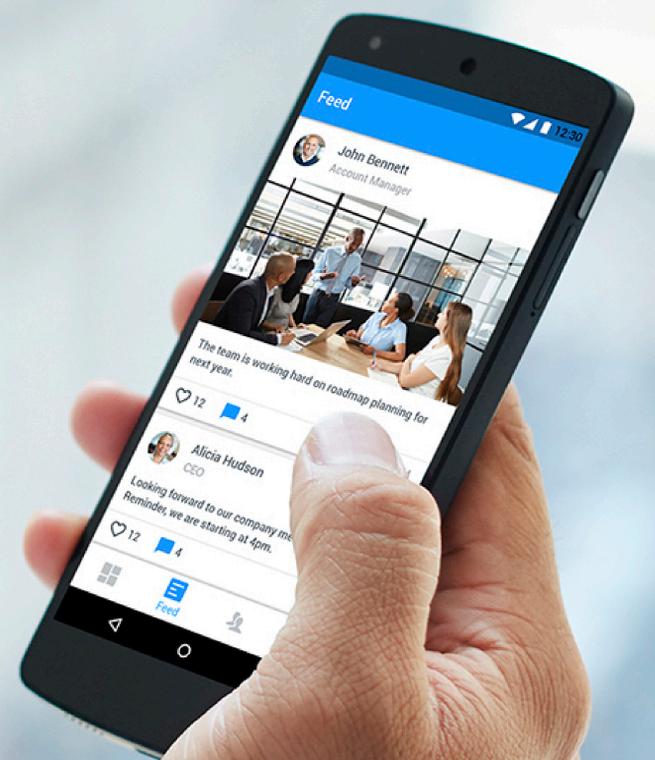
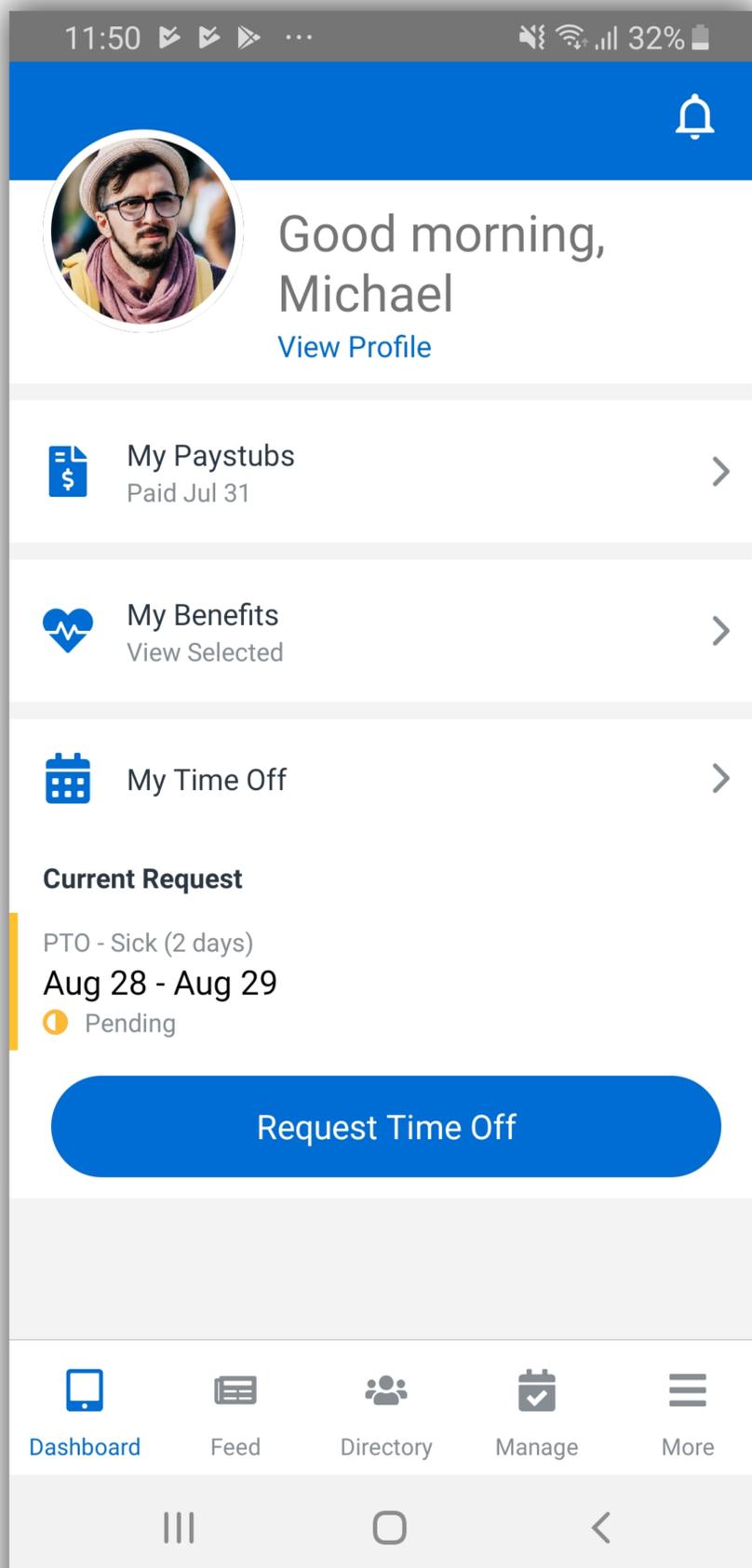


# Namely Mobile App for Android



# Namely Mobile App for Android

The Namely mobile app for Android provides access to your paystubs, time-off requests, benefits info, the company newsfeed, and more. You can download the app in the [Google Play Store](#).



