



hh2 User Guide

Pay Stubs Mobile App

For the Field User

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Pay Stubs Capabilities and Benefits

The Pay Stub Module assists with:

- **Convenient Pay Stub Access:** Provides employees and others with seamless access to pay stubs through the user-friendly hh2 website or mobile applications.

- **Branded Pay Stubs:** Elevates the company's image by uploading and positioning the company logo on pay stubs, while showcasing your brand prominently and professionally.

- **Flexible Line Entries:** Tailor pay stubs to your company's needs with flexible options, including Year-to-Date (YTD) amounts and Fringe benefits, ensuring a personalized and comprehensive overview for employees.

- **Robust Security Controls:** Safeguard sensitive information by creating Security Groups, allowing the construction company to control and restrict access to pay stubs, ensuring data privacy and compliance.

- **Time Management Transparency:** Track and display accruals and decrements of time directly on pay stubs, providing employees with a clear understanding of their leave balances and deductions.

Streamline your pay stub process with these powerful features, enhancing transparency, security, and overall satisfaction for both you and your employees. Let's get started!

Users that will Benefit from this User Guide

- Field Employee
- Crew Manager
- Foreman
- Superintendent
- Project Manager
- Crew Manager
- Other managerial roles in the field
- Office employees who wish to access their Pay Stubs
- Payroll and HR Managers and Administrators who want to understand how the Pay Stubs module looks in the field.

Note: This guide is designed as a quick reference. Further detail about the Pay Stubs module may be found in the Remote Payroll or My Records Mobile Application User Guides.

Note: This User Guide is intended to be used alongside the software for maximum comprehension.

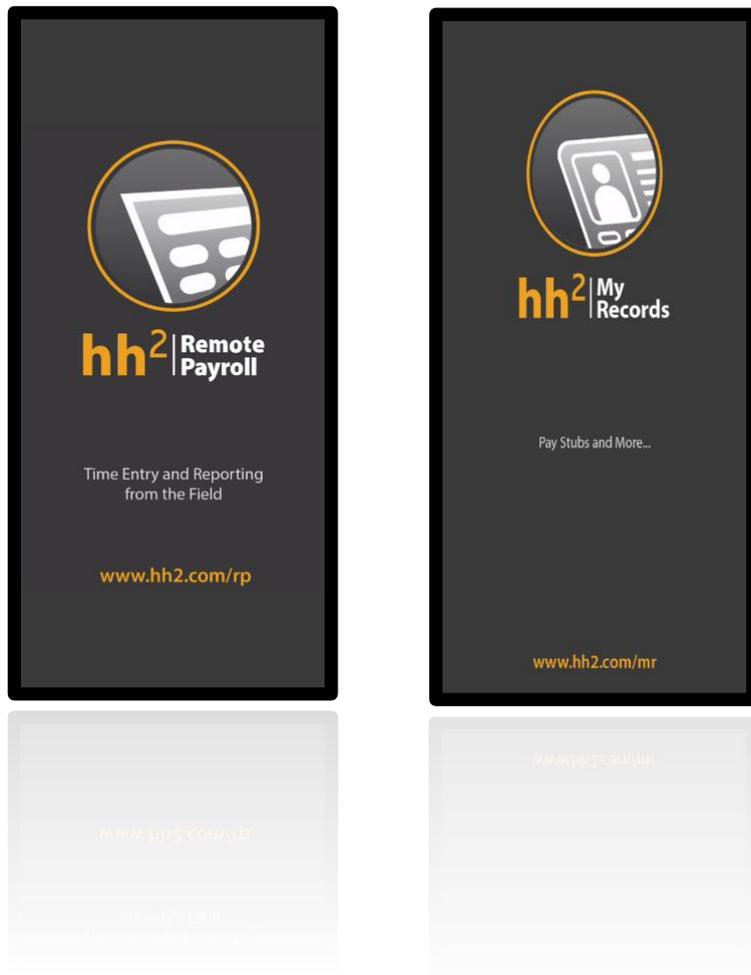
Pay Stubs Quick Start Guide

1. Search for hh2 Remote Payroll or hh2 My Records in the Apple Store or Google Play Store and download either of the mobile applications. **Note:** The construction company may have one or both mobile applications. See your System Administrator for guidance regarding which one to download.
2. Log in.
3. Run a synchronization.
4. Select Pay Stubs.
5. Select a Date Range or select a time period from the Get Stubs From the Past section.
6. Select Get Pay Stubs.
7. The Pay Stub displays along with the ability to share, print, or open it in other applications.
8. Use Previous and Next to view the previous or next Pay Stub.

