



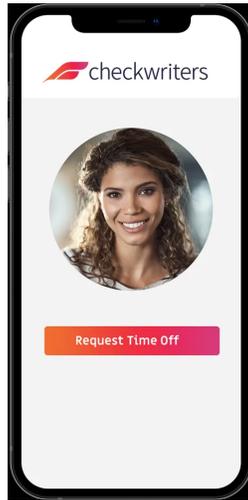
# > Employee App User Guide

Checkwriters, Inc.

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# CHECKWRITERS EMPLOYEE APP

## *USER GUIDE*



**Your Payroll, Attendance, and Benefits info:  
accessible anywhere, anytime.**

### Highlights:

- Download on your Apple or Android device for easy access
- View pay stubs and other important documents as PDFs
- Request time off
- View and select benefits options

### Installation:

#### ***Apple devices (iPhone/iPad)***

1. Open the App Store
2. In the search function, search "Checkwriters"
3. Click the "Install" button

#### ***Android devices (phones/tablets)***

1. Open the Google Play store
2. In the search function, search "Checkwriters"
3. Tap the HRCheck icon to redirect to the app page.
4. Click the "Install" button

## **Login:**

You will be prompted to provide your ESS login information at the login screen.

## **General Functionality:**

Functionally, the app works just like Online Employee Self Service. The big difference is that the left menu bar is hidden off screen to save screen space. Just tap the blue menu button like you would on the desktop version to open it. You will have to choose a module to open or simply tap off the bar to close it.

## **Downloading PDFs (e.g.: Paystubs):**

Navigate to the "My Pay" section the same as you would on the desktop version: My Payroll > My Pay. From there, scroll down to the bottom of the page and tap "Print Pay Statement." The rest of the instructions are situational depending on the device you are on:

### ***Apple devices (iPhone/iPad)***

When the button is clicked, the app will be suspended and your browser will open with your PDF file. Tap the area right below the URL to access the "Open In..." menu. From there, you have a few options:

- A. Send PDF in a text message or iMessage
- B. Send PDF via email
- C. Save to notes
- D. Copy PDF and paste elsewhere
- E. Print remotely (must have AirPrint printer to print from your Apple device)
- F. Add PDF to iCloud drive (if you use iCloud)

### ***Android Devices (phones/tablets)***

After the button is tapped, the app is suspended and your browser will open automatically. The PDF will download onto your device. You will get a notification that the form has been downloaded and you can view it by tapping "Open." Once the PDF is open, you can tap the 3 dots at the top right corner and select one of a few options (which may vary depending on apps installed on your device):

- A. Send PDF in a text message
- B. Send PDF via Google Drive
- C. Send PDF via Gmail
- D. Send PDF via Android Beam
- E. Print remotely (if you have an available printer set up)

Accessing PDFs will work the same with all PDFs across ESS, including printing schedules, benefits packages, and the "My Documents" module.

### **Upgrade Required**

Occasionally, you may see this message display when you load the app on your device. That means the app has been updated and will require an upgrade. To upgrade, simply tap the "Upgrade Now" button and you will be taken to your respective app store. From there, you'll have to hit the "Update" button and your download will begin shortly. To avoid this, you can turn on "automatic updates" in the settings section of your device.

### **Maintenance Underway**

Sometimes you may see a message that reads, "The app is currently unavailable due to maintenance." This means the app is unavailable for the time being, but don't worry! ESS can still be accessed via your browser.