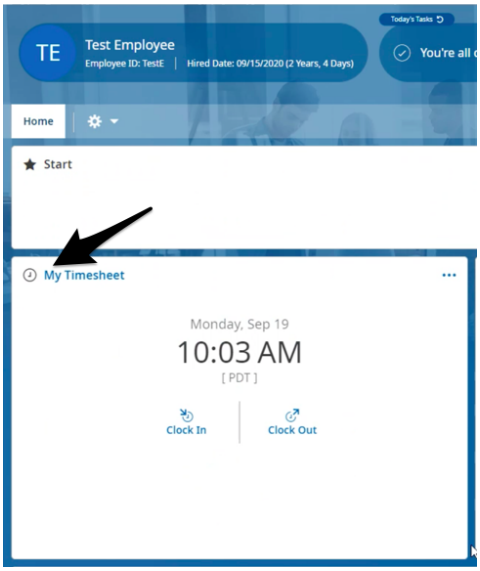
b. To view the timesheet, you can select **"My Timesheet"** from the home dashboard.



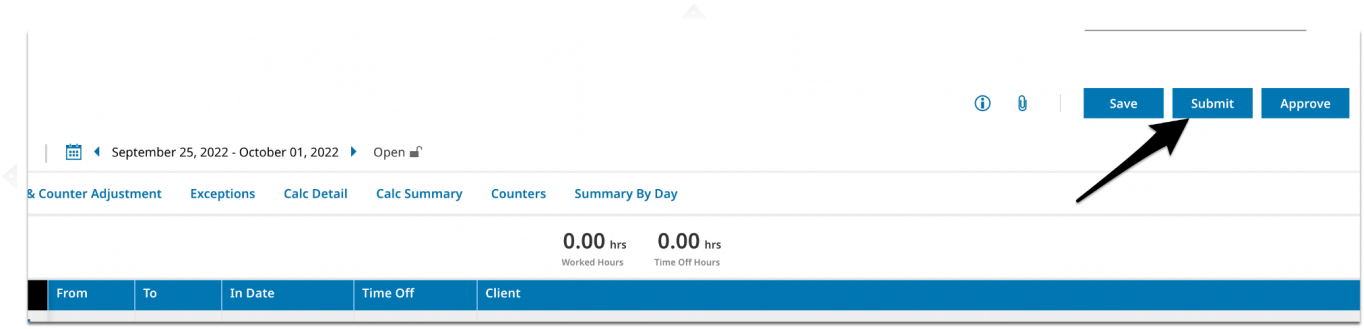
How to submit your timesheet weekly:

Please ensure you submit your weekly timesheet no later than **NOON EST on Tuesday of the following week.**

1. Click on **My Timesheet**



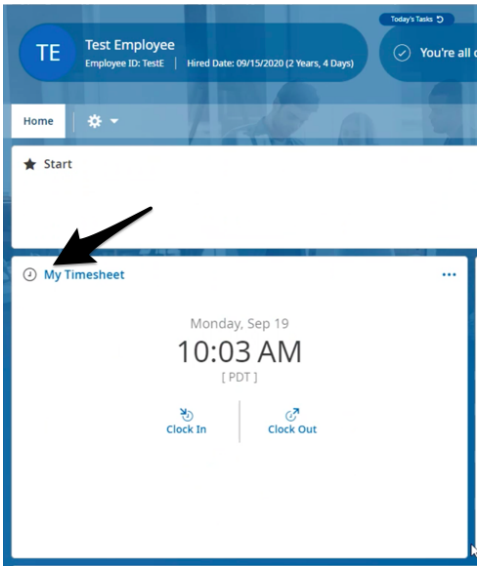
2. Ensure you have entered all of your time for the week.
3. Click **SUBMIT** in the top right corner