Guía Rápida de los Talones de Pagino en Español

1. Busca hh2 Remote Payroll o hh2 My Records en la App Store de Apple o en Google Play Store y descarga cualquiera de las aplicaciones móviles. **Nota:** La empresa de construcción puede tener una o ambas aplicaciones móviles. Consulta con tu Administrador del Sistema para obtener orientación sobre cuál descargar.
2. Inicia sesión.
3. Realiza una sincronización.
4. Selecciona Talones de Pago.
5. Elige un rango de fechas o selecciona un período de tiempo en la sección Obtener Talones de Pagos Anteriores.
6. Selecciona Obtener Talones de Pago.
7. El talón de pago se muestra, con la capacidad de compartirlo, imprimirlo o abrirlo en otras aplicaciones.
8. Usa Anterior y Siguiente para ver el talón de pago anterior o siguiente.

The Pay Stubs Mobile Application Process Overview



The Pay Stubs module may be accessed from either the Remote Payroll or My Records mobile applications. This feature must be enabled.

1. Download either the hh2 Remote Payroll or the hh2 My Records mobile app. This is a one-time event.
2. Log In.
3. Run a Synchronization.
4. Access Pay Stubs from the Home Page of the hh2 Remote Payroll or the Main Menu of the hh2 My Records module.
5. Filter date ranges and view Pay Stubs.

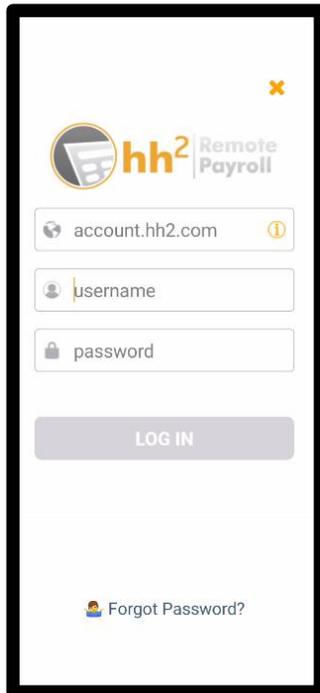
Download the Mobile Application

Download the hh2 Remote Payroll Mobile Application or the hh2 My Records Mobile Application from the Apple Store for iOS, iPhones, and iPads. For Android products download from the Google Play Store.

To Download:

1. Search for hh2 Remote Payroll or hh2 My Records in the Apple Store or Google Play Store.
2. Select it.
3. Select Install.
4. Choose Open.
5. Log In using the hh2 credentials provided by the Administrator.

To Log In



The screenshot shows a mobile application interface for logging into the hh2 Remote Payroll system. At the top left is the hh2 Remote Payroll logo. To its right is a small orange 'x' icon. Below the logo is a text input field with a globe icon on the left and a yellow information icon on the right, containing the text 'account.hh2.com'. Underneath this is a 'username' field with a person icon on the left, followed by a 'password' field with a lock icon on the left. A grey 'LOG IN' button is centered below the password field. At the bottom of the screen is a link that says 'Forgot Password?' with a small person icon to its left.

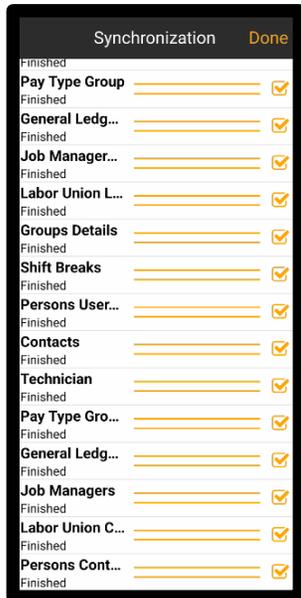
1. Enter the construction company's hh2 account (company identifier). For instance, if the company's identifier is construction.hh2.com, the user would enter construction.
2. Enter the Username.
3. Enter the Password.
4. Select Log In.
5. If there is an error, the system will flag the user stating that either the identifier, username or password is incorrect. **Note:** If the user has forgotten their password, simply click Forgot Password. The user will need to know the account name and email address associated with the account to reset the password.

