The phone app for the new HR/Payroll system can be found in the App Store or Google Play. The App looks like:
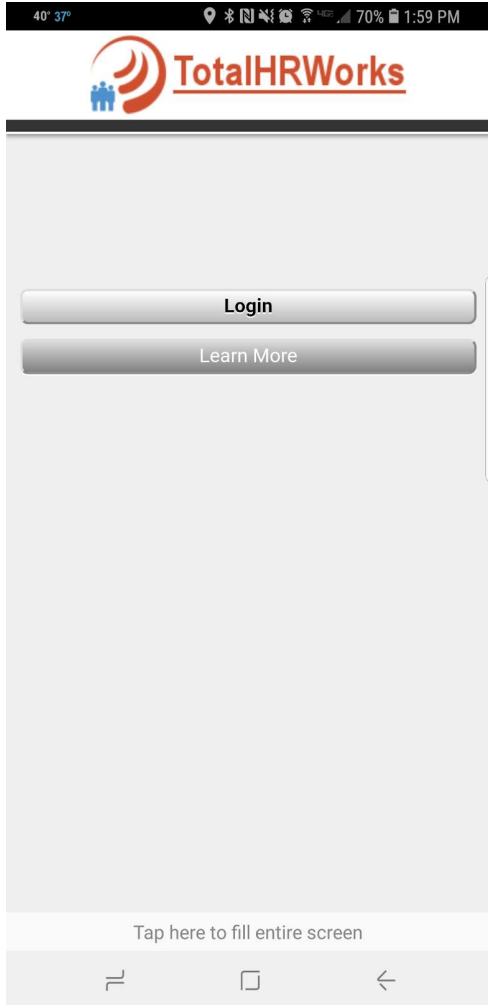

TotalHRWorks
Workforce Ready

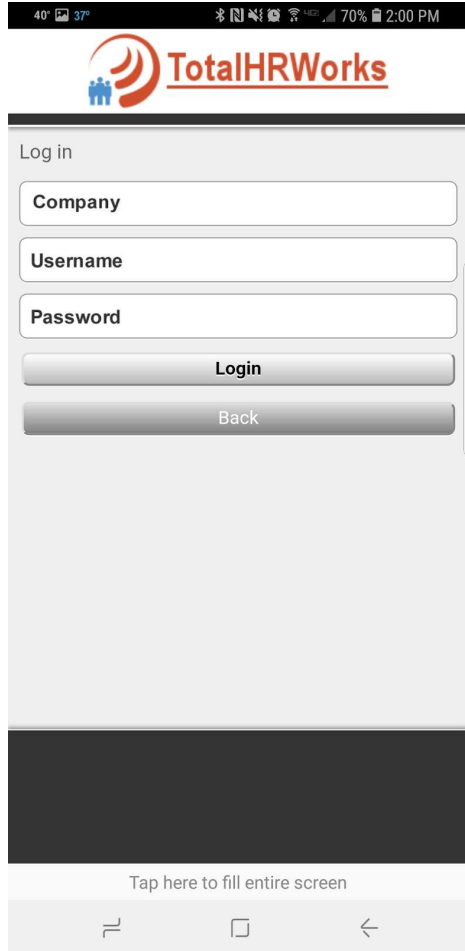★ ★ ★ ☆ ☆   FREE

Once the app is downloaded you will sign in. The **_first_** time you sign in will be difference from all other times!

FIRST SIGN IN
First time signing in:

