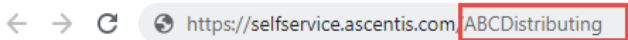
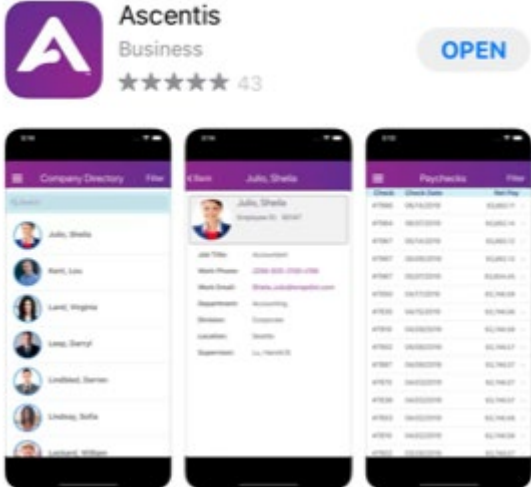

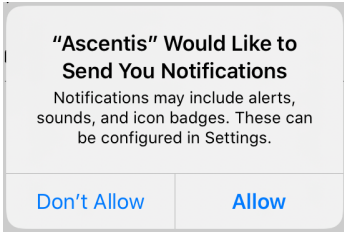



Mobile App Setup – Employee

You **MUST** have gone thru and completed the ‘First Time User’ account setup for your company’s Employee Self-Service Portal. You will need the user ID and the password you’ve designated for the site to access the site thru the app. Because the app uses multi-factor authentication, confirm that you have the correct email or phone number noted on your employee profile before using the app. If you have never logged into the Employee portal via the website, please refer to Common Issues with Setup in this document.

<p>1. Obtain your Company ID from your HR Representative if it wasn’t provided to you or log into your company’s Employee Portal. The company ID will be the name at the end of the URL without spaces.</p>	 <p>Company ID: CambridgeManagementinc</p>
<p>2. Download the <u>Ascentis</u> app on your mobile device.</p> <p>3. Open the phone app.</p>	
<p>4. Optional - Setup location services. (If you are not using the “Punch Reminder” option, the phone will only look at your location when you make the punch. It will not track you.)</p>	
<p>5. Allow whether you want the app to send you notifications. Best practice is to ‘Allow’ nonfiction to be sent by your company.</p>	

6. Enter in the following information:

- **Company ID:** XXXX
CambridgeManagementinc
- **User ID:** This is your user ID
- Enter the **password**
- Click 



The screenshot shows the 'ascentis Registration' page. It features three input fields: 'Company ID' with a 'Forgot Company ID?' link below it, 'User ID', and 'Password'. A progress indicator at the bottom shows three steps: step 1 is active (green), step 2 is inactive (grey), and step 3 is inactive (grey). A 'Next' button is located below the progress indicator.

7. Select where the security code should be sent. This should be a cell phone or email address that you have access to as you are setting up the phone app.

8. Click

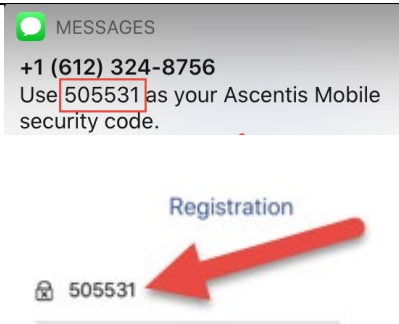
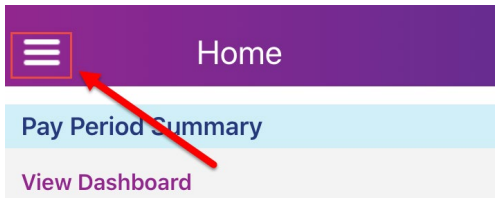
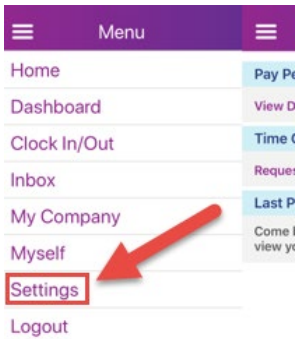
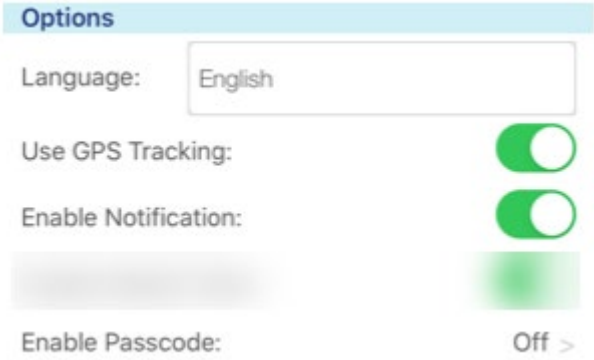


Registration

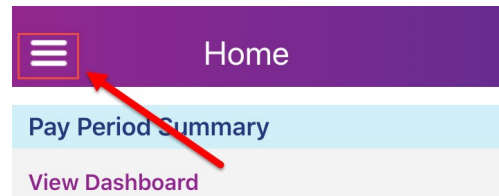
Before you can register this device, you need to verify your identity with a security code. How would you like to receive your code?