Synchronization

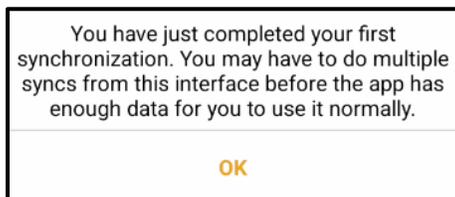
Upon log in, the mobile application will automatically synchronize all the user's accessible data (such as Jobs, Payroll Groups, and employee information). This will occur upon each log in to the hh2 mobile application.

To Complete Synchronization:

1. Once the synchronization is complete, all boxes will be checked.



2. Select Done once all boxes are checked. The following message will display after the very first synchronization:



3. Select Ok.

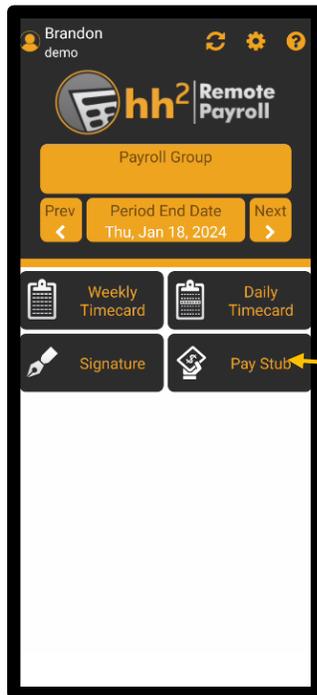
Note: Synchronization occurs automatically. However a manual synchronization may be required to update data on a specific page. See [Page Specific Manual Synchronization](#). To update all data accessible to the user, synchronization must occur from Sync Settings. See [Sync Settings](#).

Note: When changes are made on the hh2 website, the Field user will not see those changes until a synchronization has occurred.

The Remote Payroll Home Page

The Remote Payroll Mobile Application is a convenient system used to enter time while on the construction site. Likewise, Pay Stubs may be accessed from this page when the module is purchased, and Menu Settings are set as such. The Home Page for the employee in the field may differ from an individual in a supervisory job role, such as a Field Supervisor or Crew Manager. Permissions granted to users and modules purchased will also impact what is displayed on the Home Page.

An example of the Remote Payroll Home Page as seen by the employee:



An example of the Remote Payroll Home Page Menu as seen by a person in a supervisory job role:

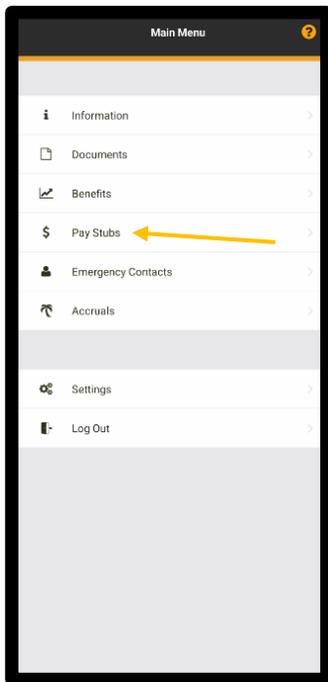


Note: If the construction company does not have the Pay Stubs module enabled, it will not display on the Remote Payroll mobile application.

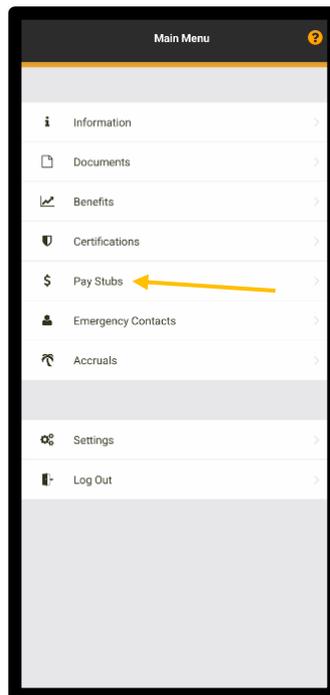
The My Records Home Page for the Employee

The My Records Mobile Application is a convenient system for managing human resource information, such as basic employee information, raise and termination requests, benefits, and benefits eligibility. Access to employee Pay Stubs is just one of the available features. Like the Remote Payroll module, My Records will vary based on the type of user, permissions granted to users, and modules purchased.

