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**

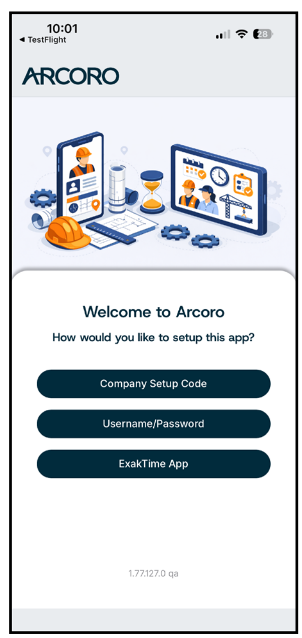
Simply search for "Arcoro" or scan the QR codes.

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:

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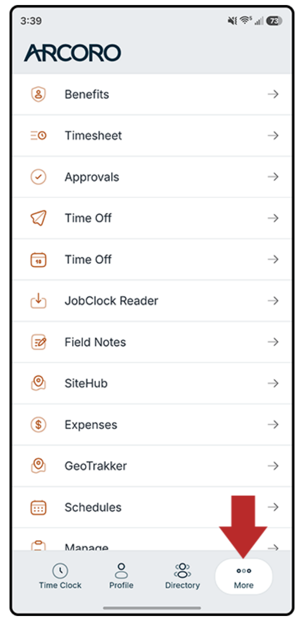
Using the Arcoro App

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.

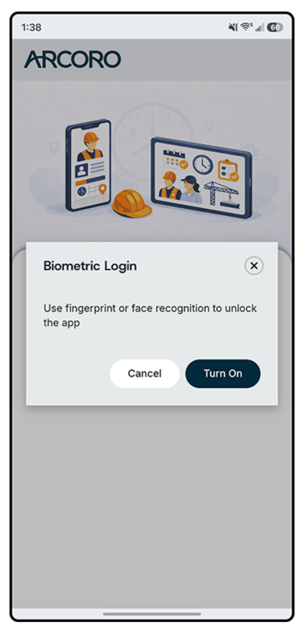
Press the “More” button to access other familiar features, such as field notes, expenses, schedules, and more.



Full Service Access

The Arcoro app will only show what is relevant to you whether your organization is using Core HR, Arcoro Time or both. If your organization using both:

- If you set up Arcoro with the “Username/Password”, you will already have full access.
- If you set up Arcoro with the “Company Setup Code” or “ExakTime App” you will only have access to Time menus and features initially. You can gain access to HR features by pressing “More” and pressing “Full Access Sign In”.



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.

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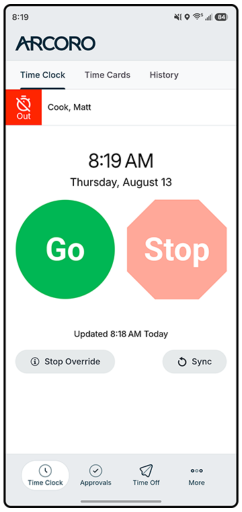
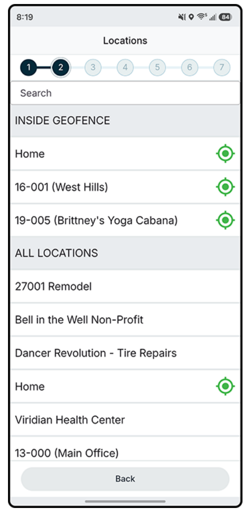
Clocking In & Out

1



Press **GO** to clock in.

2



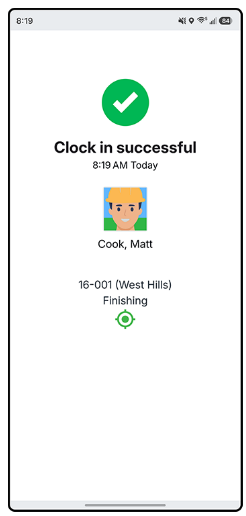
Select your current location (jobsite).

There may be a 'crosshair' icon if you are on the job site.

3

Select the cost code (job activity) you are performing.