# Login and Setup

## Login

To log in to the Namely mobile app for Android:

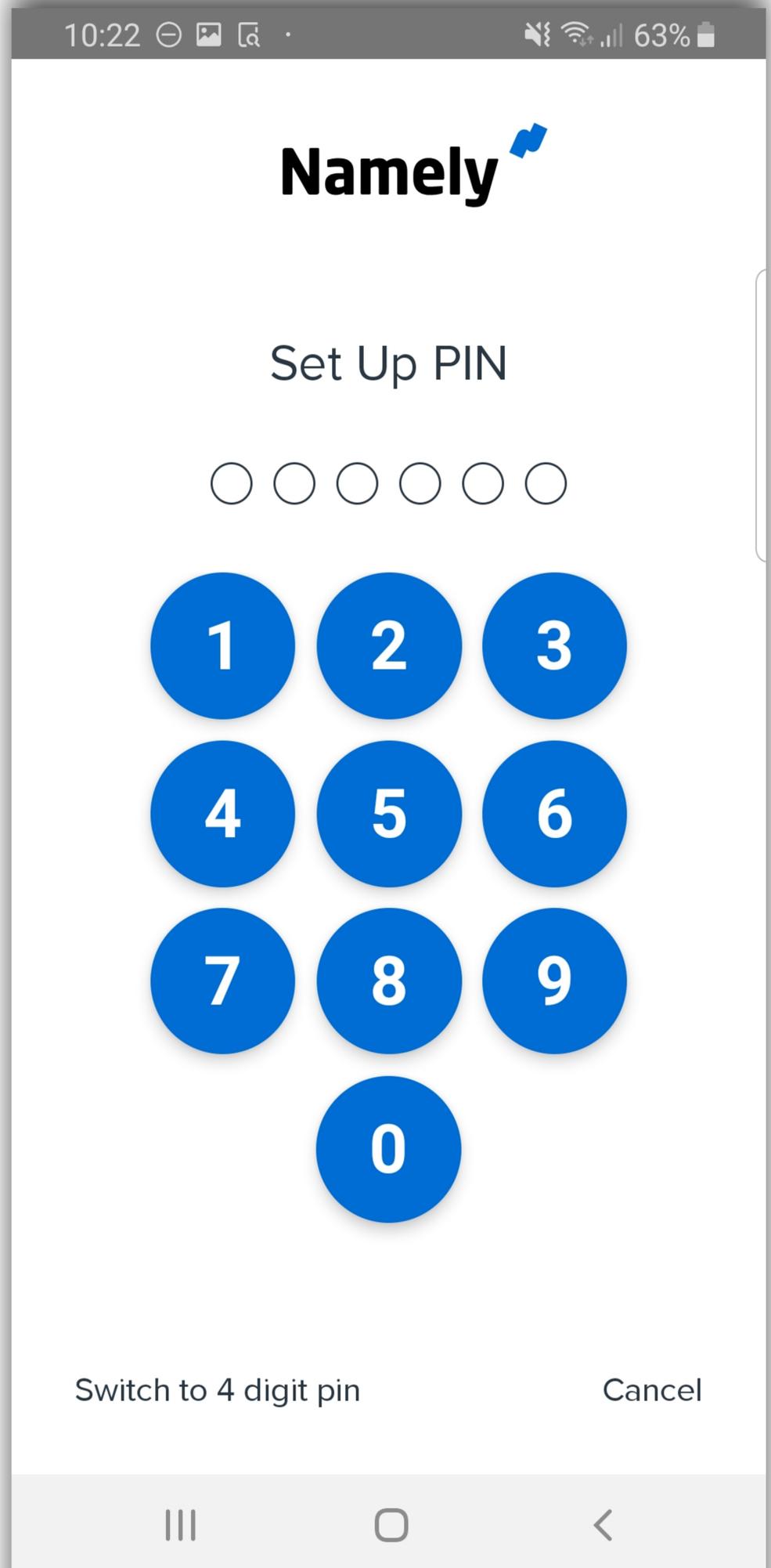
1. Enter your company name.
2. Tap **Next**.
3. Enter your company email address.
4. Enter your company password.
5. Tap **Log In**.

## Set Up Your Namely Mobile Pin

The first time you log in to the Namely mobile app, you'll need to set up a numeric pin of your choosing.

To set up your pin:

1. Enter a six-digit numeric pin.
  - To set up using a four-digit pin, tap **Switch to 4 digit pin**.
2. Confirm your pin by entering it again.



# Dashboard – Profile and Notifications

Tap **Dashboard** to view your profile, request time off, and view your paystubs.

## Profile

To view your profile, tap **View Profile**.

Your profile displays your general employee information, contact information, and emergency contact information.

To edit your profile, tap **Edit**.

