



DESKTOP VS. MOBILE

Self Service Portal Features

 Desktop	FEATURE	 Mobile
	Self-Register	
	Login	Option to use Touch ID to login
View & print current paycheck	View Current Paycheck	View & email current paycheck only
Filter by selected start & end dates, quarters, year-to-date & last year	View Check History	Filter by year-to-date and prior years only
	Submit Time Off Requests	Available in the moment
View balance info, time off history, request history, setup info, & request time off	View Time Off Balances	View balance info, request time off & view status
Edit Demographic info, dependents, emergency contacts & upload personal documents	Edit Personal Demographic Information	Edit Name, Address, Phone, Mobile & Email info
Enabled application quick link allows changing exemptions & access to pre-filled W-4 Form	Change Federal & State Tax Exemptions	Available through Desktop only
Enabled application quick link allows adding/changing direct deposit info	Add/Change Direct Deposit Account(s)	Available through Desktop only
View & print W-2 Form	View and Print W-2 Form	View & email W-2 Form only
	Customize Employee Profile	
Award and view Impressions & filter by year, quarter, month or date.	Recognize Co-Workers with Impressions	Award and view Impressions
	Punch In/Out	
	Geofencing	Punch in and out from designated areas with geofencing support
		Easily share images stored on your phone
	Additional Advantages of Mobile	
In English only	Multi-Lingual	Recognizes default language on your phone and adjusts
Receive notifications by email	Push Notifications	Review real-time notifications