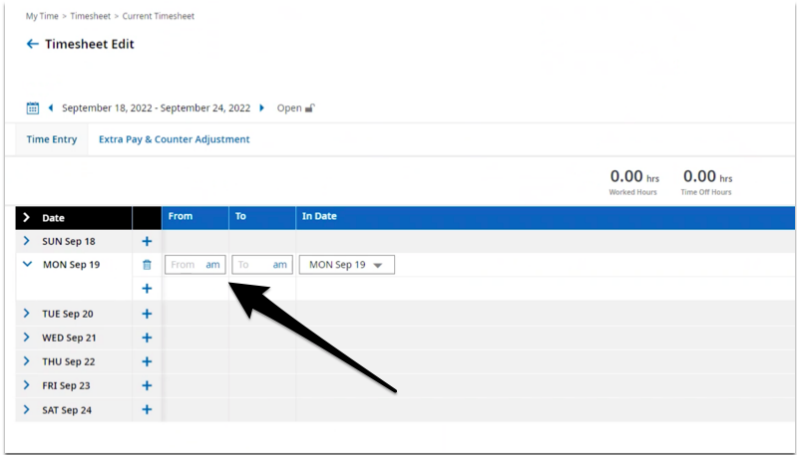
How to manually enter or edit your timesheet:

If you forgot to punch in or punched in late, you can manually enter or edit your timesheet.

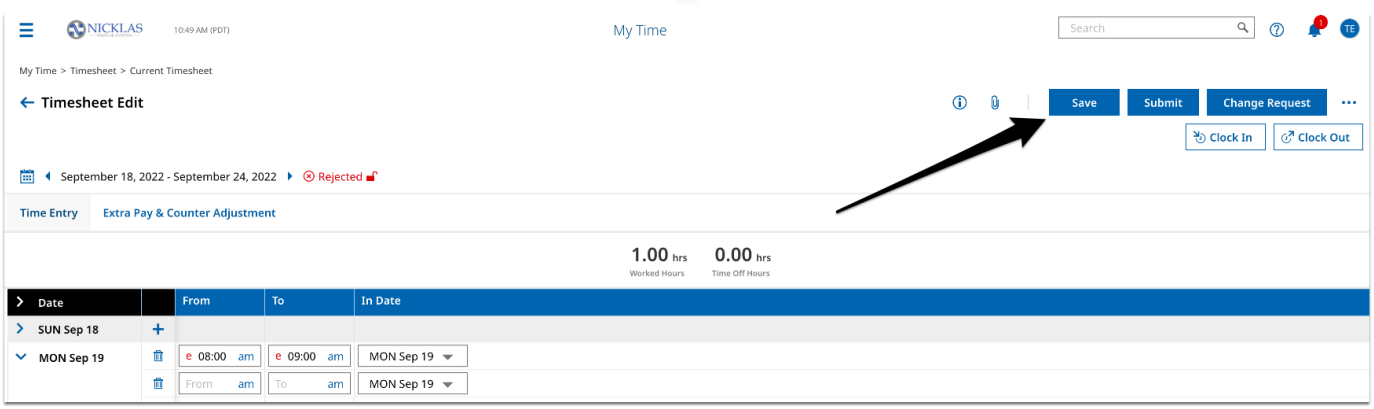
4. Click on My Timesheet



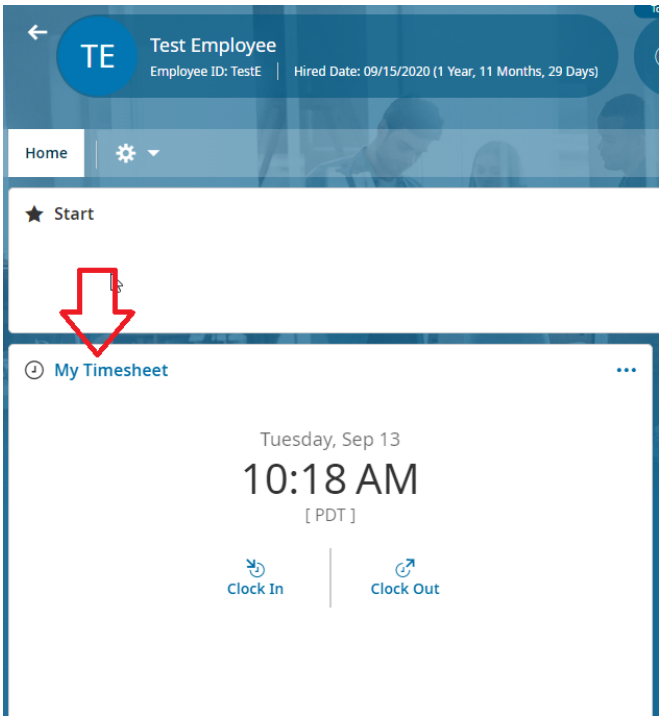
5. Enter or edit your time for the appropriate day