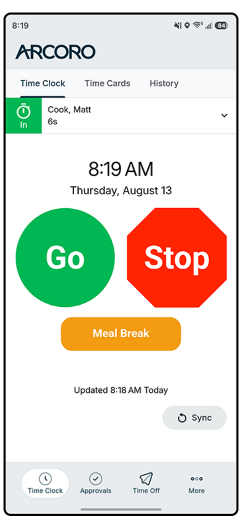
4



Complete any other prompts such as Facefront, questions, etc.

You will see **Clock in successful!** when finished.

5



Only press **Stop** when you are done tracking your time.

Complete any other prompts such as Facefront, questions, etc.

You will see **Clock out successful!** when finished.

Changing Your Location or Cost Code

- You do not need to press **STOP** before changing your Location and/or Cost Code
- Just press **GO** and complete the Clock In process again.
- We will automatically conclude your previous clock in.
- You only need to press STOP when you are no longer tracking your time, such as for a break or for the end of the day.

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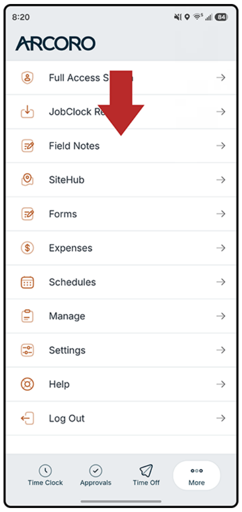
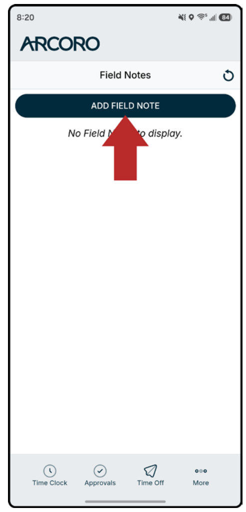
Creating Field Notes

1



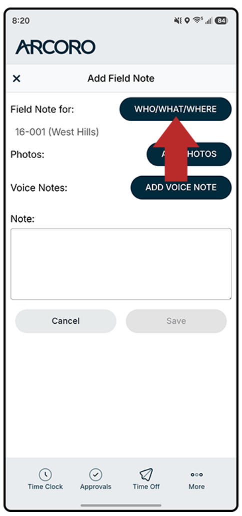
Press **More** and press **Field Notes.**

2



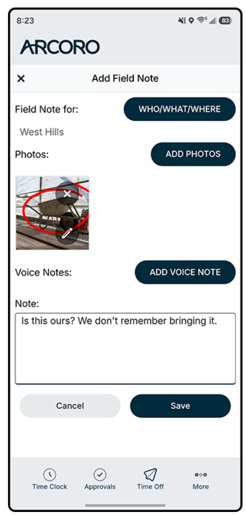
Press **Add Field Note.**

3



Select the employee, location, cost code or equipment the field note is about.

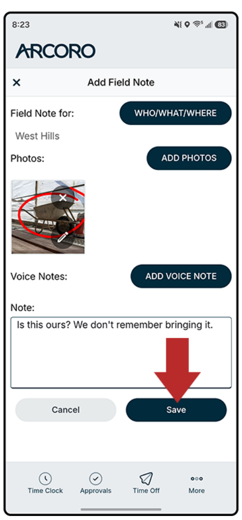
4



Enter a note, attach a photo, and/or a voice note/audio recording.

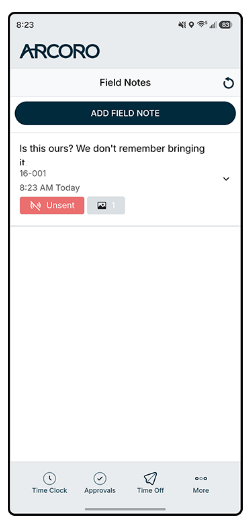
You can tap attached photos to draw on them.

5



Save your field note. It will be sent on the next automatic or manual sync.

!



The menu will show recently saved field

Field notes which have not been sent to the office, it will be labeled "Unsent".

Unsent field notes can be edited or deleted.

