

Employee Guide



Employee Guide

<https://secure.ipsonline.net/ta/fukujilum.clock>

Log in 9:41 AM [CST]

Username*

Username

Password*

One-Time Password sent in email

Remember Username

Login

[Forgot your password?](#)

- Type in your Username and Password.
- Click **LOGIN**.
 - You will be prompted to change your password on initial log in to one you create.
 - Remember to save your new password somewhere safe!

Passwords MUST contain:

15 Characters	Number
Upper Case Letter	Symbol
Lower Case Letter	

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

► SMS Terms & Conditions

Text Message #

+1 201-555-0123

Voice Phone #

+1 201-555-0123

Email

m*****@inovapayroll.com

Save

Every computer MUST be authenticated with a code.

- Verify your information or change by keying into the appropriate fields for text, phone or email. **This will be the method by which you will receive the authentication code.**
- Click **SAVE**.

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods:

Text Message

Voice

Email

Text message will be sent to:*****5354

1

2 Send Text Message

Enter Code*

3

By checking this box, the system will not require the entry of a code from this browser and computer with each login.

If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

4

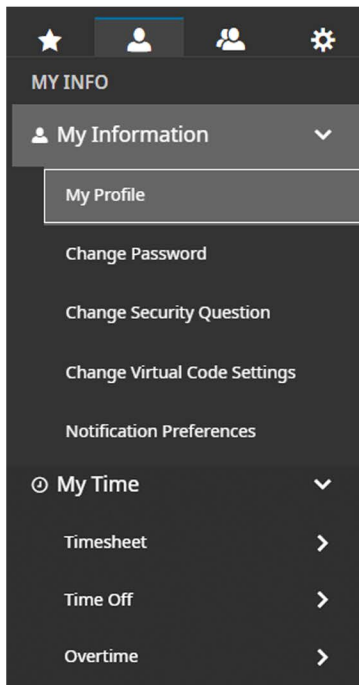
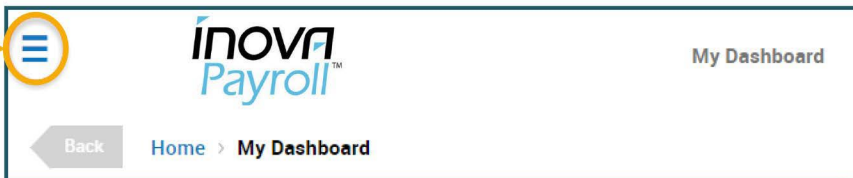
Continue

- 1** Choose the **method** to receive the code.
- 2** Click **SEND** button.
- 3** Type the code into the **Enter Code** field.
- 4** **Check the box** to remember this computer.

Employee Guide

Navigating and Viewing Your Information

Click to open the menu.



In this menu, you can view all your personal information.

Common Functions:

- You can change your password, security questions, or change virtual code settings.
- You can see the current timesheet, historical timesheets, and make change requests.
- You can request time off, see the history of time off requests, check PTO balances, see your personal time off calendar

Mobile App



HCMTOGO®



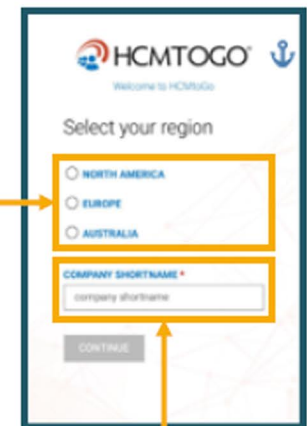
HCMTOGO is available for both Apple IOS and Android devices.

- 1 Go to your device's App Store.
- 2 Search for HCMTOGO.
- 3 Download & Install to your mobile device.

Choose your **Region**.

Enter your **Company Shortname**.

