

Getting Started with the Arcoro App

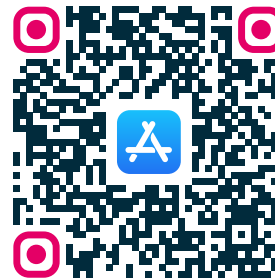
The Arcoro app is our latest app that combines our previous apps, Arcoro HR and ExakTime Mobile, and is the launch pad for exciting new features to come. Setting up the Arcoro app just takes a few minutes and using it is just as easy.

Downloading the Arcoro App

The Arcoro app is available on the App Store (iOS) and Play Store (Android) and requires a *minimum* OS version:

- iOS 18
- Android 14

Simply search for "Arcoro" or scan the QR codes.



If you cannot find or download the app, your device does not meet the minimum requirements.

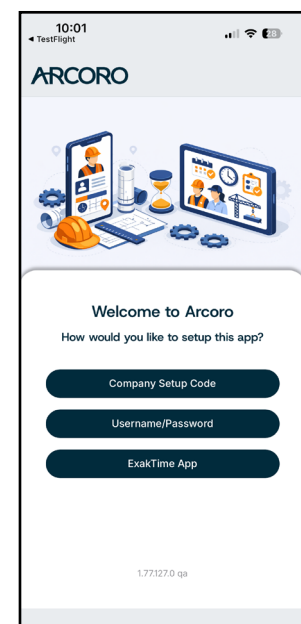
Setting Up the Arcoro App

The Arcoro app can be set up three different ways as appropriate for your organization:

- **Company Setup Code** – Use the Company Setup Code provided by your office. The name should be descriptive, such as "Joe's iPhone".
- **Username/Password** – Enter the same username & password you use for Core HR.
- **ExakTime App** – Use the info from your existing ExakTime Mobile app. This option will only appear if you already have ExakTime Mobile installed.

Questions?

If you have any questions, please contact:



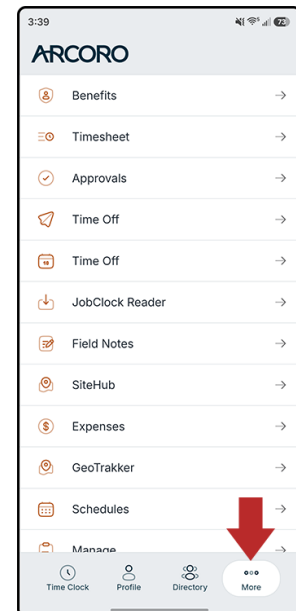
Using the Arcoro App

The menu options and features available will differ depending on what has been enabled by your Administrator.

Navigation

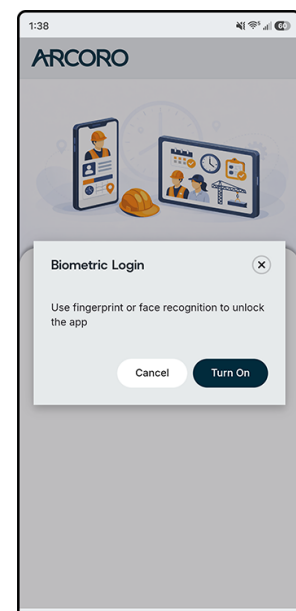
The various menus and features for time tracking are found through the navigation bar at the bottom.

Press the “More” button to access other features, such as directory, time off, and more.



Biometrics

If you have set up the Arcoro app with a “Username/ Password”, you will be able to use your device’s biometric security options so signing back in is easier.



Using HR Menus

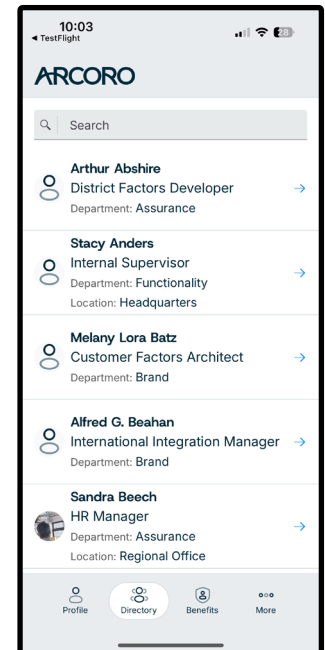
Company Directory

The “Company Directory” allows you to look up and search for your coworkers and superiors contact info such as:

- Name
- Department
- Employee ID
- Work Address
- Work Email
- Work Phone

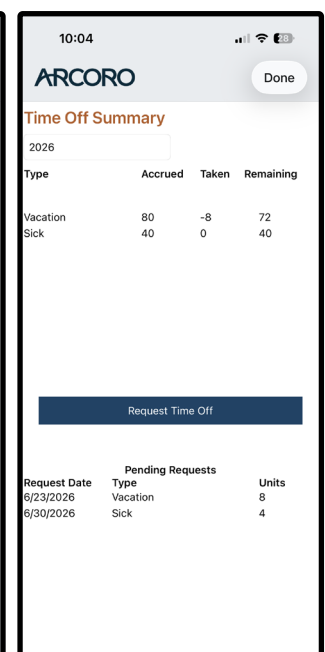
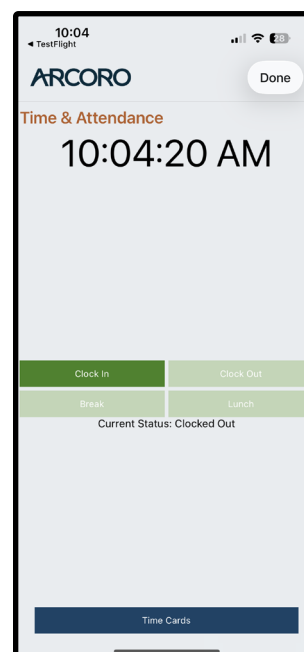
The search bar allows you to search with employee names, IDs, and departments.