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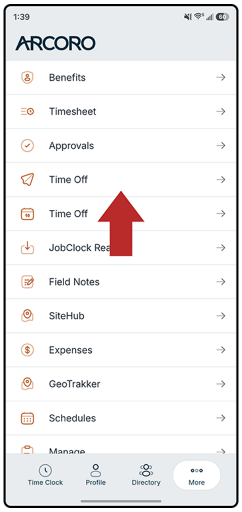
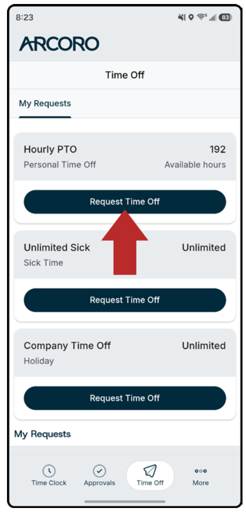
Submitting Time Off Requests

1



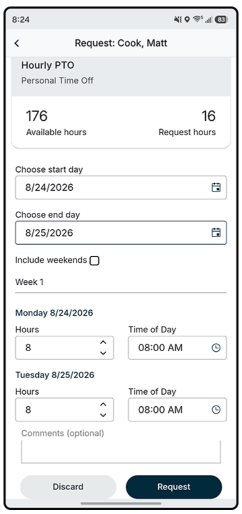
Press **More** and press **Time Off**.

2



Press **Request Time Off** for the appropriate time off plan.

3

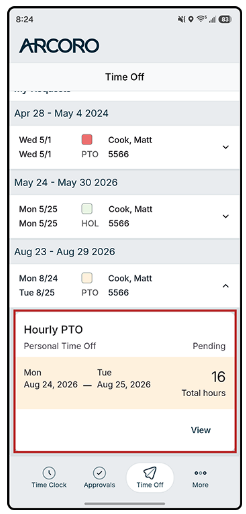


Specify the date(s) you want off, enter a comment, and adjust any options.

Requests cannot be edited after submission. They must be canceled and requested again.

Click **Request**.

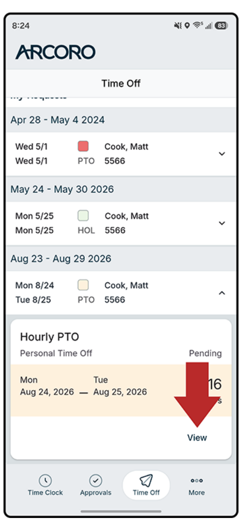
4

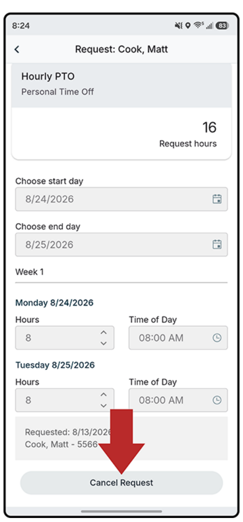


Review the status and details of your time off request at the bottom of the menu.

Canceling a Time Off Request

!





Expand your time off request and press **View**.

Press **Cancel Request** from the bottom of the menu and confirm the cancellation.

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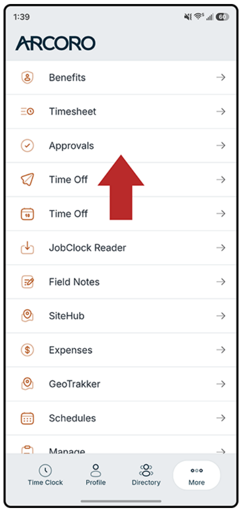
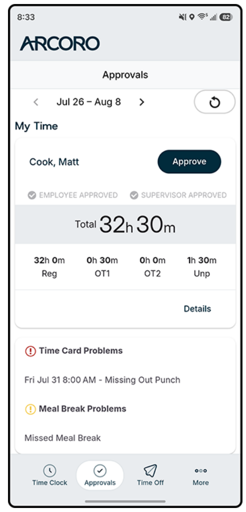
Approving Your Time

1



Press **More** and press **Approvals**.

