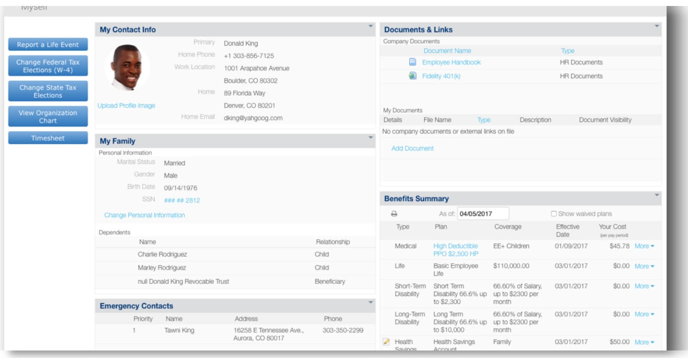
syncHR Getting Started Guide

LOG IN:

See **Welcome Email** to create your password. You will enter your Login ID and Password created on the first login. **https://clients.synchr.com/** For password resets, click the link on the SyncHR home page.

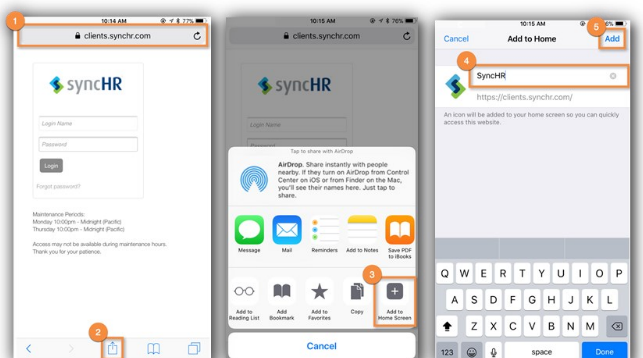
YOUR DASHBOARD

The new employee integrated dashboard will display all your personal information. For example: time off, compensation, 401K, and benefits.



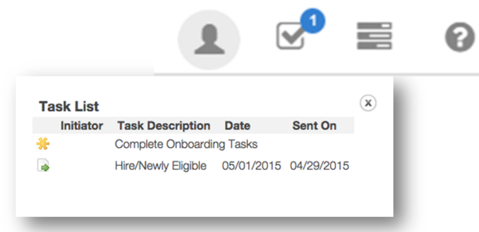
ADD SyncHR TO YOUR MOBILE DEVICE (Optional)

1. Type **clients.synchr.com** into the browser.
2. Click the **Share** icon at the bottom of the screen.
3. Click **Add to Home Screen**.
4. Type "SyncHR" in the name field.
5. Click **Add.**



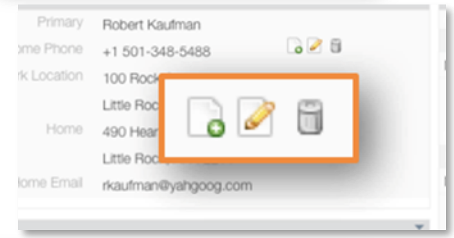
YOUR NOTIFICATIONS AND TASKS

Click the checked icons in the **upper right** corner of your dashboard to view the list. To view details that need your attention click the icons.



MAKING CHANGES ON YOUR DASHBOARD

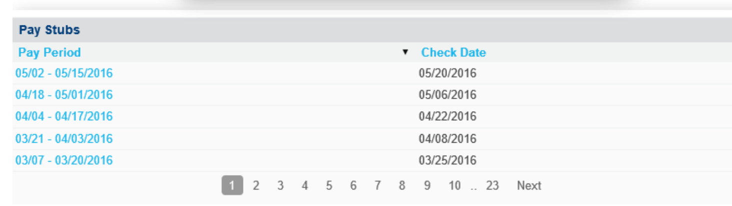
Employees may edit their personal information. In order to edit a field click the add, edit, or delete icon.



TO ACCESS MY TIMESHEET:

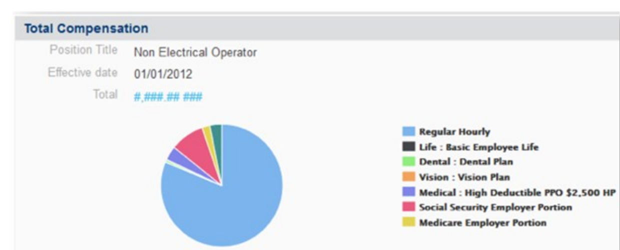
TO VIEW A PAYSTUB

Selecting a pay period link will open the corresponding check stub as a .pdf document.