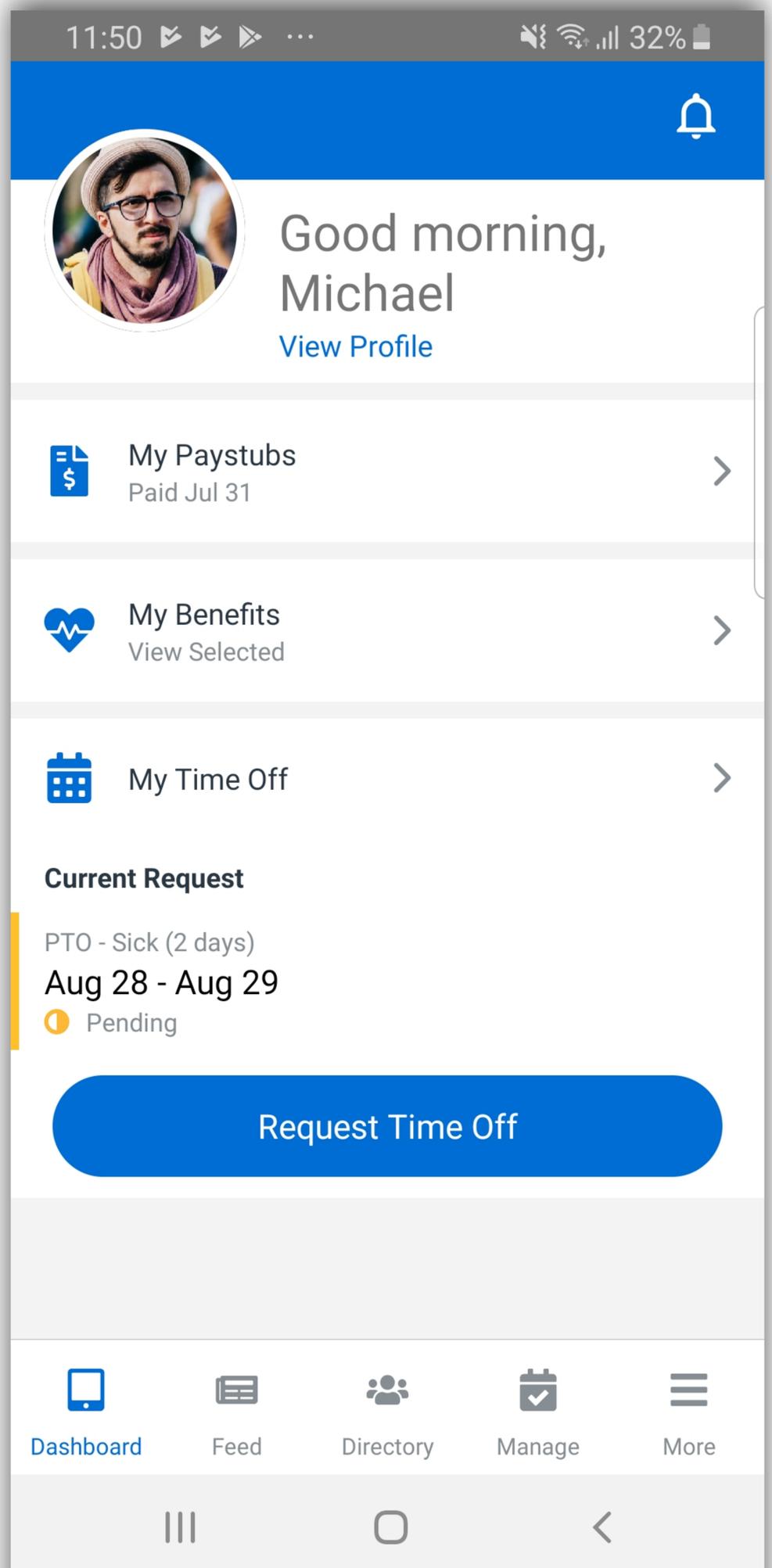
## Notifications

To view your notifications, tap the **alert bell** at the top right corner of the Dashboard.

Depending on your notification setup and permissions, your notifications can include information about:

- Paid time off
- Mentions in the company newsfeed
- eSignature documents that require your approval or signature

For more information on configuring your notifications, see **Push Notifications** on page 15.



# Dashboard – Viewing Your Time Off

## My Time Off

To view your time off, tap **My Time Off** from the Dashboard.

Your time off displays your upcoming time-off requests, upcoming company holidays, and available time off.

## Upcoming Requests

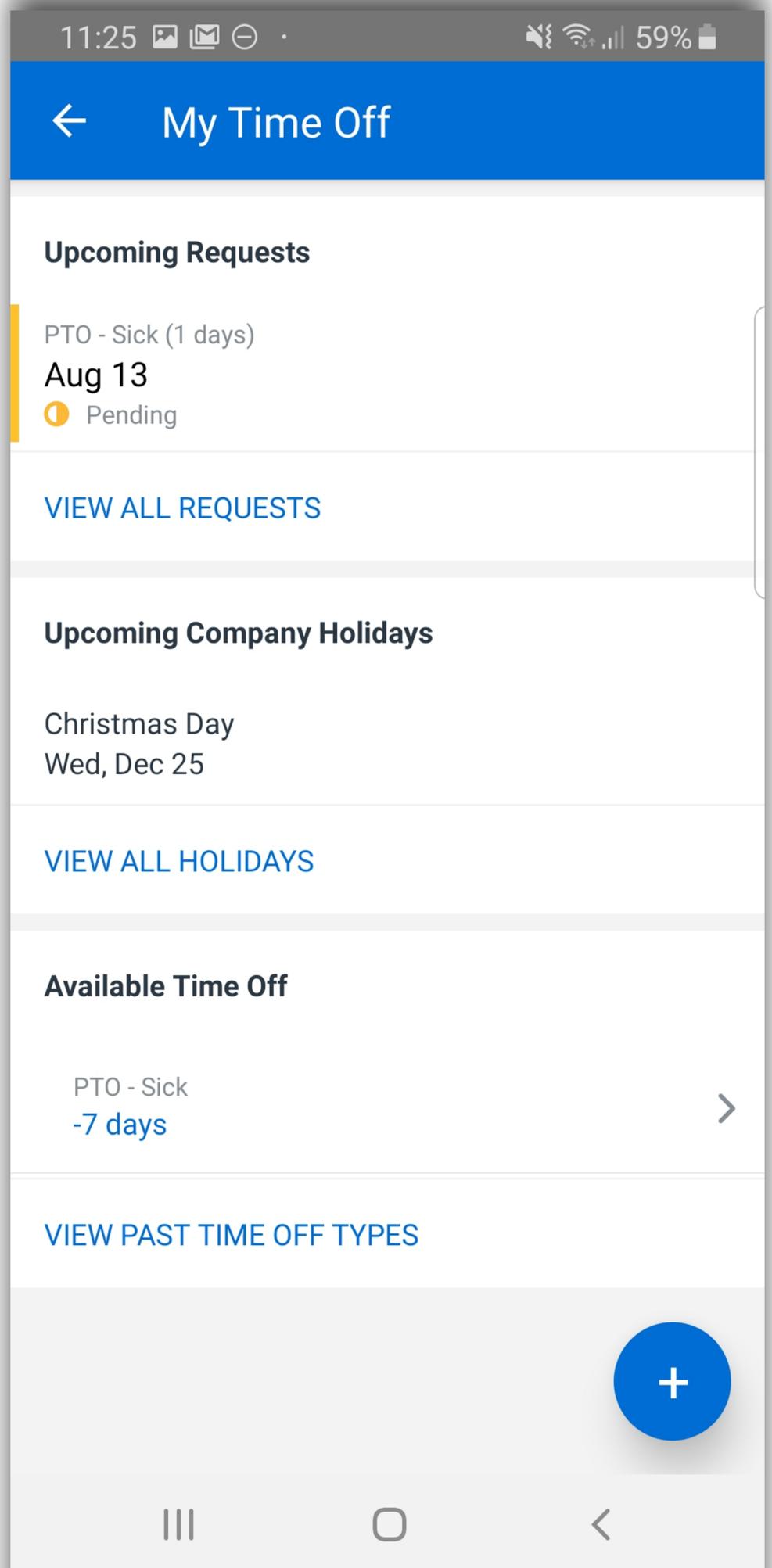
- To view details of an upcoming time-off request, tap it.
- To edit or delete a time-off request, tap **Edit Request**.
- To view all of your time-off requests, tap **View All Requests**.