2

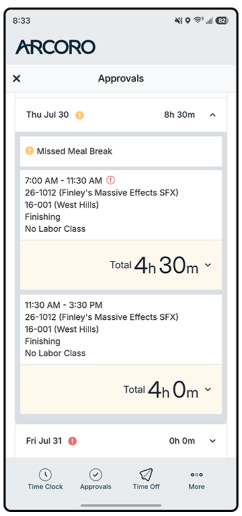


Select the date range you want to approve.

Press the refresh button to make sure you are viewing the latest information.

You will see any time that may be an issue, such as incomplete time, missing time, etc.

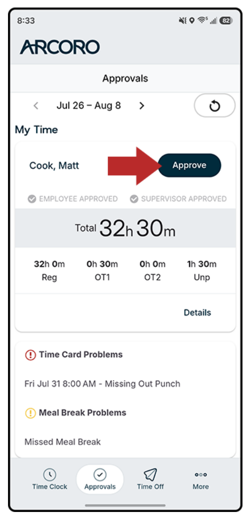
3



Press **Details** to view the a detailed breakdown of your hours.

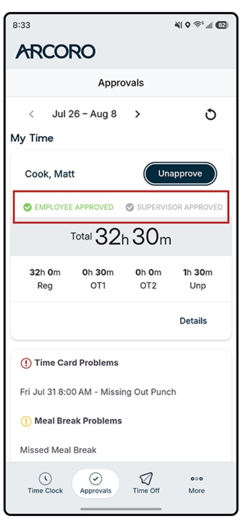
Contact your Administrator for any concerns or issues.

4



Press **Approve** if your time is correct.

5



Your time card will show when your time has been approved by you and your supervisor.

Best Practices for Approvals

- Approve your time at the end of the pay period/day or as instructed by your administrator.
- Approving prematurely may prevent time made *after* your time approval from populating your time card.
- If you see issues with your time, consult your administrator for assistance.

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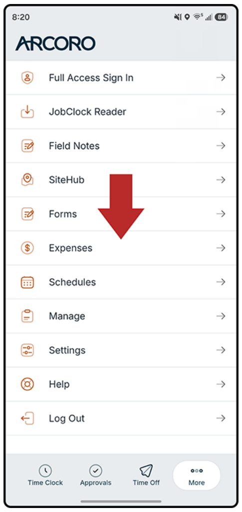
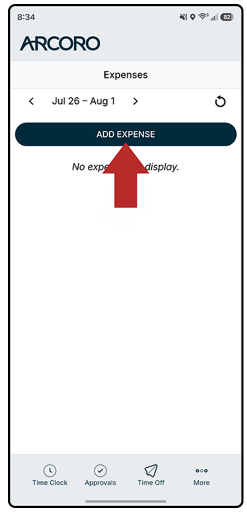
Submitting Expenses

1



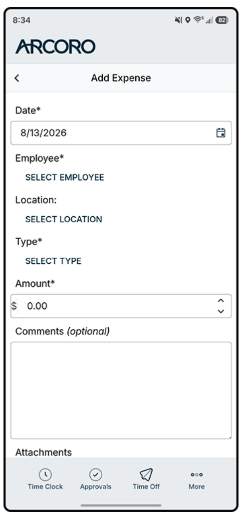
Press **More** and press **Expenses.**

2



Press **Add Expense.**

3

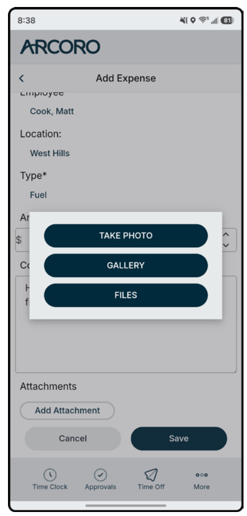


Select the Employee, Location, and Type of Expense to be submitted.

Enter the Amount for the Expense. If there is a default Amount, skip this field.

Enter any optional comments.