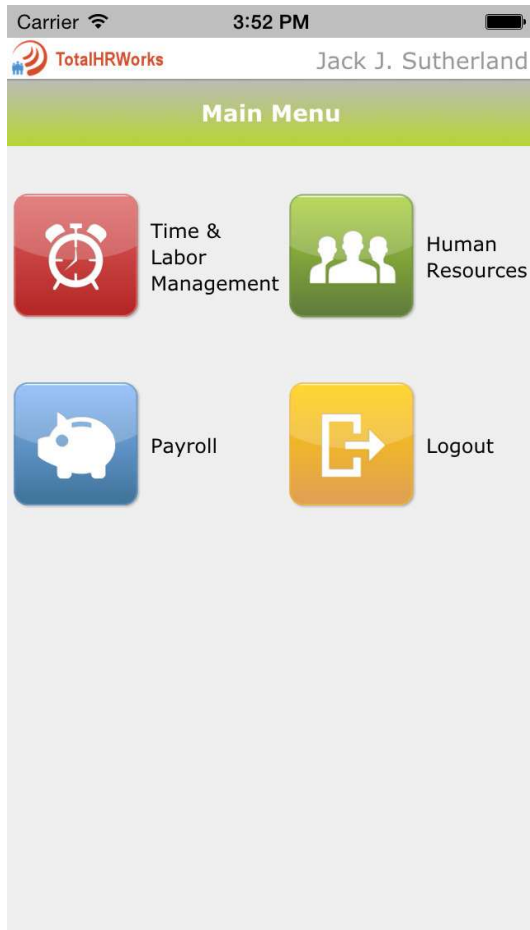The app will have three spots for you to fill out.

Company: The company is CitySS

Username: The username will be your first initial, last name. EXAMPLE: Amy Powers would be apowers
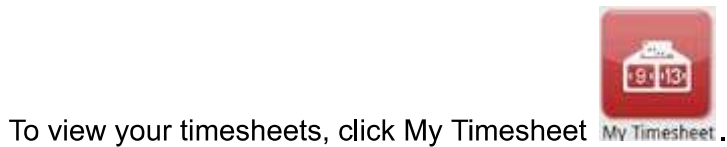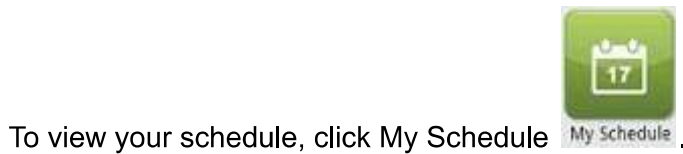
Password: The password is the password you created when setting up your account on the new payroll system

Once you have logged in you will see a screen like this:

SCHEDULE, TIMESHEETS, PAY STUBS

You can check your schedule and your timesheets by clicking on the Time & Labor Management button .

To view your schedule, click My Schedule .

To view your timesheets, click My Timesheet .

You can view previous <u>pay statements</u> by clicking on the payroll button , and then
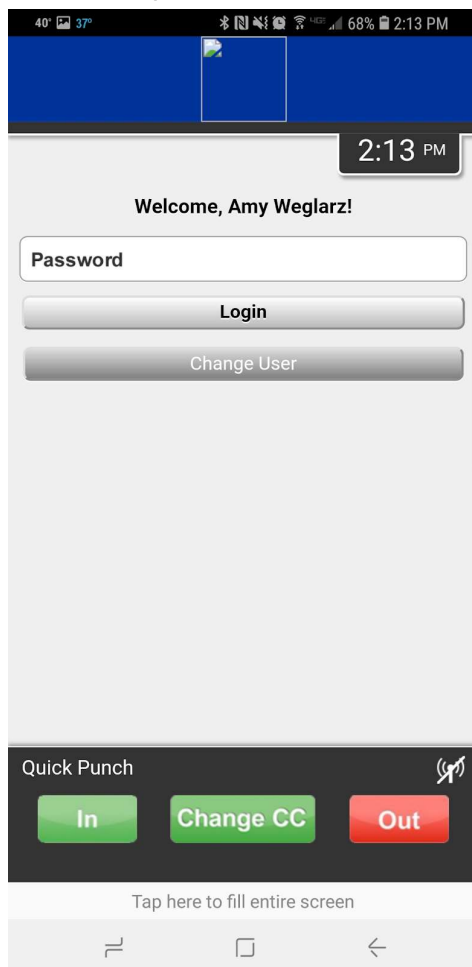
choosing My Pay Statements

Use the logout button to leave the system.

SIGN IN/OUT

Now, the sign in screen will look like this:

CLOCK IN/OUT

To clock in, enter your password and then hit the green IN button at the bottom of the screen. To clock out, enter your password and then hit the red OUT button at the bottom of the screen.