## Upcoming Company Holidays

To view all company holidays, tap **View All Holidays**.

## Available Time Off

To view details about your available time off, tap the time-off type (eg: sick, vacation).



# Dashboard – Submitting Time-Off Requests

## Submit a Time-Off Request

To submit a time-off request:

1. Tap **Request Time Off** from the Dashboard, or tap the + **icon** from the My Time Off screen.
2. Select the time-off **Type** you are requesting.
3. Tap **Start** to select a start date.
4. Tap **End** to select an end date.
5. Tap **Time Requested** to adjust the hours or days you are requesting off.
6. Tap **Optional Note** to enter any information about your time-off request.
7. Tap **Submit**.

The screenshot shows a mobile application interface for submitting a time-off request. At the top, the status bar shows the time 11:26, signal strength, Wi-Fi, and 59% battery. The app header is blue with a white 'X' icon on the left, the text 'New Request' in the center, and a 'SUBMIT' button on the right. Below the header is a yellow bar with a clock icon and the text 'Pending'. Underneath is a white bar with a green checkmark icon and the text 'Approved'. The main content area is white and contains the following fields: 'Type' with the value 'PTO - Sick' and a right-pointing chevron; 'Start' with the value 'Sep 02, 2019' and 'End' with the value 'Sep 02, 2019'; 'Time Requested' with the value '1 days' and a right-pointing chevron; and 'Optional Note' with a blue link icon. At the bottom of the screen is a grey navigation bar with three icons: a hamburger menu, a circle, and a left-pointing chevron.



# Mobile Paystubs

## Accessing Your Paystubs

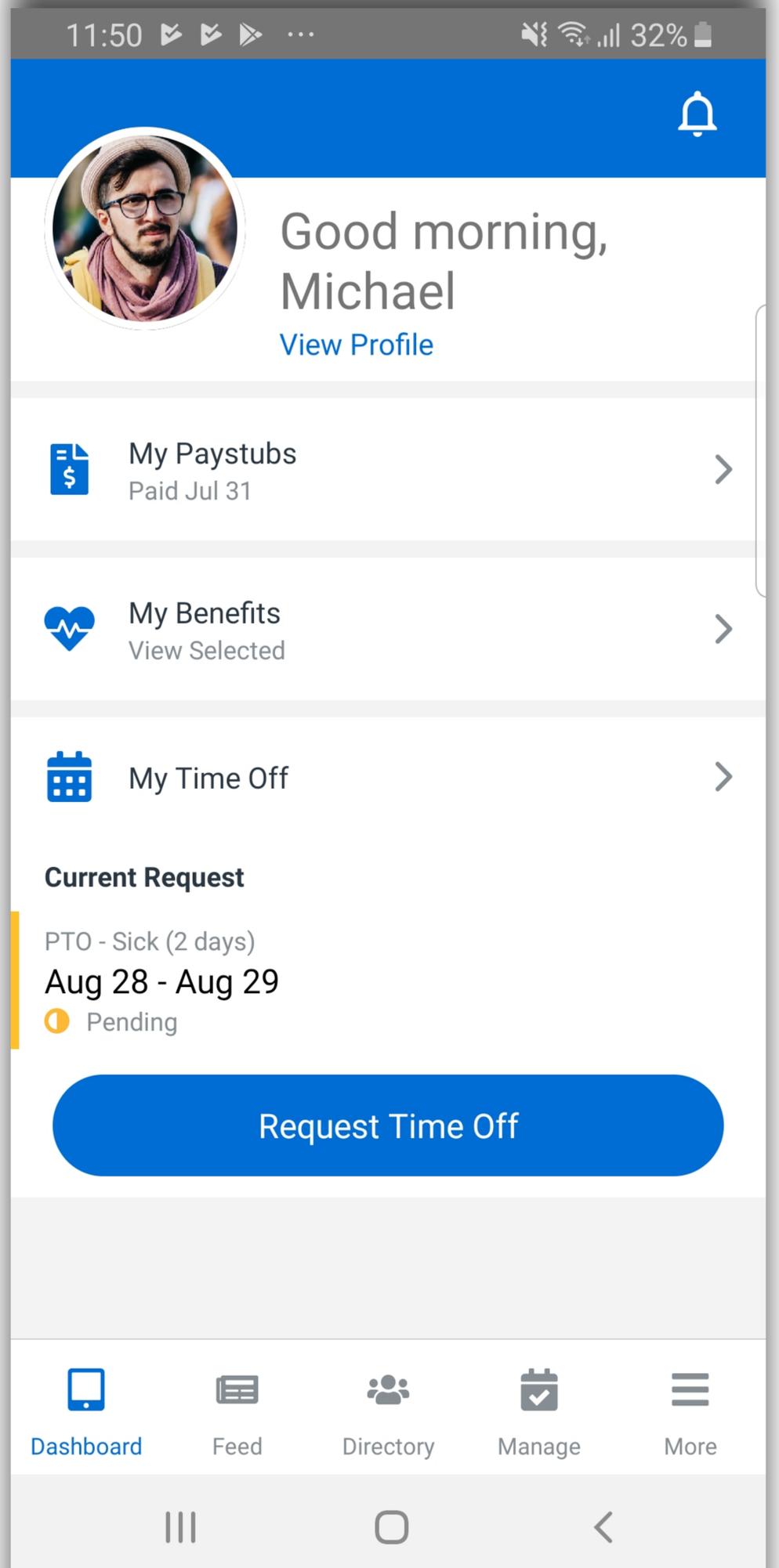
Tap **My Paystubs** on the **Dashboard** screen to access your paystubs.

## Authenticating Your Device

To protect your personal information, you'll need to authenticate your mobile device to view your paystub.

To authenticate your device, enter your **Namely Mobile pin**.