An example of how the My Records Main Menu may look as seen by the employee:



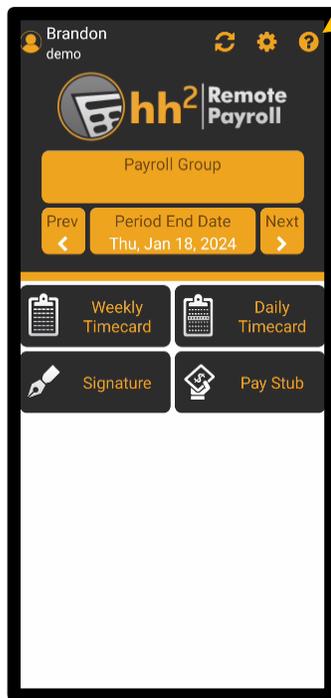
An example of the My Records Main Menu may look as seen by a person in a supervisory job role:



Note: When using My Records, the Pay Stubs option may display even if the module is not enabled. In that instance, the user will receive an error message when attempting to generate pay stubs, indicating there are none to show.

Tools on the Remote Payroll Home Page

A variety of tools at the top of the Remote Payroll Home Page are available to the user.



The tools at the top of the mobile application page allow the user to:

- View their log in username and account
- Add new users (if permitted to do so)
- Switch users, if applicable
- Perform a manual synchronization
- Access system settings (if permitted to do so)
- Access help information (available on both the RP and My Records mobile applications)

Note: Throughout the mobile application, the title of the page is often indicated in white, while functions are indicated in color.

Log In Name

The user's log in name is located in the upper left corner next to the User Avatar  icon. A photo may be added from the hh2 website.

New Users

If permitted to do so, users may add additional users using the Add User  icon.

To Add a User:

1. Select the User Avatar  icon.
2. Select the Add User  icon .
3. Enter the company identifier.
4. Add the username.
5. Add a temporary password.
6. The new user will receive a confirmation to reset their password.

Switch Users

Users may be switched by selecting the User Avatar  icon.

Page Specific Manual Synchronization

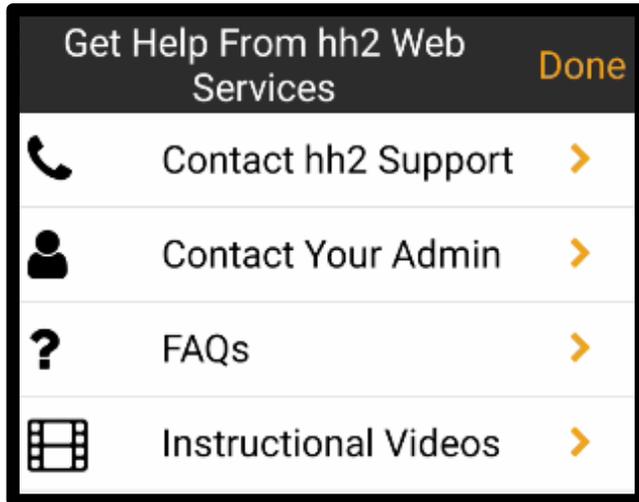
The Synchronization  icon is used to manually synchronize the mobile application with the hh2 website. **Note:** Synchronization from the Home Page and throughout the application will synchronize data accessible on the current page. For a full synchronization of all data, please see [Sync Settings](#).

To Perform a Manual Synchronization:

1. Select the Synchronization  icon.
2. Select Done once all the boxes are checked.

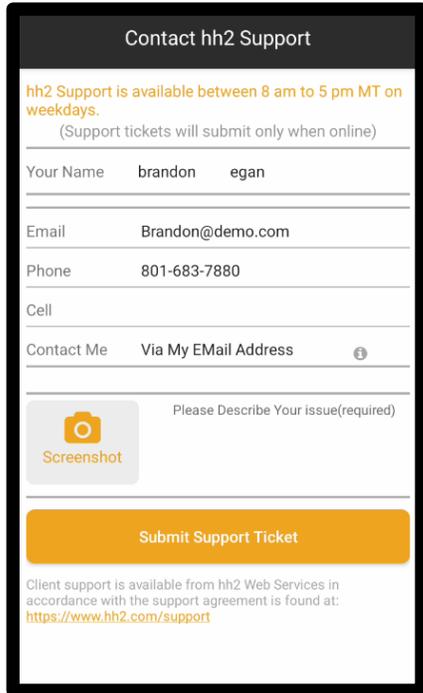
The Information Tool

This tool is available on both the Remote Payroll mobile application and the My Records mobile application. The Info  icon in the upper right corner of either application provides the user access to hh2 Support, the user's construction company hh2 Administrator, FAQs, and Instructional Videos.