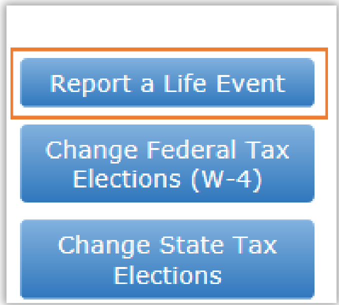


TO VIEW A BREAKDOWN OF YOUR TOTAL COMPENSATION

Hover over each section of the pie chart.

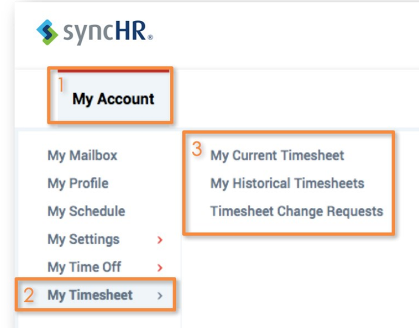


MANAGE YOUR PERSONAL INFORMATION



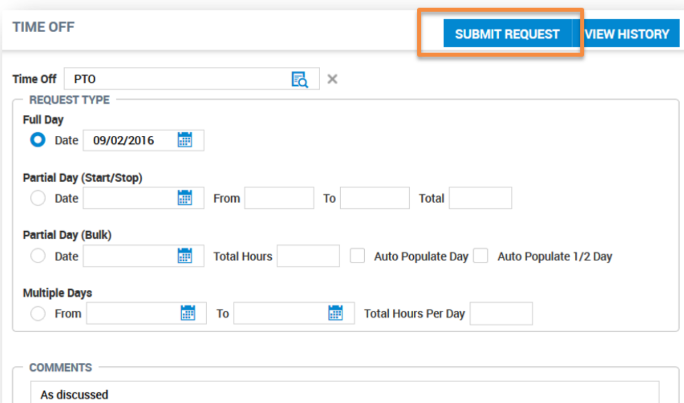
MANAGERS: ACCESS YOUR TIMESHEET

1. My Account.
2. My Timesheet.
3. Select an option.



TO REQUEST PAID TIME OFF:

1. Select the **description** of PTO.
2. Enter the **day and type**.
3. Add comments if necessary.
4. Click **SUBMIT** to process your request.



MANAGERS: MANAGE EMPLOYEE TIMESHEETS

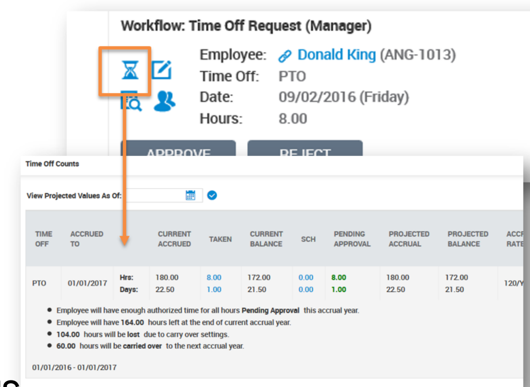
1. From your menu drop down.
2. Click **Manage Time.**
3. Click **Manage Timesheets.**
4. Select an option.

MANAGERS: TIMESHEET CHANGE REQUESTS

1. From your menu drop down.
2. Click **Manage Time.**
3. Click **Manage Timesheets.**
4. All **Timesheet Change Requests**.

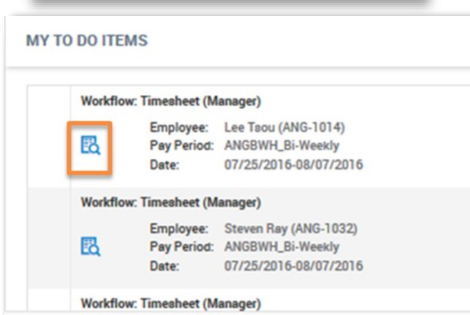
MANAGERS: TO VIEW PTO BALANCES FOR AN EMPLOYEE

Also view PTO for your team by the day, week, month, or year on the calendar.



MANAGERS: MY MAILBOX AND TO DO LIST

Here, you can approve PTO requests, timesheet change requests and approve timesheets



MANAGERS: PROCESS YOUR TO DO ITEMS IN THE FOLLOWING ORDER FOR THE PAY PERIOD

1. Approve all **timesheet change requests**.
2. Approve all **time off requests**.
3. Make **edits** to timesheets. (exceptions/missing punches)
4. Approve timesheets.

For Questions Regarding SyncHR

Contact Human Resources in your location.

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