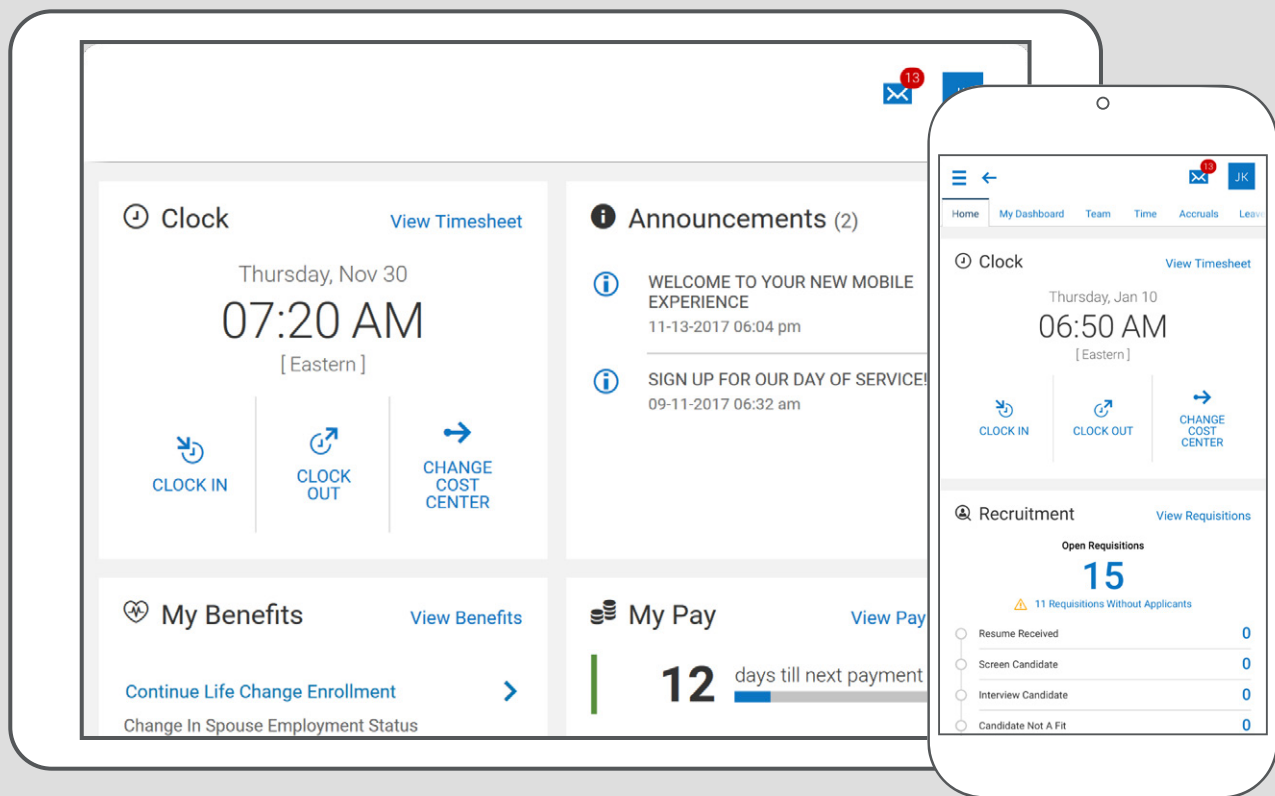# Mobile App

Connect to work anytime, anywhere with **an end-to-end experience on any device**.

Our HCM solution's mobile app, HCMToGo, puts all the HR tools you rely on at your fingertips whenever you need them, helping you and your people succeed at your work and balance your life. Whether you're in the workplace, on the road, or working remotely, you can access the full system to stay informed, keep tasks moving, and make an impact on people and processes with no hassle from the devices you use most.

Seamless Access

Keep pace with the tasks, information, and updates that matter most wherever work or life takes you. You can easily transition from your mobile device to your laptop or desktop and back without losing a step, enabling you to manage and improve on your organization's processes in the moment.

Personal Self-Service

Give your people the exact tools they need right when they need them through a mobile app that adapts to fit their needs based on their role, common activities, location, and preferences, increasing the ease of self-service and reducing administrative effort.

On-the-Go Strategy

Take the people data you need to make a difference with you wherever you go thanks to reports, charts, and even predictions and recommendations that run in real time and display just as well on your smartphone as they do on your desktop, ensuring you're always ready for strategic actions and conversations.

Recruiting & Onboarding

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

HR & Benefits

- 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

- 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

- 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

- 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 & Scheduling

- 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