To Contact hh2 Support:

1. Select the Info  icon.

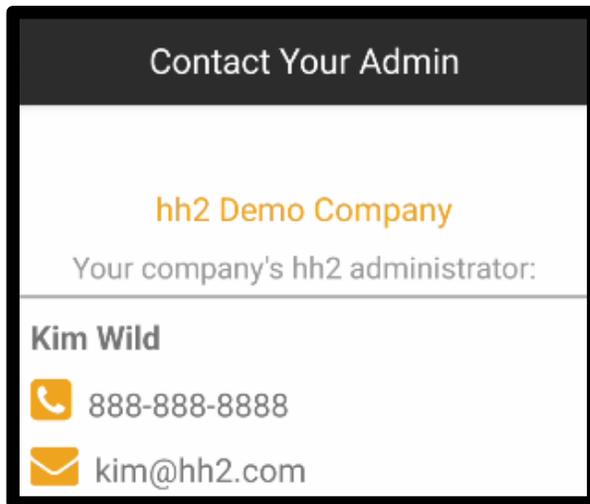


The screenshot shows a mobile application interface for contacting support. At the top, it says "Contact hh2 Support". Below that, a message states: "hh2 Support is available between 8 am to 5 pm MT on weekdays. (Support tickets will submit only when online)". The form contains several fields: "Your Name" with the value "brandon egan", "Email" with "Brandon@demo.com", "Phone" with "801-683-7880", and "Cell" which is empty. There is a "Contact Me" field with a dropdown menu currently set to "Via My EMail Address" and an information icon. Below the form is a "Screenshot" button with a camera icon. At the bottom of the form is a large orange "Submit Support Ticket" button. A footer note says: "Client support is available from hh2 Web Services in accordance with the support agreement is found at: <https://www.hh2.com/support>".

2. Select Contact hh2 Support.
3. Enter Name, Email, Phone and Cell Information.
4. Select a contact method in the Contact Me field (Via my cell, phone, email address).
5. Describe the issue.
6. Take a screenshot of the area in the mobile application that the user needs further assistance.
7. Select Screen shot and either select Existing Photo (for a single photo) or Batch Import (for more than one photo).
8. Select the photo(s) from the device.
9. Select Submit Support Ticket.
10. The Support Team will reach out as soon as the next representative is available.

To Contact Your Administrator at the Construction Company:

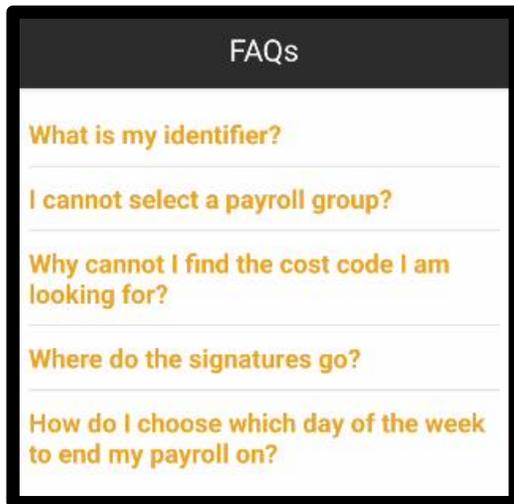
1. Select the Info  icon.
2. Select Contact Your Admin.



3. Select the Phone  icon to call the Administrator.
4. Select the Email  icon to start an email to the Administrator.

To Access FAQs:

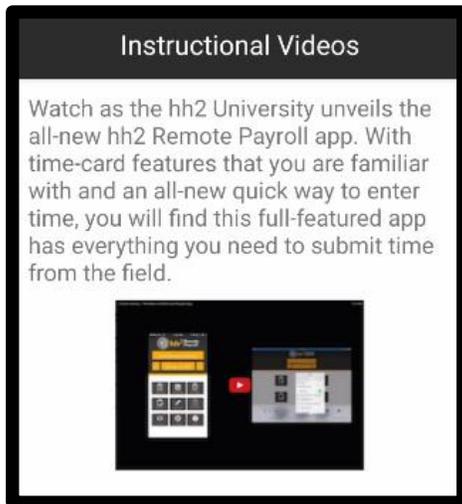
1. Select the Info  icon.
2. Select FAQs.