6. Click "SAVE"- NOTE:
   a. **DO NOT CLICK "SUBMIT"** -this will submit your timesheet for the week and will need to be manually rejected. **ONLY CLICK SUBMIT AT THE END OF THE WEEK!**

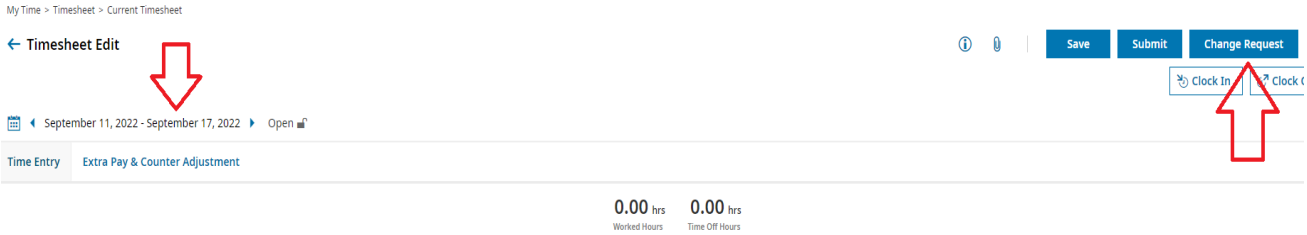


How to submit change requests

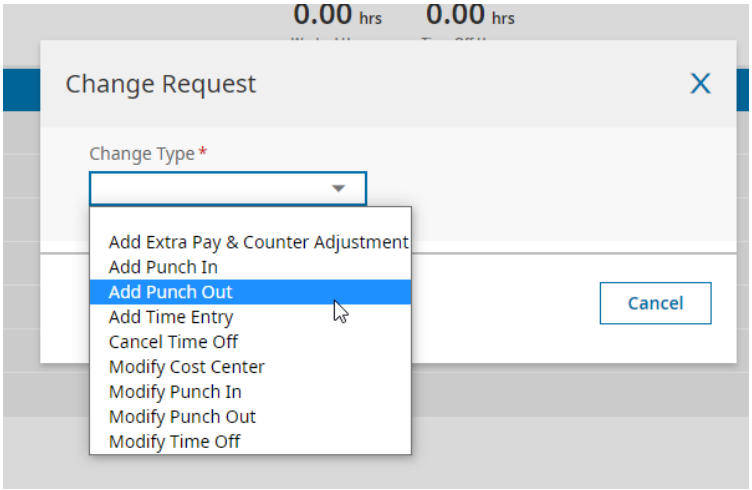


1.) Log into your account, and from the **Home Dashboard screen**, select **"My Timesheet."**

2.) Once in your current timesheet (you can view the date range toward the top left of the screen), you can choose **"Change Request"** toward the top right to start the request. This is used for modifying time entries, or editing previously approved time offs.

