

MOBILE APP

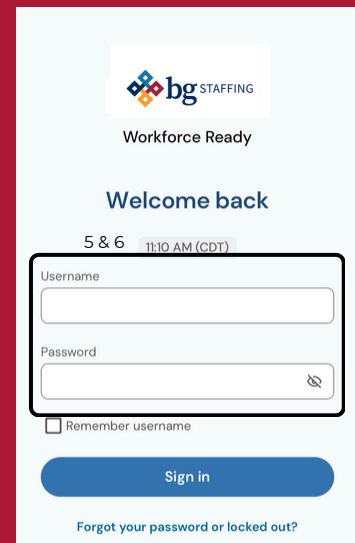
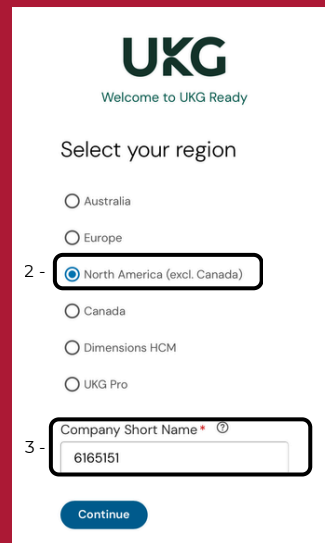
HOW TO ACCESS ON A PHONE OR TABLET

The mobile app allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application to log time worked.



Setting up the Mobile App

1. Open the mobile app on your device
2. Select your region from the list
3. Input BG's short name - 6165151
4. Press continue
5. Input the username, which is the email address we have on file
6. Input the temporary password: first 3 letter of last name followed by password1234! with the first 3 letters capitalized.
Example: SMlpassword1234!
7. Press Sign In



Apple iOS:



Google Android:

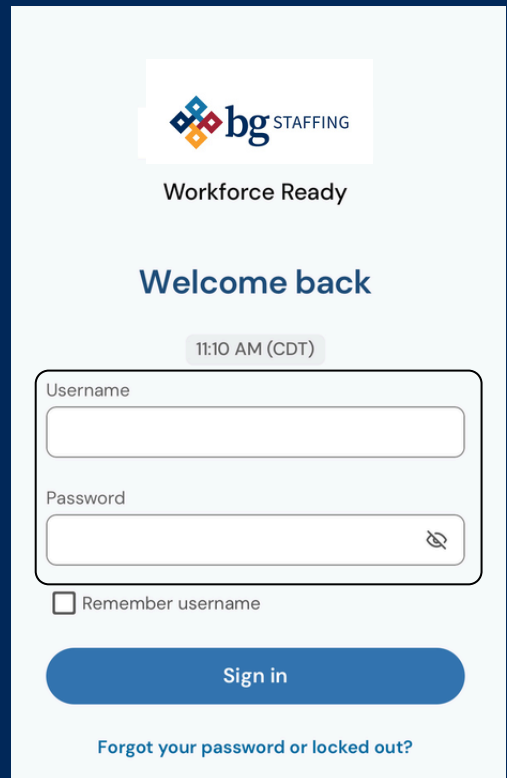


LOGGING BACK INTO THE MOBILE APP

1. Open the app on your device
2. Input your username and password

Note: if you forgot your password press the Forgot Password link and follow the screen prompts

3. Press Sign In

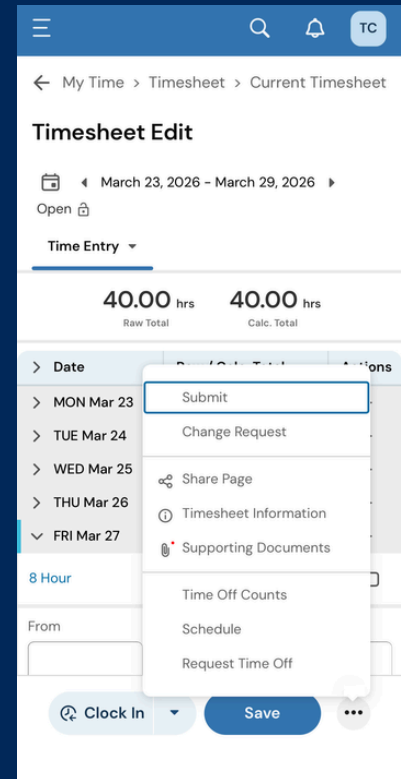
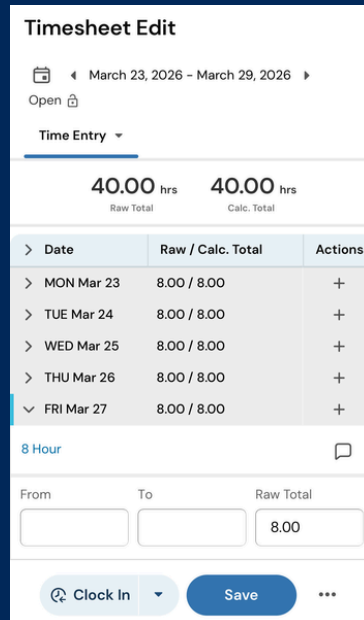
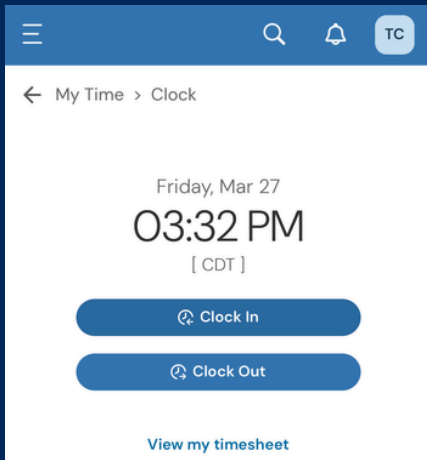


EMPLOYEE SELF SERVICE COMMON TASKS

- Clock in and clock out based on your assignment location
- View and submit your timesheets

SUBMIT YOUR TIMESHEET

Timesheets must be submitted by Monday morning at 8am for payroll processing



WHERE TO GO FOR QUESTIONS OR HELP

If you have questions email or text your Staffing Coordinator

Click Save then Submit to submit your timesheet