3. Select the specific FAQ for additional information.
4. Select Done (from the My Records mobile application).

To Access Instructional Videos:

1. Select the Info  icon.



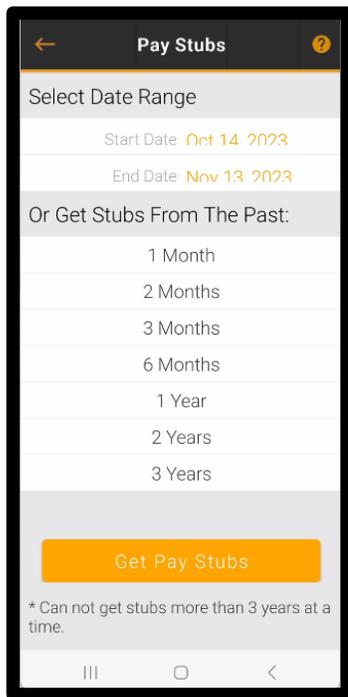
2. Select Instructional Videos.
3. Select Play.
4. Select Close.

Paystubs

In the hh2 system, employees and those in management roles are assigned to a Security Group(s). Security Groups are used to control access to who may view an employee's pay stub information. Security Groups can be customized to meet the needs of the construction company's business model.

To View Pay Stubs:

1. Select Pay Stubs from the Remote Payroll Home Page or the My Records Main Menu.



2. Select a Date Range or select a time period from the Get Stubs From the Past section.

3. Select Get Pay Stubs.

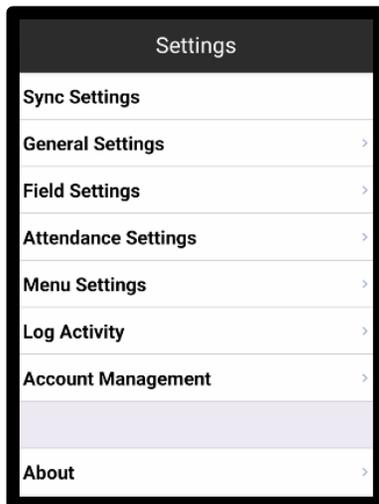


4. The Pay Stub displays along with the ability to share, print, or open it in other applications.
5. Previous and Next allow the user to view the previous or next Pay Stub.

Mobile Application System Configuration

Settings

When using the Remote Payroll Module, the Settings  icon allows the user to gain access to system settings. These are not typically used by the field user. **Note:** If the system administrator has locked certain settings, as indicated by a Lock  icon, the user will be unable to manage the setting. **Note:** More detailed information about settings may be found in the Remote Payroll and My Records Mobile Application Guides.



Sync Settings

- Allows the user to begin a synchronization or delete cookies.
- Provides information regarding the accounting system used.

To Run a Manual Synchronization for All Data Accessible to the User:

1. Select the Settings  icon from the Home Page from the Remote Payroll mobile application.
2. Select Sync Settings.
3. Select Begin Sync.

Note: This will run a full synchronization of all user accessible data. Whereas synchronization from the Home Page or through the mobile application will synchronize data points for that specific page. See [Page Specific Manual Synchronization](#).

Menu Settings

- Turns on certain timecard features that will display on the user's Remote Payroll Home Page.
- Is Pay Stubs Module Active* **Note:** This must be turned on for the Pay Stubs module to function.

Log Activity

- Allows the user to clear logs.
- Allows the user to view errors, success, and other information.

Account Management

- The user may add additional users (if permitted to do so).
- Allows the user to view Identifier and user name, as well as user names for other users added.

About

- Provides information about the hh2 version logged into.
- Any release notes are published here.

Summary

After system configuration, employees can view their Pay Stubs on the hh2 website or via the My Records or Remote Payroll mobile applications. Likewise, Managers and/or Administrators can view employee Pay Stubs when granted access using the Security Group feature.

Please submit any comments or issues regarding this documentation to documentation@hh2.com

Change Log

This is the first version of this document, therefore no changes between versions apply.