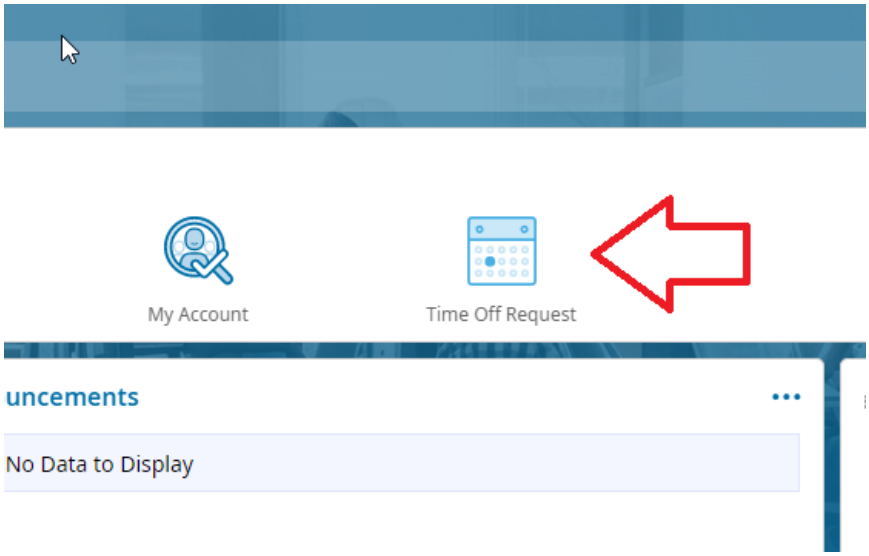


3.) You will select the appropriate **"Change Type"** that applies to what you need, then fill in the pertinent information. For example, if you needed to add a punch in time entry, you would choose "Add Punch In," then select the date to add and fill in what time of day to add.

