



WorkforceGO! Mobile App Instructions

The app is designed for iOS and Android mobile devices (iPhones, iPads, Android, Droid).

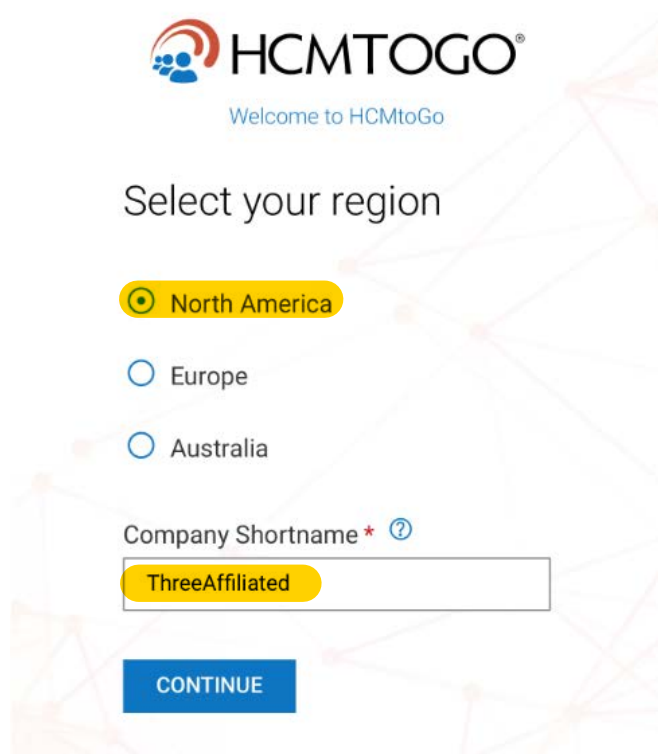
STEP 1: GET THE APP ON THE DEVICE:



From your app marketplace, search the term **HCMtoGO**. Download the application. HCMTOGO®

Choose: North America

Company Short name: ThreeAffiliated



User name: _____

Password: _____

Badge #: _____

Cell # listed: _____

Please contact:
Human Resource Department with
any questions, lock outs, etc.
701-627-4781

Enter your username, and password (same as your desktop login).

The company code will only be required the first time that you login; it will then be saved for future access.



STEP 2: WHAT CAN I DO WITH THE APP?:

Below is a chart of all features available, however not all features listed may be available to you.

Features and functionality is driven by the product(s) your company has with WorkforceGO!, or the user rights your company has given to you.

Time & Labor Management		Payroll		Human Resources	
Manager	Employees	Manager	Employees	Manager	Employees
View All Timesheets	Punch In/Out with GPS	View Employee Lists	View/Edit My Information	View Employee Benefit Plan	Benefits Enrollment
Approve/ Edit/ Reject Submitted Timesheets	View Schedule	View/Edit Employee Information	View Recent/Historical Pay History/Pay Statements	View HR Actions	Submit a Life Change Event
View Employee Balances	View/Edit/Submit Timesheet	View Job Change History	View Base Compensation History	View Forms	View Benefit Plans
View Time Off Calendar	View Schedule	View/Change Notification Preferences	View/Add Direct Deposit	View Benefit Census Report	View/Add/Submit HR Forms
View Attendance Board	Submit Extra Pay Request	View Time Statistics	View/Download Tax Forms	View Open Enrollment Status	View/Submit Checklist
View/Approve/Reject Time Off Requests	Request/View/Submit Time Off	View My Saved Reports	View/Edit Contacts		View Benefits
View Employee Time Off History	View Time Off History		View/Manage My Mailbox		
Request Time Off for Employee	Change Cost Center for Punching		Change Password/Security Question		