- Email mollymobile@ABCDistributing.com
- Text (555) 666-7777



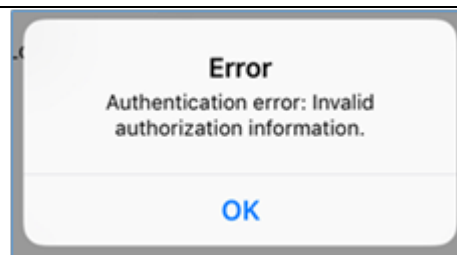
<p>9. Enter in the <u>Code</u> that was sent from the above step.</p> <p>Note: The number used to deliver the code may differ as part of the automated multi-factor authentication process.</p> <p>10. Click Next</p>	
<p>11. Click on the <u>menu bar</u></p>	
<p>12. Click on <u>Settings</u></p>	
<p>13. [Redacted]: Enable the “Use <u>GPS</u> Tracking.”</p> <p>e. If it doesn't let you, that means the phone's location services is turned off. You will need to turn it on first.</p> <p>14. Click on <u>Enable Passcode</u>.</p> <p>15. Enter in a <u>passcode</u> two times.</p> <p>f. This allows you to login to the app with the passcode instead of the password.</p> <p>g. It might also ask you to turn on the biometrics; this would allow you to login to the app with the biometric information saved on the phone. This is optional.</p>	

16. Click back on the menu button and click on “Home.” You are now free to log out or explore the other functions of this app.

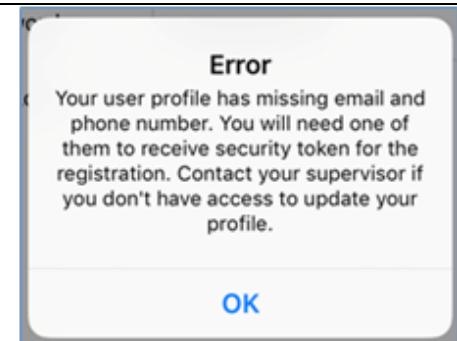


Common Issues with Setup

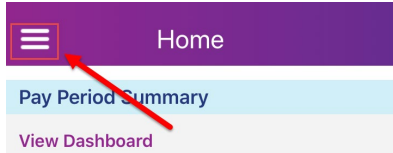
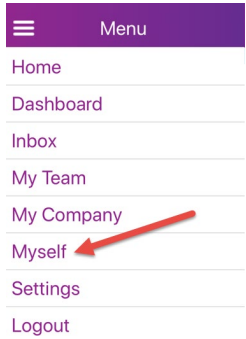
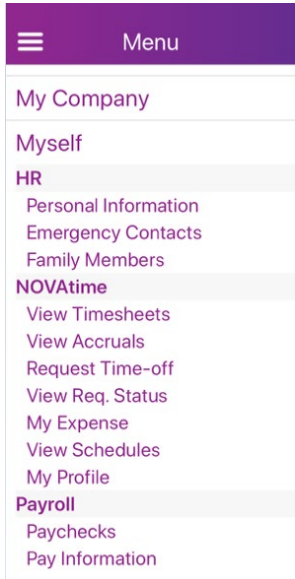
This error means your password is incorrect. Talk to your supervisor about setting up your password or log on to the Employee Web Services to create one.



This error means that you do not have an email address or phone number programed on your Personal page in NOVAtime. Speak with your supervisor or NOVAtime administrator about adding that information.



Myself

<p>1. Click on the Menu Bar.</p>	
<p>2. Click on Myself</p>	
<p>3. On this screen you will have access to view your personal information, timesheets, your paychecks.</p> <p>Note: The options shown may differ from your view as it is based on employee type and what has been enabled for your company.</p>	

Requesting Time Off

1. If you are eligible, requesting time off can be accomplished two ways:

- Myself page > NOVAtime > Request Time-off

OR

- Home page > Time Off > Request Time Off.

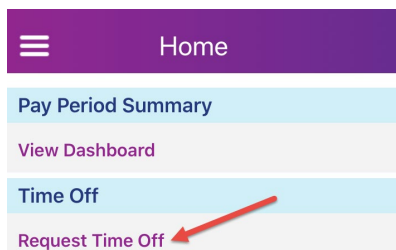
Myself

HR

Personal Information
Emergency Contacts
Family Members

NOVAtime

View Timesheets
View Accruals
Request Time-off
View Req. Status



2. After clicking on Request Time Off, you'll be required to enter in the details of your request.

- Select the type of time off.
- Leave the multi day option turned on.
- Click in the box that says "Select Date" to pick the dates of your request.
- Put in the total number of hours per day.
- If one day needs a different number of hours requested, you will need to request that day separately.
- Optional: Add a note.
- Click Submit.