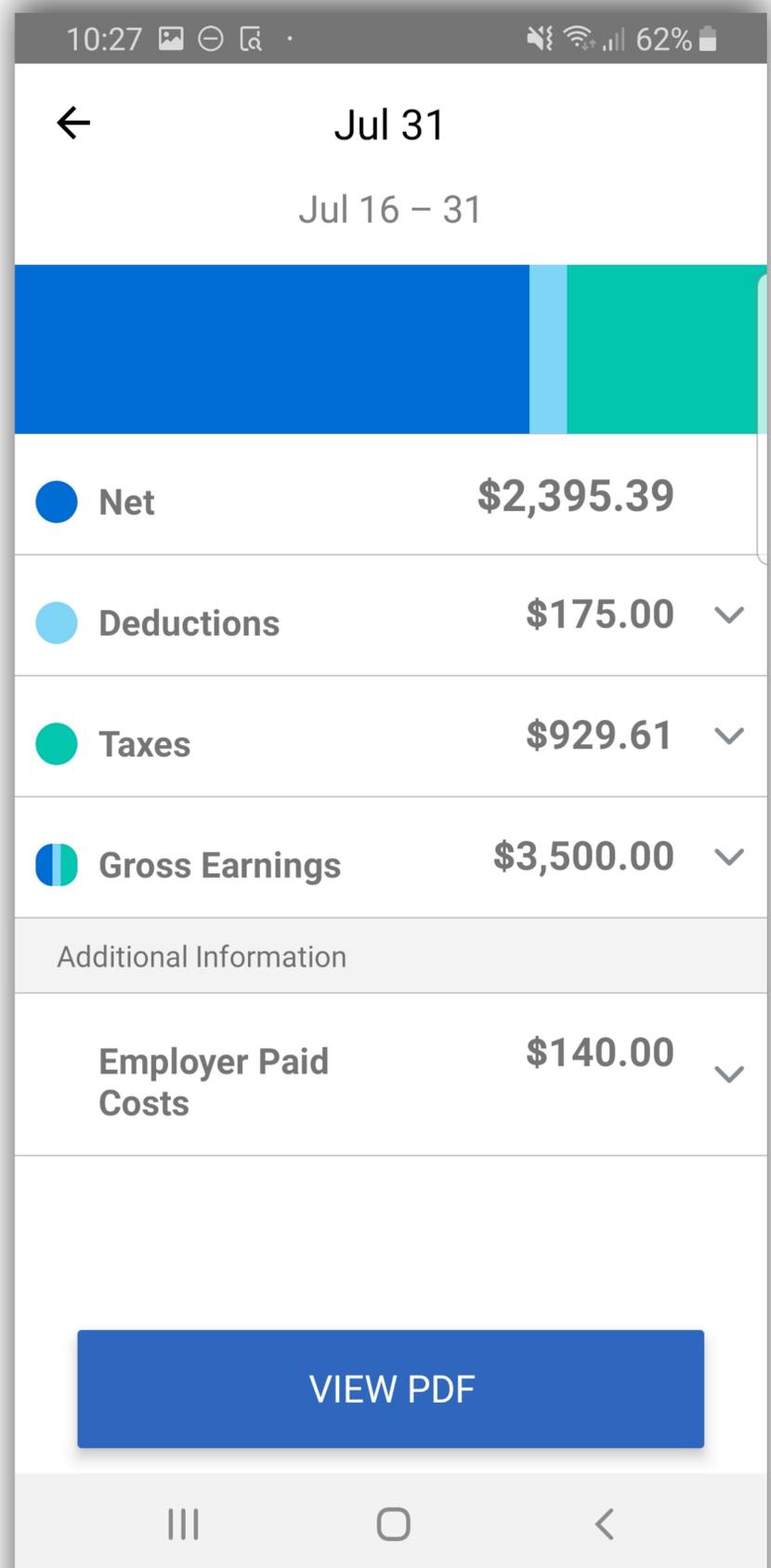
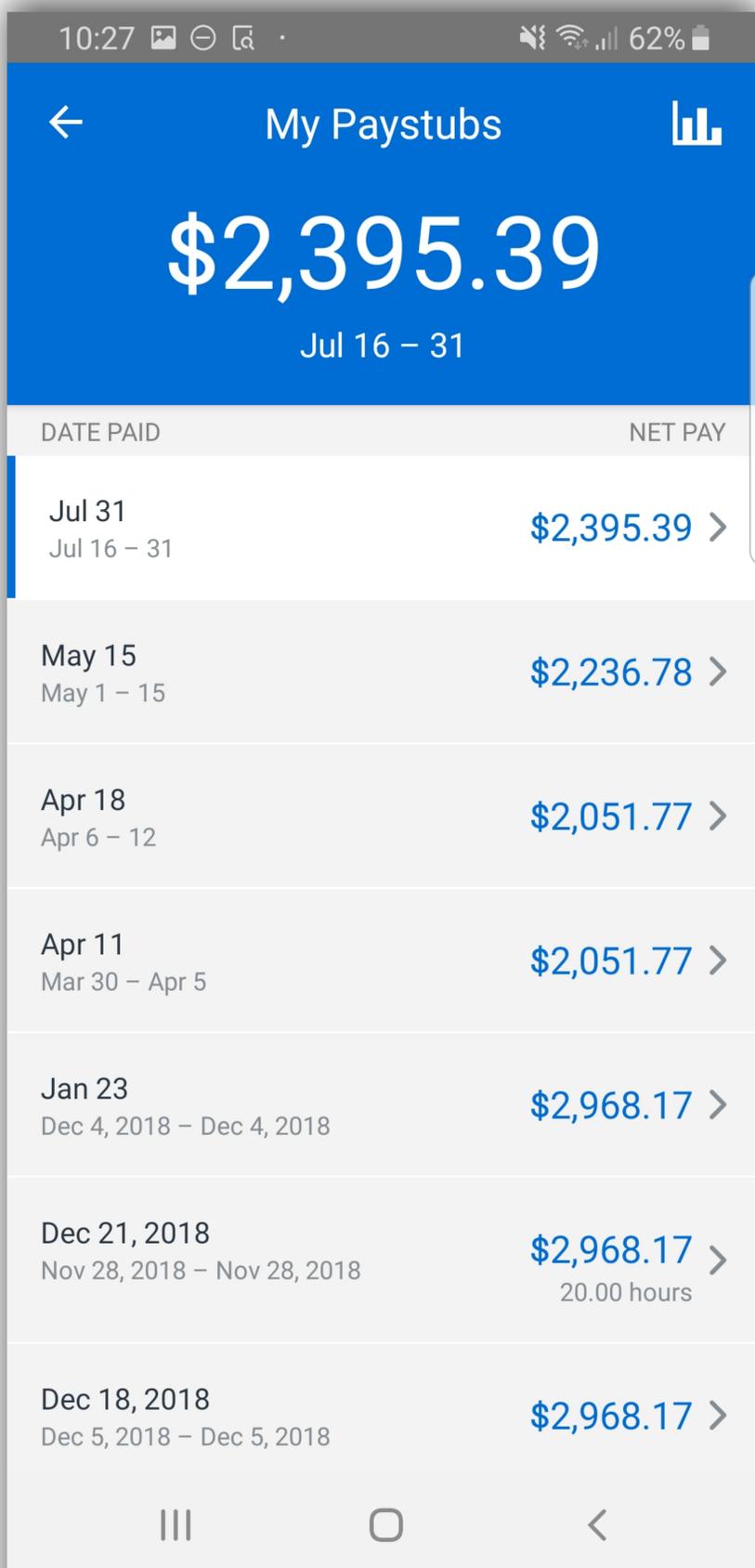
If you have face or touch authentication enabled, Namely will automatically use these features for authentication.



