

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 Add In/Out Time

1. Go to **"Timesheets"** tab.
2. Tap on the desired **"Date"** to enter time.
3. Tap on the icon.
4. Tap the type **"Job"**.
5. Enter the **"Start Time"** and **"End Time"**.
6. Select the **"Job"**.
7. Click **"Save"**.

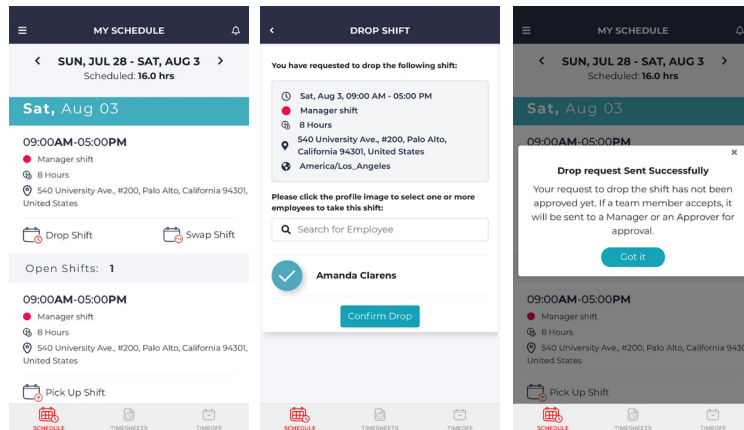
How To Add Break Time

1. Go to **"Timesheet"** screen.
2. Tap on the **"Date"** to enter time.
3. Tap on the icon.
4. Tap the type **"Break"**.
5. Enter the **"Start Date"** and **"End Date"**.
6. Select the **"Break"**.
7. Click **"Save"**.

How To View Your Schedule

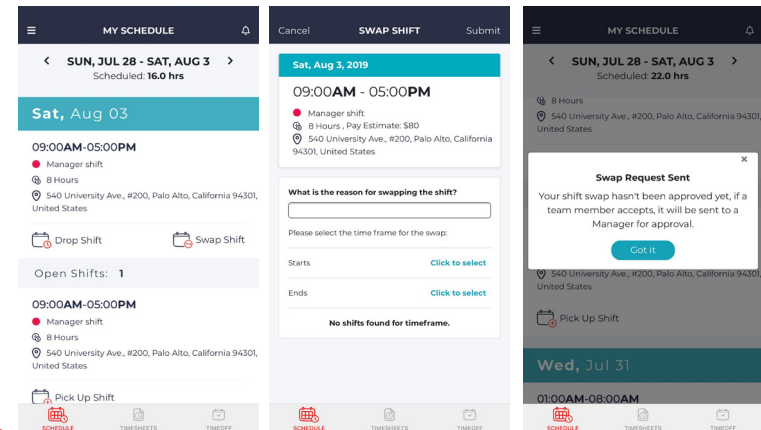
1. Tap on the **"Schedule"** icon in the bottom menu bar.

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.

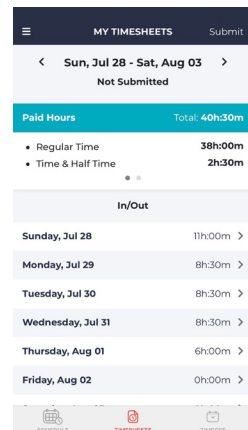
How To Swap a Shift



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".