Tapping either the phone number or email address will allow you to call or email the contact through your phone’s email and phone apps.



Time Tracking & Time Off

The “Time & Attendance” and “Time Off” menus are available to employees tracking their time and time off requests through the Arcoro app.



Using HR Menus

My Benefits

The “Benefits” menu will list your current active benefit elections, contribution coverage, downloadable benefit statements, and a full history of past coverage.

Benefits Coverage

“Benefits Coverage” displays your active benefit elections such as Medical, Dental, 401K, Health FSA, and others. Each coverage record includes:

- Plan Name
- Plan Type
- Coverage Period
- Who is covered
- Cost Breakdown — Employee and Employer Cost

Contribution Coverage

“Contribution Coverage” displays elected contribution coverage, such as 401K or FSA. Each record includes:

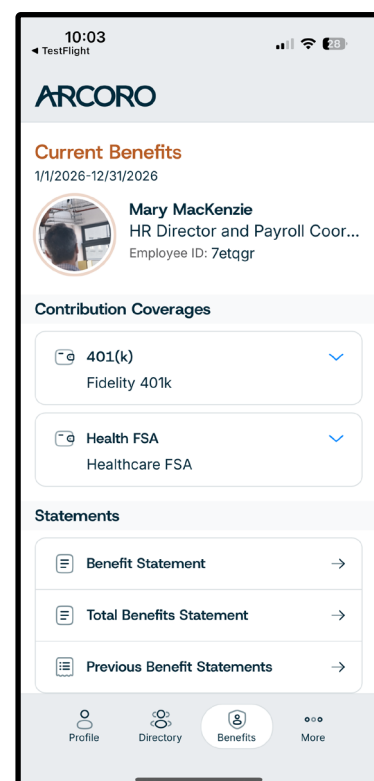
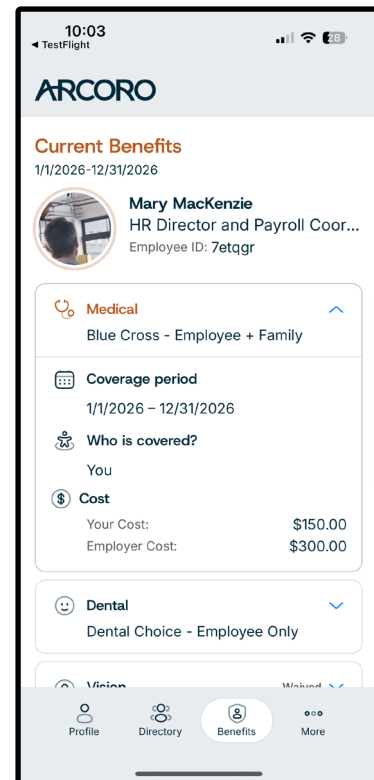
- Name
- Type
- Elected Contribution Amount

Benefit Statement

“Benefit Statement” allows you to download a PDF statement for the current benefit period and a total benefits.

Past Benefit Statements

“Past Benefit Statement” provides a summary of past coverage dates and allows you to download a PDF of previous benefit statements.



Using HR Menus

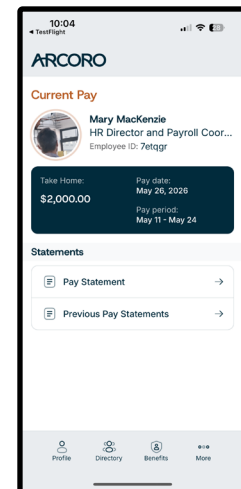
Current Pay

The “Current Pay” menu may differ depending on your organization. Both menus allow you to download PDF copies of your current and previous pay stubs/statement.

Core HR (Without Arcoro Payroll)

For users who upload pay stubs directly into Core HR, the available data includes:

- Take Home Pay, Pay Date, and Pay Period
- Ability to download the uploaded pay stub PDF for the current pay statement
- Ability to download previous pay stub PDFs



Arcoro Payroll

The “Current Pay” menu provides a comprehensive view of pay data for each pay period, including:

- Take Home Pay
- Pay Date
- Pay Period
- Gross Pay Summary
- Deductions Summary

The pay details a full breakdown of pay components, including:

- **Gross Breakdown** — Detailed earnings by pay type.
- **Deductions Breakdown** — Itemized tax and benefit deductions.
- **Take Home Breakdown** — A summary of:
 - Gross Earnings
 - Employee Taxes
 - Employee Benefits
 - Post-Tax Deductions