# Dashboard – Viewing Your Paystub

The total for your most recent pay period displays at the top of the screen. Paystubs issued on the same date are listed separately.

- To view a breakdown of a paystub, tap it.
- Tap a paystub category, like **Deductions** or **Taxes**, to view further details.
- Tap **View PDF** to see a PDF copy of your paystub.
- To access Paystub Trends, tap the **graph icon** in the top right corner.

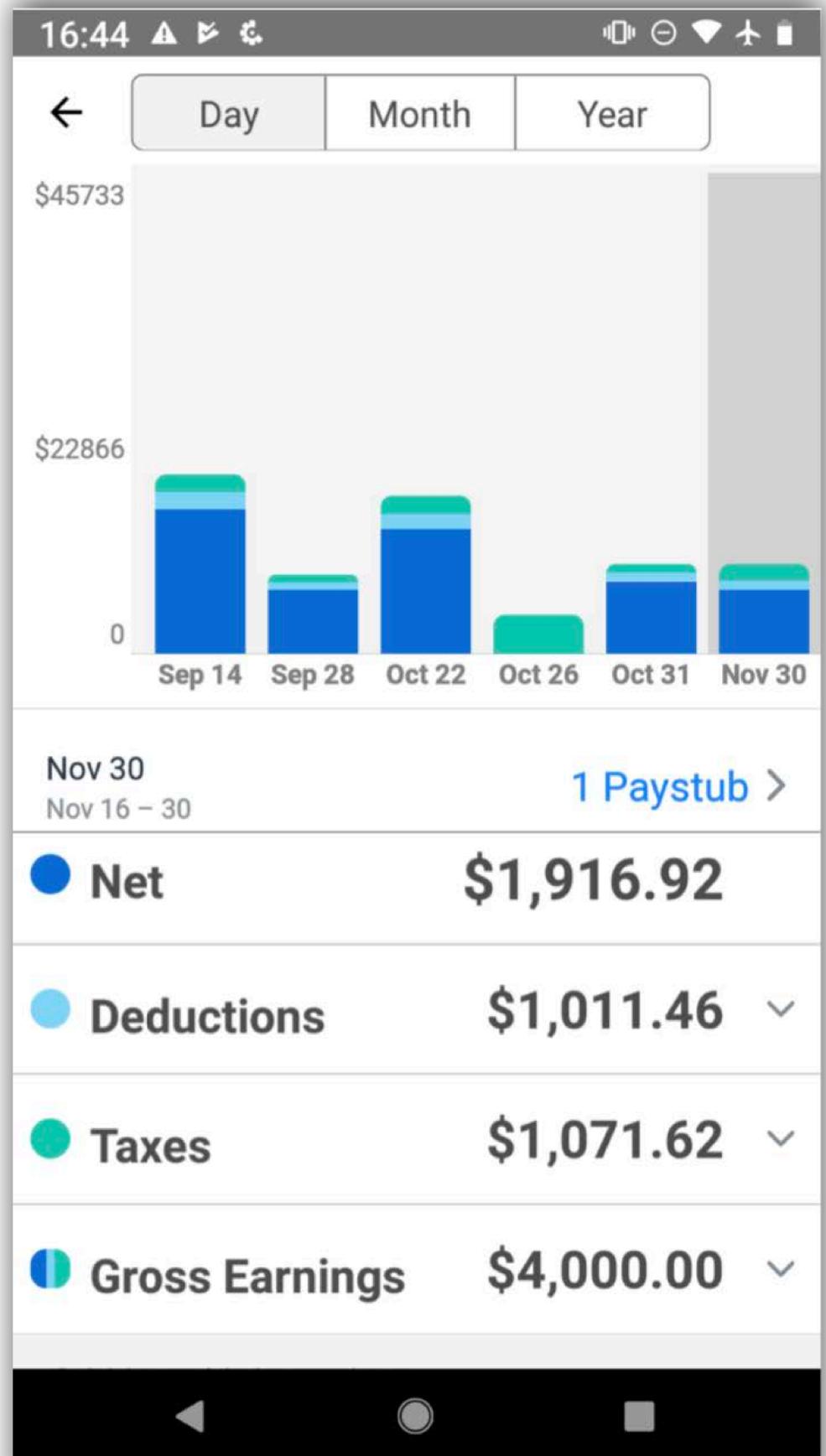


# Paystub Trends

Paystub Trends provides a dynamic view of your paystub optimized for mobile.

- View your pay by **Day** (pay date), **Month**, or **Year**.
- Tap columns to view pay data for a specific date, month, or year.
- You can scroll through columns and pay data by swiping left or right.
- Tap a category to expand it and show further details.

