

The following guide explains the **Deluxe HCM** system. Some of the features described below may or may not apply to you.

How To Install The App

1. Go to **Google Play Store** or **iOS App Store**
2. In the search bar, enter **Deluxe Mobile**
3. Select **Deluxe Mobile**, then tap **Install** or **Get**

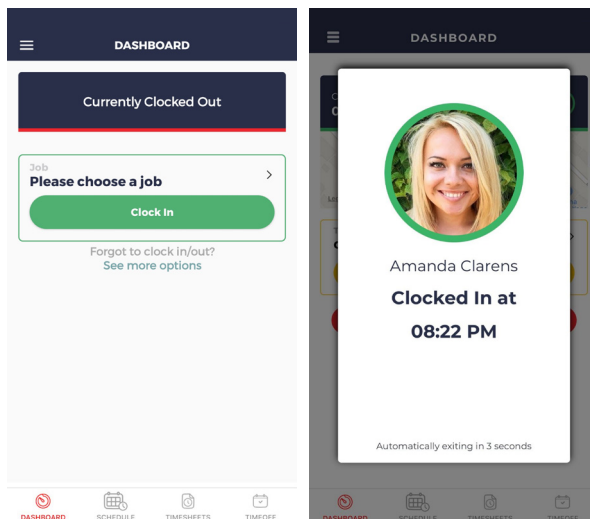
How To Sign In

1. Open the **Application**
2. Enter your **Email** and **Password**
3. Tap on **Login** button

How To Sign Out

1. Tap on the top left **Menu** icon
2. Tap on the **Sign Out** option

How To Clock In



You May Be Required To Select A Job Before Clock In.

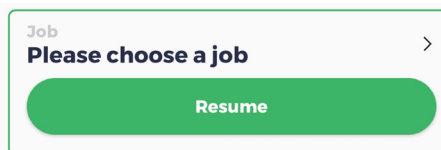
1. Tap on the **"Please Choose a Job"** icon.
2. Select the **"Job"** from the option dropdown list.
3. Click on the **"Clock In"** button.
4. If your employer requires a **"Photo Capture"**, simply hold the phone up, take a selfie and tap on **"Use Photo"** icon.

How To Add Break Time



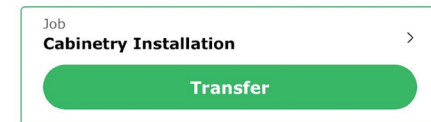
1. Tap on **"Choose a Break Type"**.
2. Select **"Break Type"** and tap.
3. Tap on **"Take a Break"** button.

How To Resume Work



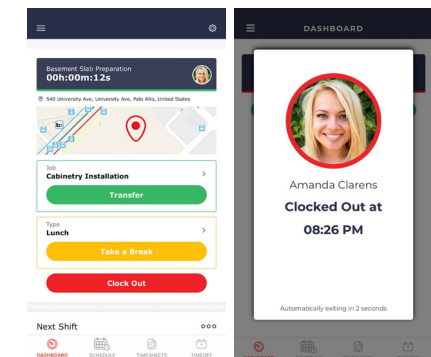
1. Tap on the **"Please Choose a Job"** icon.
2. Select the **"Job"** you would like to resume working on.
3. Tap on the **"Resume Work"** button.

How To Transfer Job



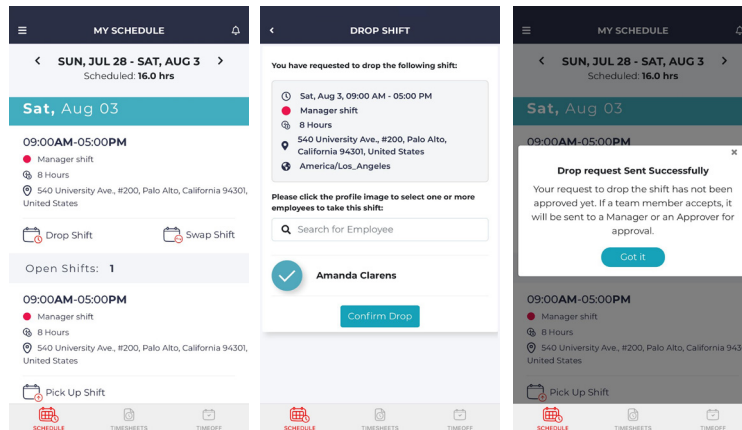
1. Tap on the **"Job"** icon.
2. Select the **"Job"** you would like to transfer to.
3. Tap on **"Transfer"** button.

How To Clock Out



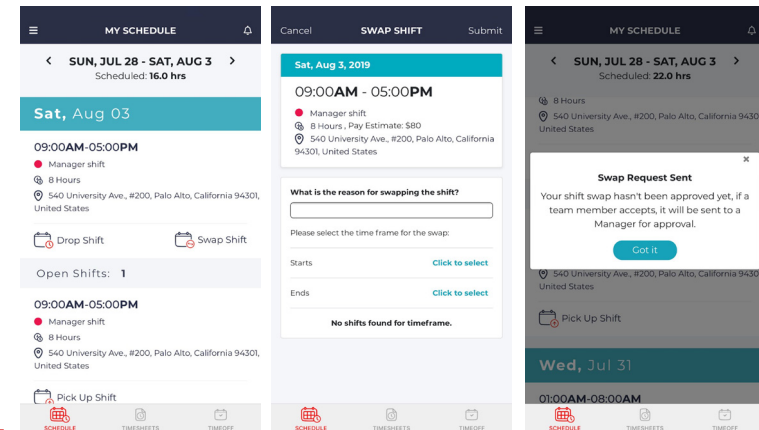
1. Tap on the **"Clock Out"** button.
2. If your employer requires a **"Photo Capture"**, simply hold the phone up, take a selfie.
3. Tap on the **"Use Photo"** icon.

How To Drop a Shift



1. Tap on the "Schedule" icon.
2. Tap on "Drop Shift", under the shift you want to drop.
3. You will be navigated to the "Drop Shift" page. Select the "Employees" you want to pick up your shift. There is no limit on the number of employees you can select.
4. Tap the "Confirm Drop" button.

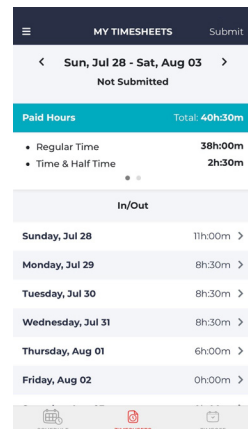
How To Swap a Shift



1. Tap on the "Schedule" icon.
2. Tap on "Swap Shift", under the shift you want to swap.
3. You will be navigated to the "Swap Shift" page.
4. Input "Start Date" and the "End Date" of the swap shift.
5. Choose the "Employee" and tap on the "Submit" button.

How To View and Submit Timesheet

1. Tap on the "Timesheet" icon from the bottom menu bar.
2. Review the summary of your "Paid Hours".
3. Tap on the date ">" arrow mark to view the punch details.
4. Tap "Submit".
5. "Waiting for Approval" sign appears.



How To Book Time Off

1. Tap on the "Time Off" icon from the bottom menu bar.
2. Tap the "+" sign.
3. Choose the "Time Off Type" on the top.
4. Choose your requested "Date" and "Time".
5. Insert any comments or applicable documents to your "Time Off" request.
6. Tap "Submit".