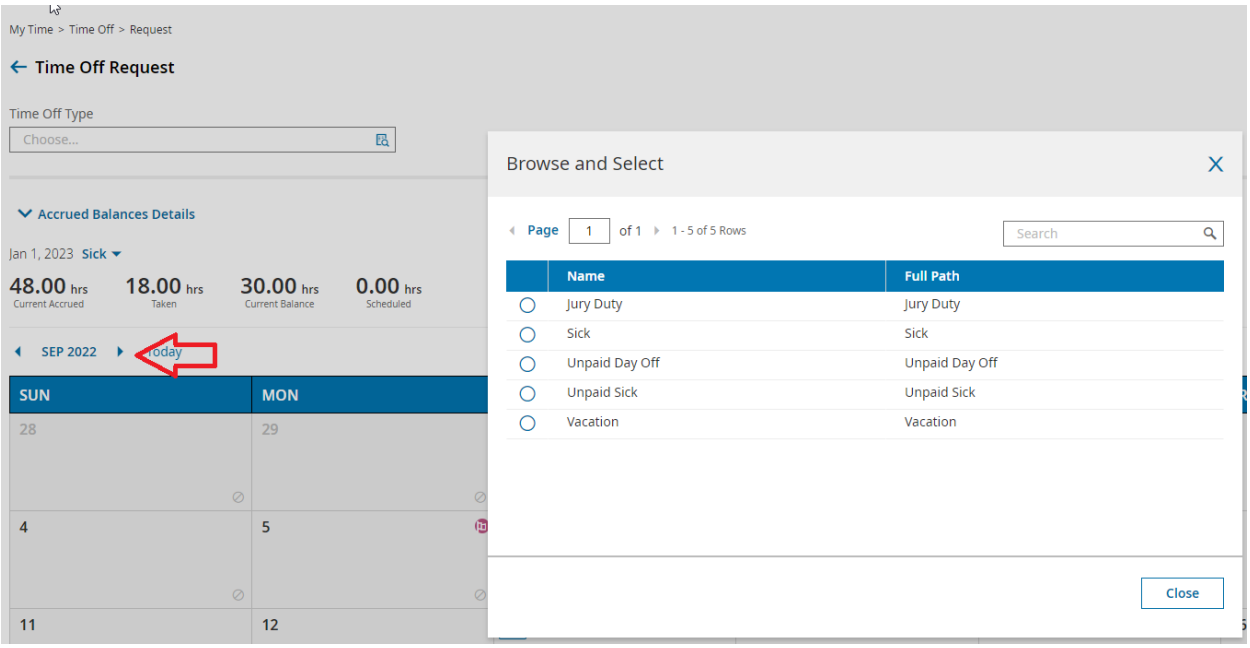


How to submit a time off request

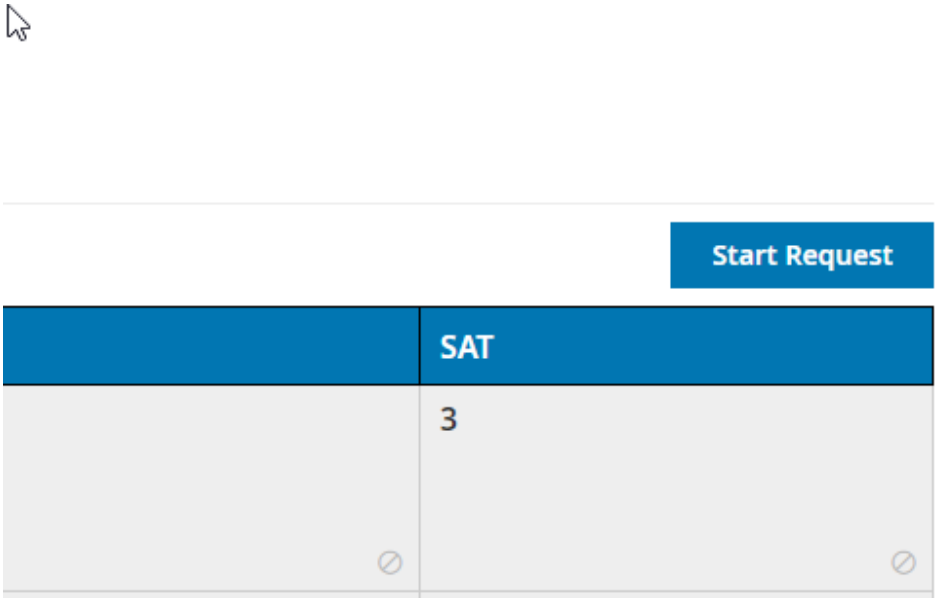
1.) From the **home dashboard screen**, select **"Time Off Request"** toward the top center of the screen, in the **"Start"** box.



2.) Choose your **Time Off Type**, then select which day(s) in the calendar below. You can move forward each month by selecting the right arrow next to the month (see below red arrow.)

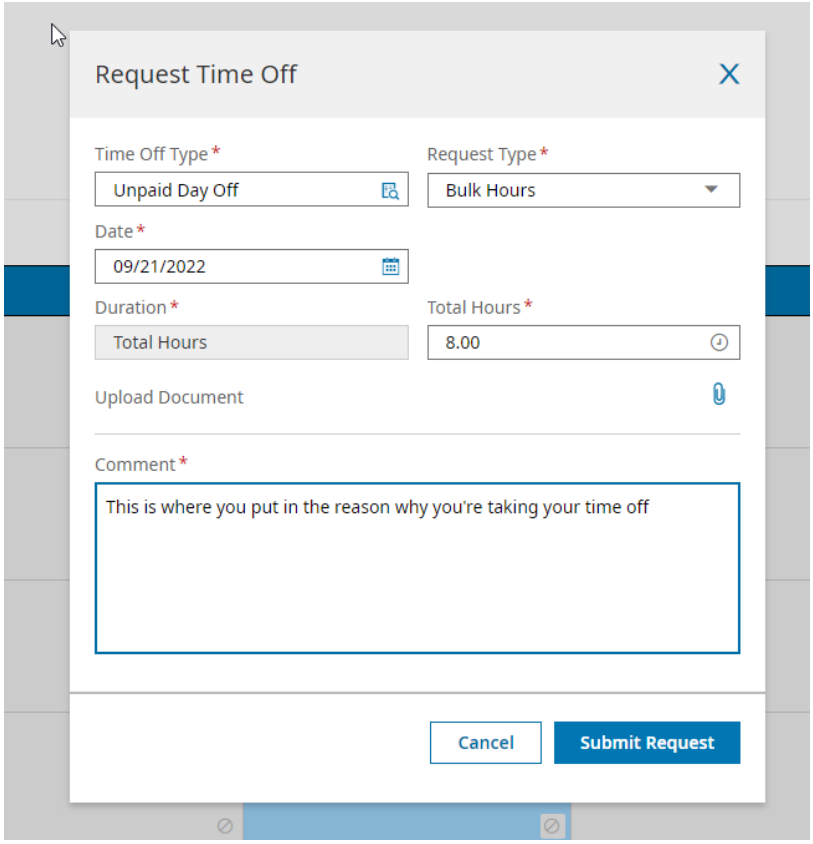


3.) Once date and Time Off Type are chosen, select **"Start Request"** toward the top right of the calendar.



4.) You will choose the appropriate **Request Type** (in the example below, Bulk Hours was chosen), make sure the **date is correct, enter in the amount of hours to be taken** (in this example, 8 hours were taken), and **please put your note as to why** you are taking the time off in the "Comment" section.

5.)



6.) Once everything looks correct, **select "Submit Request"**

How to view historical pay statements

1.) From the home dashboard, **select "My Pay"** to view any historical pay statements.


My Pay
10
days till next payment