*Note: Always consult your W-2 and/or paystub for tax and reporting purposes.*

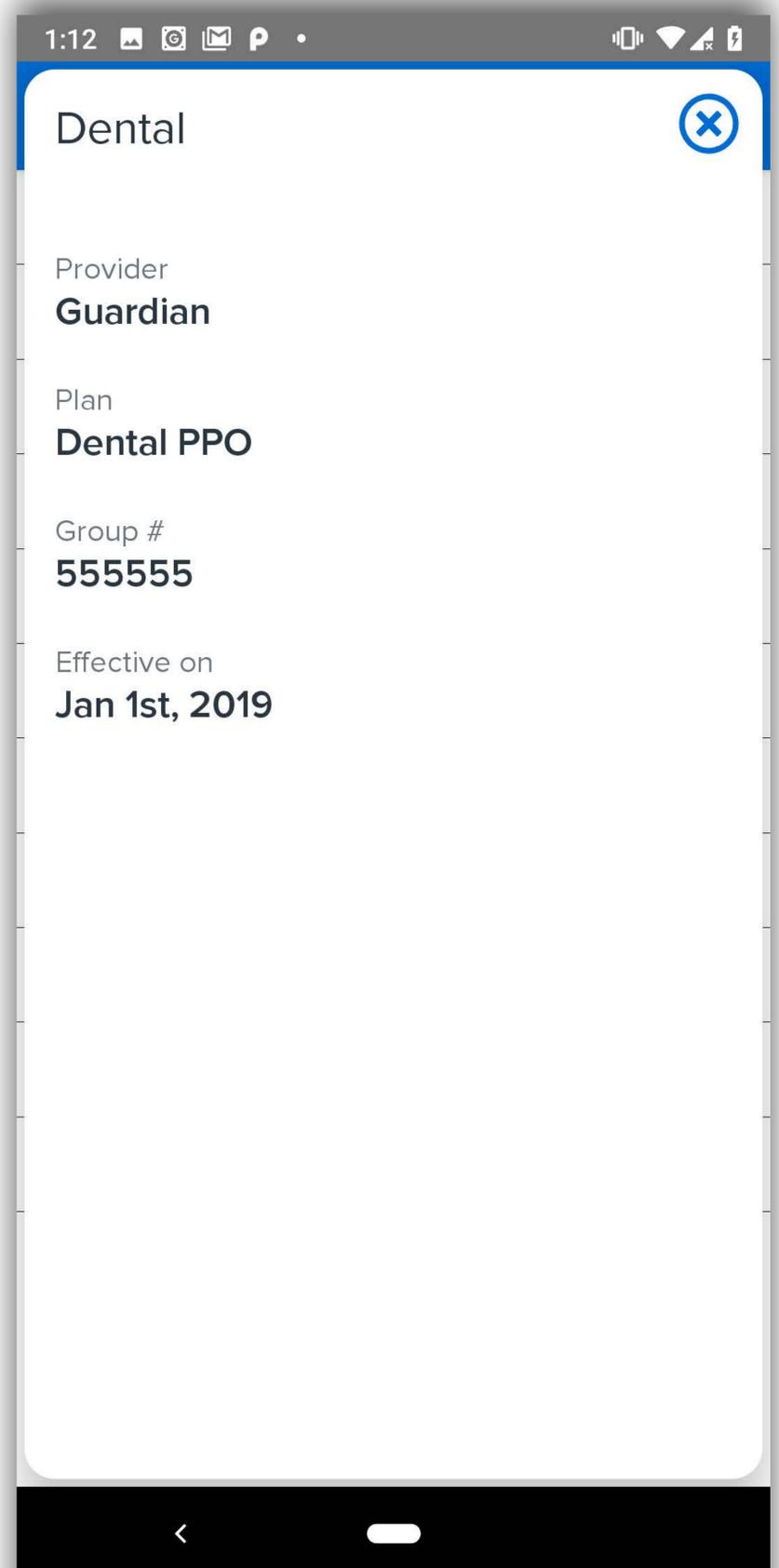
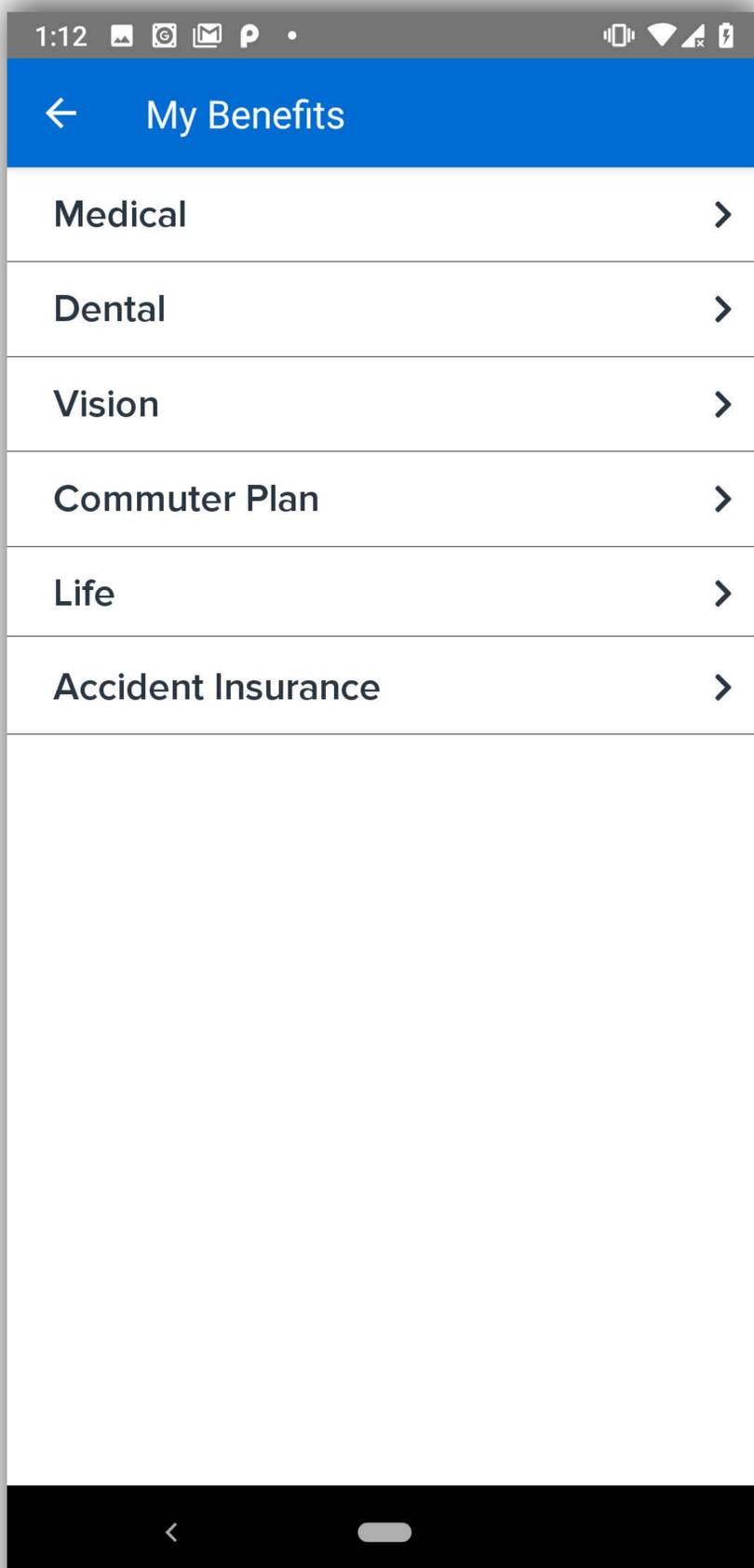