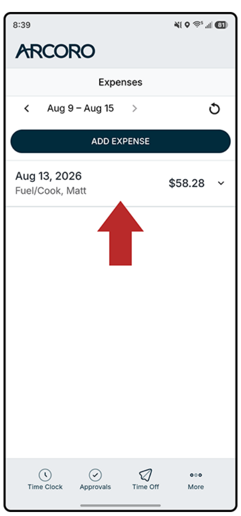
4

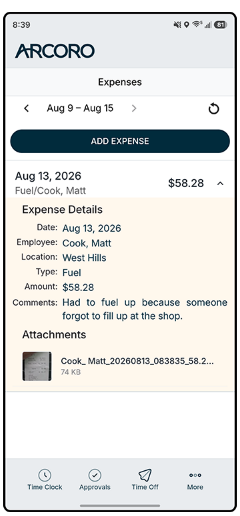


If you have a receipt or need to provide an attachment, press **Add Attachment** to take a photo, use your gallery, or attach a file.

Press **Save** when finished

5





- Submitted expenses from up to 5 weeks ago can be reviewed from the “Expenses” menu.
- Tapping the expense will show additional details and download any attachments.

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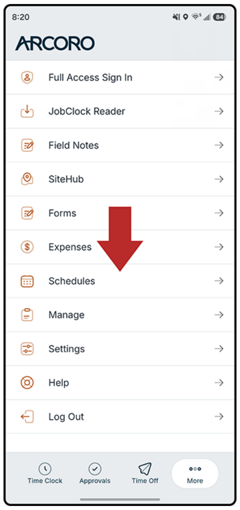
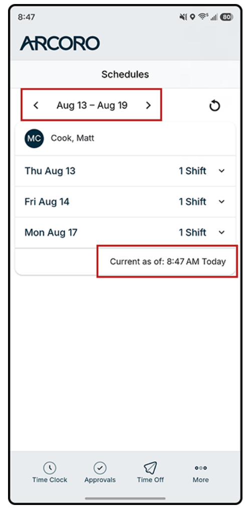
Reviewing Your Schedule

1



Press **More** and press **Schedules.**

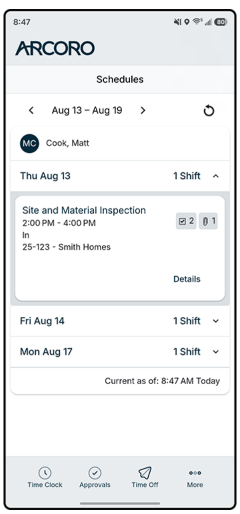
2



You can view schedules from the last, current, and up to 3 future weeks.

Make sure your list of schedules are current.

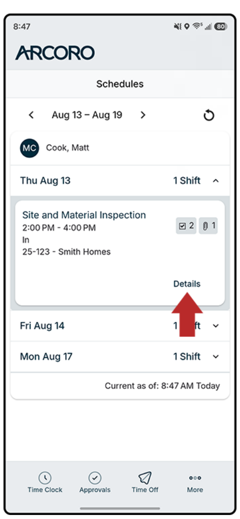
3

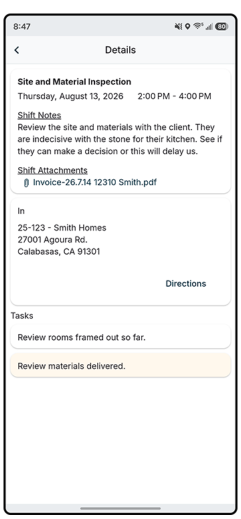


Shifts can include:

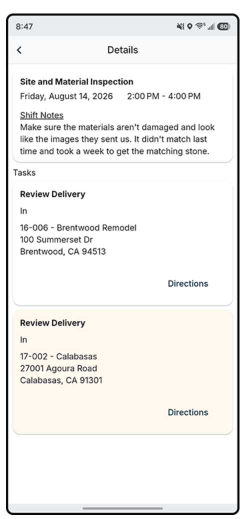
- **Shift Title**
- **Time Frame**
- **Location**
- **Cost Code**
- – Number of tasks for your shift.
- – Number of attachments for your shift.
- **Details** – View any notes, tasks, attachments, and the location address.
- **Clock In** – Clock in directly to shift. You must “Clock Out” from the “Time Clock” menu.

4





One Location with Tasks



Multiple Locations & Cost Codes

Press **Details** to view any notes, tasks, attachments, and/or the address of the location.

