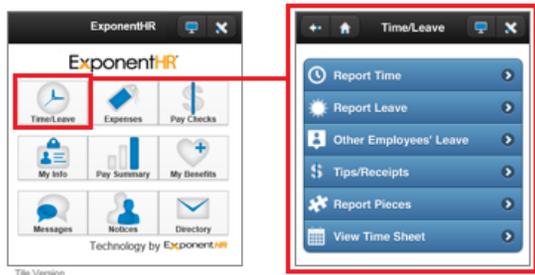


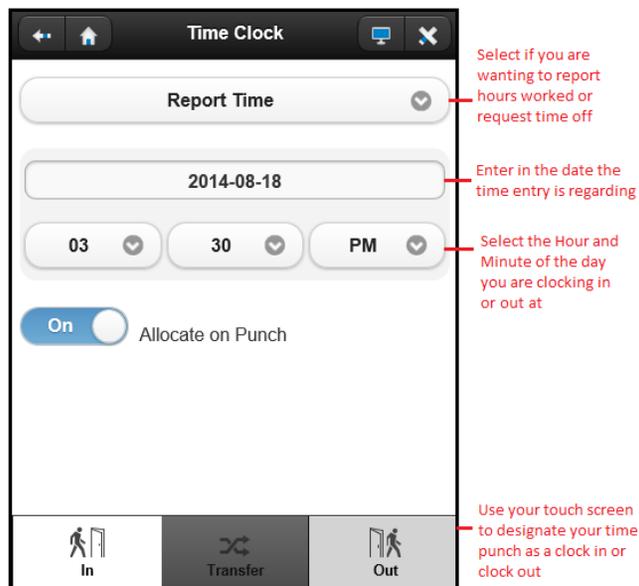
ExponentHR Mobile: Reporting Time

Your HCM experience of the ExponentHR website continues with you wherever you might go by simply accessing ExponentHR Mobile through any mobile device. Here users can review paychecks, manage expense requests, read messages, as well as many other familiar features found on the ExponentHR website.

One additional feature available to employees is the ability to record time punches.



In the example below, the Time Clock Reporting page is being used to record a time punch at 3:30PM on August 18th.



Accessing ExponentHR Mobile

ExponentHR Mobile

- ExponentHR Mobile is a website, which circumvents the need to download a mobile app or install recurring updates, making your mobile device already equipped to access this feature.
- From the mobile device, use your internet browser to navigate to www.exponenthr.com.
- Click the **Mobile Site Login Page** link on the standard ExponentHR login page.

Result: This will direct you to the ExponentHR Mobile website
- If desired, you may use your built-in internet browser functionality to send the ExponentHR mobile page to your home screen.

Result: This will create a shortcut on your mobile device home screen for quick and easy access.

Recording a Time Punch

Time/Leave > Report Time

- Use the touch screen of your mobile device to navigate to the Time Clock Reporting page (Time/Leave > Report Time).
- The action type defaults to **Report Time** but may be alternatively changed to report paid leave or piecework items if desired.
- The current date appears by default in the **Date** field but may be changed if needing to report an entry for another date.
- Select the Hour and Minute of the day that the punch is for.
- Click either the **In** or **Out** button depending on whether you are wanting to report an “in” or “out” time punch.
- Users who choose to allocate time punches may choose to do so through the on-screen toggle or use the **Transfer** button to switch where time is being allocated to mid-shift (without a need to clock out and back in).

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Customer Support at (866) 612-3200 or support@exponenthr.com.