Company Shortname: fukujilum

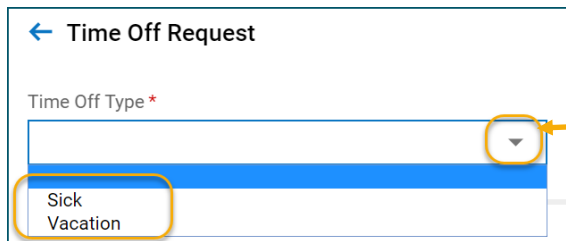


Employee Guide

Requesting Time Off

Go To:

My Info ▶ My Time ▶ Time Off ▶ Request



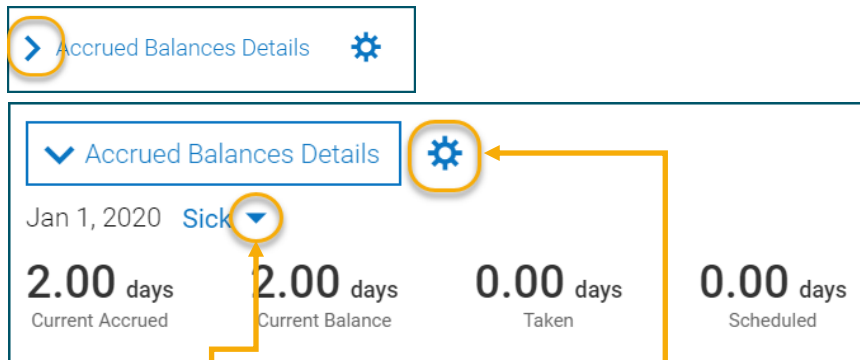
← Time Off Request

Time Off Type*

Sick
Vacation

Click the dropdown to select the time off code.

Click the ▶ to view your time off balances.



> Accrued Balances Details ⚙

Accrued Balances Details ⚙

Jan 1, 2020	Sick	Vacation	Taken	Scheduled
2.00 days	2.00 days	0.00 days	0.00 days	
Current Accrued	Current Balance	Taken	Scheduled	

Click the ▼ to toggle between your time off buckets.

Click the ⚙ to change the balance display between days and hours.

Click a day (or multiple days) on the calendar and click **START REQUEST**



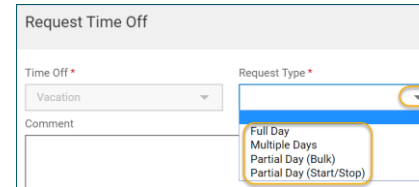
START REQUEST

HU FRI SAT

6 7

Note:
Holidays and previously scheduled days off will be marked.

Click **Request Type** to display a list of options.
These options may change, depending on your company setup.



Request Time Off

Time Off* Request Type*

Vacation

Comment

Full Day
Multiple Days
Partial Day (Bulk)
Partial Day (Start/Stop)

Note:
All Comments will email to the approver along with the request.

Full Day – will auto populate the standard workday

Partial Day (Start/Stop) – key in the In and Out entries

Partial Day (Bulk) – total # of hours

Multiple Days – consecutive days

Click **SUBMIT REQUEST**

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Cancelling Time off

Go To:

My Info → My Time → Time Off → Request

You are also able to Modify or Cancel Time Off Requests. From the Time Off Request screen, view your pending or approved Time Off.

Click on the Pending Time Off Request – click Modify or Delete

The screenshot shows a calendar view with a date picker set to OCT 29, 2020. A modal window is open for a PTO request. The modal contains the following information:

Submitted On	OCT 22, 2020
Status	New
Amount	8.00 hrs
Current Balance	72.00 hrs
Projected Balance	-0.00 hrs
Comment	

Buttons for MODIFY and DELETE are visible at the top of the modal. A callout box highlights the 'PTO (8.00 hrs)' entry in the calendar.

Click on the Approved Time Off Request – click Delete

The screenshot shows a calendar view with a date picker set to OCT 30, 2020. A modal window is open for a PTO request. The modal contains the following information:

Approved On	OCT 22, 2020
Status	Approved
Amount	8.00 hrs
Current Balance	72.00 hrs
Projected Balance	-0.00 hrs
Comment	

A button for DELETE is visible at the top of the modal. A callout box highlights the 'PTO (8.00 hrs)' entry in the calendar.

Note: Managers will receive a notification of Modification or Deletion