If you are scheduled for one location, you will see any tasks entered for you.

If you are scheduled for multiple locations and cost codes in a single shift, each task will have its own location and cost code.

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FAQs for Arcoro Time

Q. Do I have to use the same device all day?
A. No, you can clock in and out on different devices throughout the day as long as you use your PIN to log in to a device. Each punch is consolidated to create your resulting time card.

Q. Do I need internet to clock in/out?
A. No, you can clock in/out *without* internet. The app will store your punches and send any unsent punches on the next opportunity when the app tries to send any records or with a sync. Internet is only needed to sync your app and for specific features, such as time off, time approvals, etc.

Q. When does the app use the camera, gallery, and microphone?
A. Only when you allow it to. The camera is only used when clocking in/out or when taking a photos. The gallery is only accessed when attaching a photo/file. The microphone is only used when you initiate an audio recording or using your device's built in speech-to-text.

Q. What if the location/cost code I need is missing?
A. If there is a location or cost code you expect to be there, but is not, sync your app by pressing the "Sync" button throughout the app. You can also try logging out and back in after syncing. If you are still unable to find the location/cost code, consult your administrator on what should be used/done.

Q. Why and how often does the app sync?
A. Syncing is used to ensure that the information used throughout Arcoro Time are consistent and can function without internet for basic functionality. How often the app automatically syncs is dictated by your Administrator. Syncing can be done manually by pressing the "Sync" button throughout the app. Some functionality, such as Approvals and Time Off, require an active internet connection.

Q. When does the app use my GPS?
A. The app will only use your GPS at the moment of clocking in/out to confirm your location, or for certain features such as GeoTrakker. The app does not track your GPS after you have clocked out.

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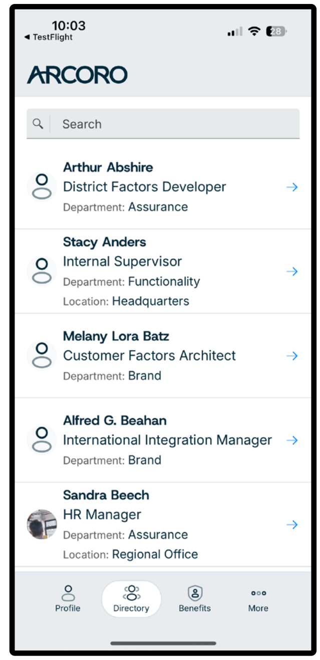
Using HR Menus

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

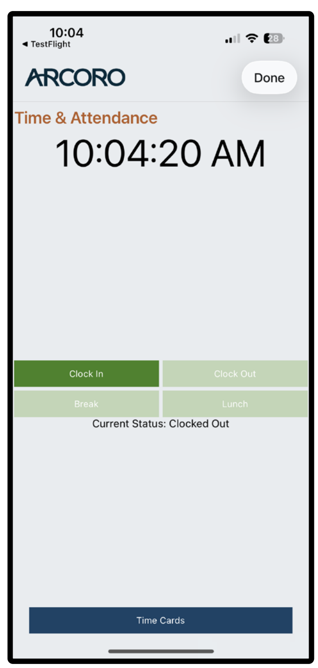


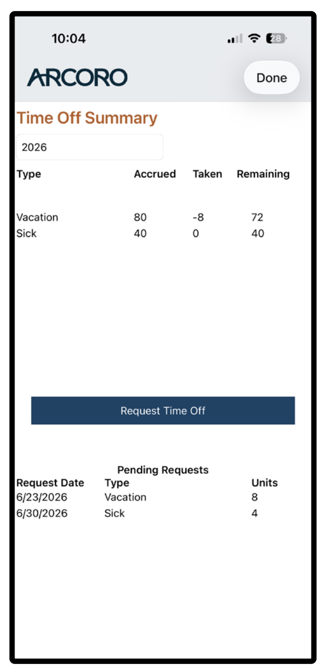
The search bar allows you to search with employee names, IDs, and departments.

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.





