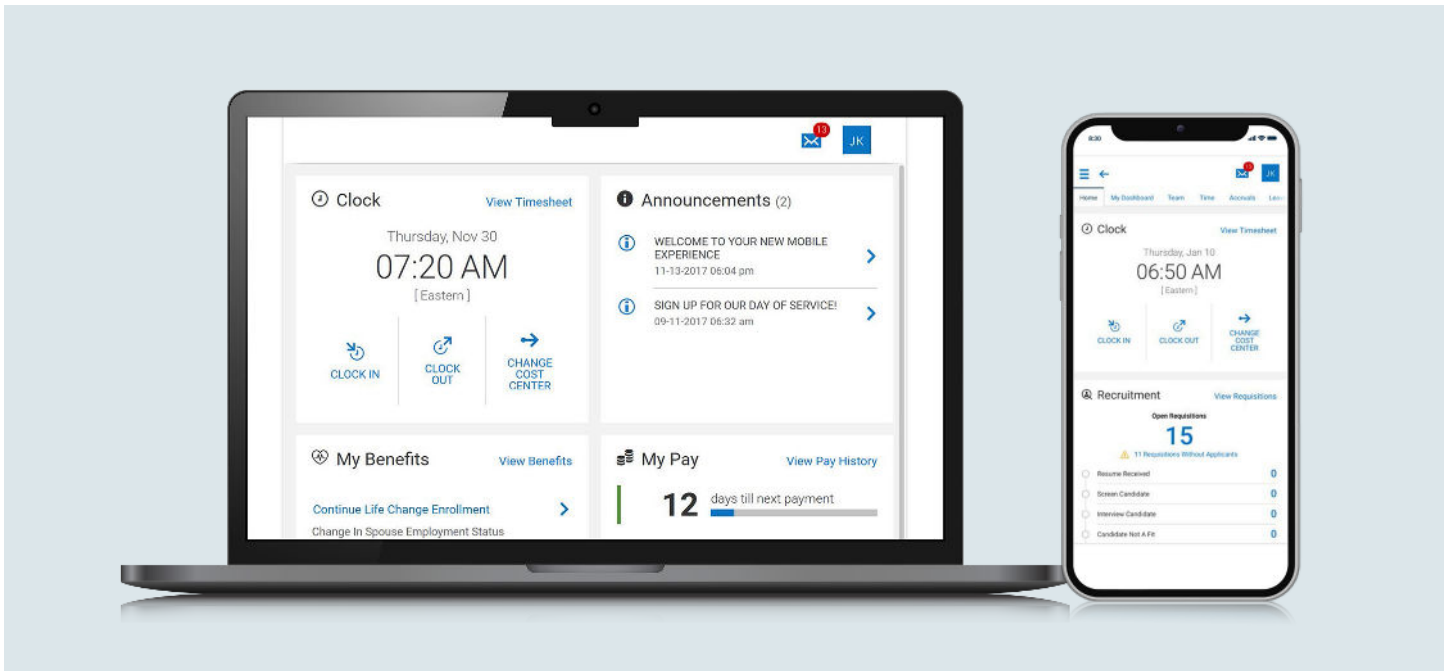


## Work Effortlessly Across Locations with a Unified Platform Available on All Your Devices

In today's fast-paced work environment, juggling HR tasks and responsibilities can feel overwhelming, leaving employees frustrated and disconnected. Our mobile app, HCMToGo, puts all the essential HR tools right at your fingertips, anytime and anywhere. Whether you're in the office, on the road or working remotely, you can seamlessly access the full system to stay informed, keep tasks moving and make a meaningful impact on both people and processes without any hassle.



### How it Works

HCMToGo offers seamless access to essential HR tasks, allowing you to stay on top of information and updates no matter where you are. Effortlessly switch between your mobile device and desktop without losing momentum, enabling real-time management and improvement of organizational processes. The app provides personalized self-service tools tailored to each user's role, activities and preferences. It enhances ease of use while minimizing administrative tasks. Additionally, you can carry vital people data with you on the go, thanks to real-time reports, charts and predictive insights that display flawlessly on any device, keeping you prepared for strategic decisions and conversations at all times.



Seamless Access



Personal Self-Service



On-the-Go Strategy

## Recruiting and Onboarding Features

- Apply for jobs and track application progress
- Track and manage hiring stages and hiring teams
- Assign or complete engaging pre boarding and onboarding checklists designed for specific roles

## HR and Benefits Features

- Manage individual or team information
- Quickly make changes to profile information, complete necessary forms or assign actions to people
- Enroll in, compare and optimize benefits
- View current benefits elections
- Store and retrieve important HR documents
- Manage assets, incidents and termination processes
- Track and update skills and certifications
- Receive or manage announcements via SMS, email and in-app push notifications
- Receive and respond to or build and send engagement surveys

## People Analytics Features

- Create, view, and change reports, dashboards, and data visualizations to answer questions with real-time insights
- Predict trends and behaviors relevant to your organization
- Automatically assess flight risk, understand your people's feelings at key times and track benchmarks
- Get strategic recommendations and guidance

## Pay Features

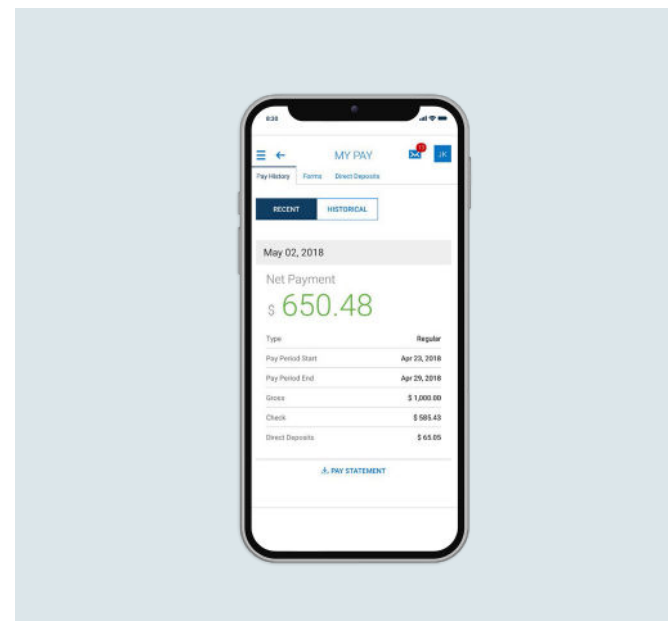
- View most recent pay and pay history
- Access and download all pay statements
- Access total compensation statement
- Set up and manage direct deposit accounts
- Get continuous W2 or 1099 access
- Manage or view deductions, tax withholding and garnishments
- Prepare payroll and manage quarter-end or year-end processes in intuitive checklists

## Performance Features

- View, update and create goals
- Manage or provide peer and continuous feedback
- Initiate, manage or participate in performance reviews
- Build and communicate succession plans

## Time and Scheduling Features

- Clock in and out of shifts, even when offline
- Manage clock in/out options based on location
- View, request or approve time off
- Request time off and view approvals
- Edit timesheets and manage exceptions
- View and manage time off and leave of absence calendars
- View and manage individual and team schedules
- Request or assign shifts that match people's preferences
- Forecast workloads and volume to schedule accurately
- Request a shift change, claim open shifts or swap shifts



HCMTToGo empowers users with personalized access to essential HR tools and data, enabling efficient management and strategic decision-making anytime, anywhere. You can find the application on the [Mac App Store](#) and [Google Play](#).

For a demo or more information, contact us at [myworkforcego.com/contact](https://myworkforcego.com/contact).