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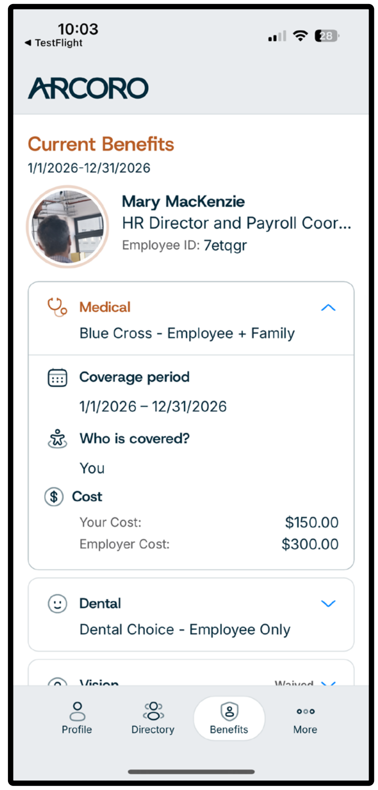
Using HR Menus

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

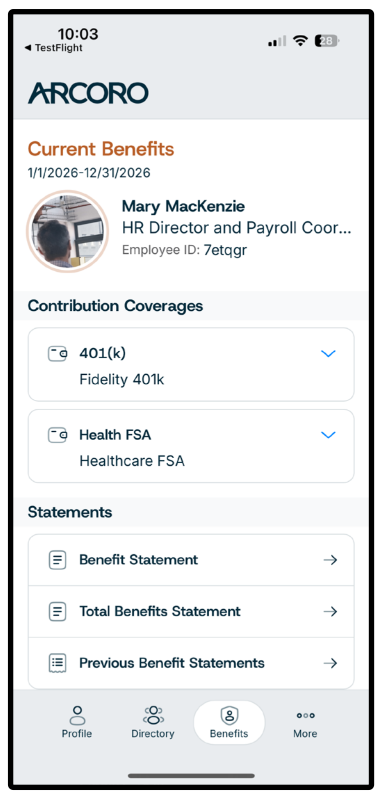
“Benefits Coverage” displays your active benefit elections such as Medical, Dental, 401K, Health FSA, and others. Each coverage record includes:

- 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.

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Using HR Menus

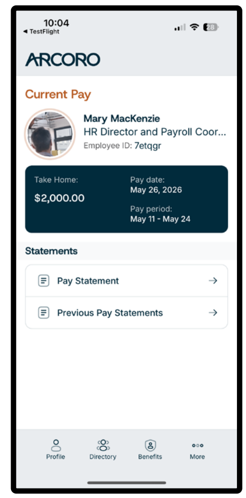
Current Pay

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



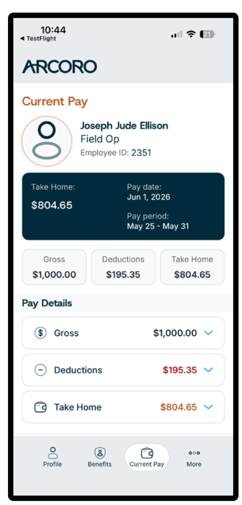
Arcoro Payroll

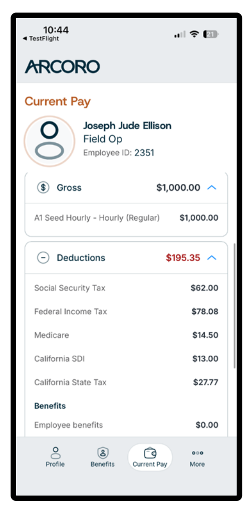
The “Current Pay” menu provides a comprehensive view of pay data for each pay period, including:

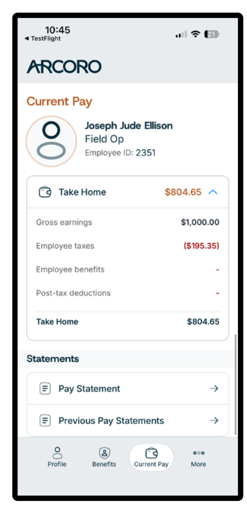
- Take Home Pay
- Pay Date
- Pay Period
- Gross Pay Summary
- Deductions Summary

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







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