# Dashboard – Viewing Your Benefits

Tap **My Benefits** from the dashboard to open a list of your active benefits.

Tap a specific benefit to view your enrollment details, including:

- Provider name
- Plan name
- Group number
- Effective date
- Dependent information



# Company Newsfeed

Tap **Feed** to view your company newsfeed.

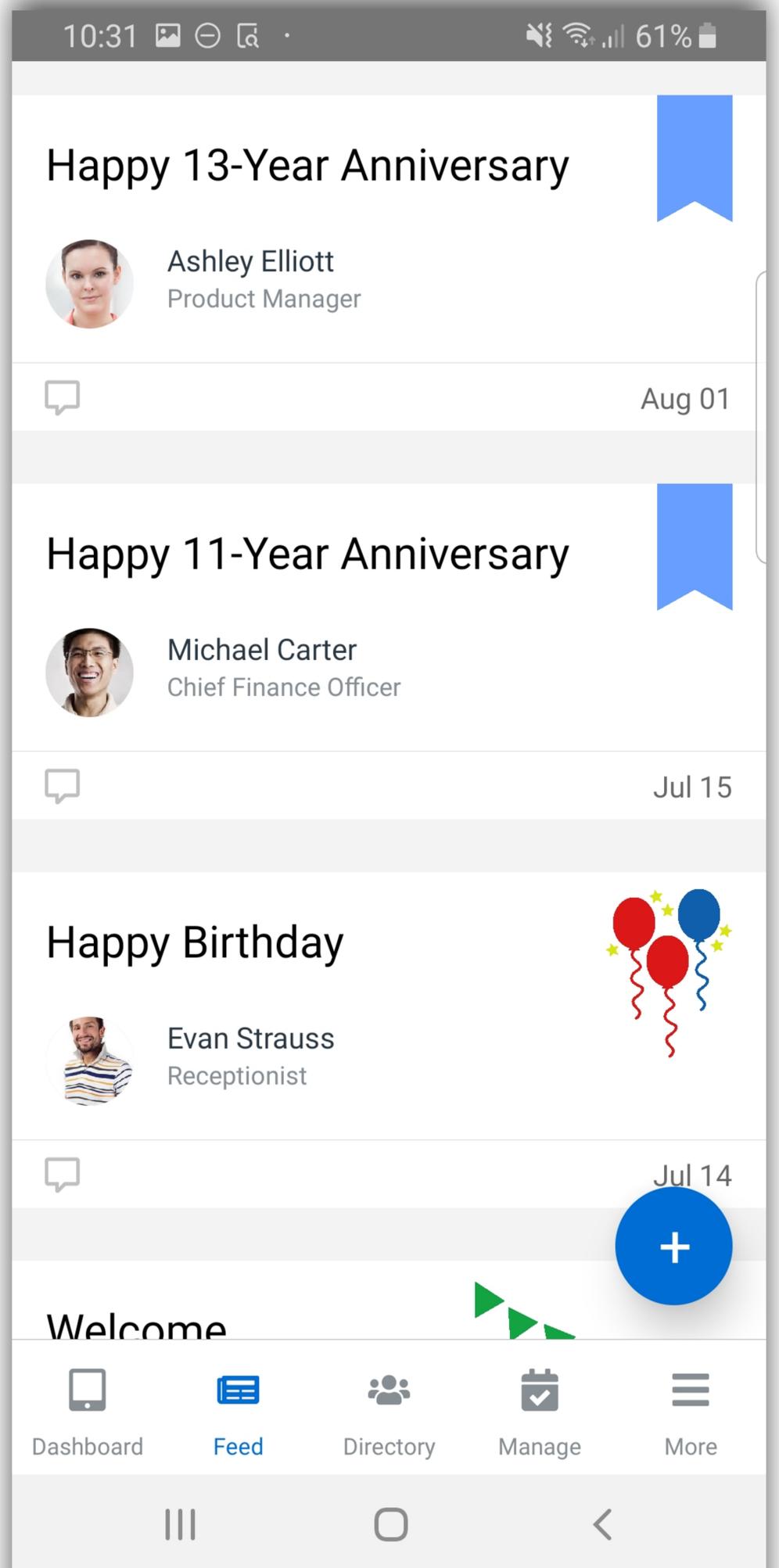
You can post comments, tag employees and teams, and view appreciations.

To post on your company newsfeed:

1. Tap the **blue + icon**.
2. Enter your message.
  - Use the **@ symbol** to tag people and teams in your post.
  - Tap the **camera icon** to upload a photo.
3. Tap **Submit**.

To edit or delete a post:

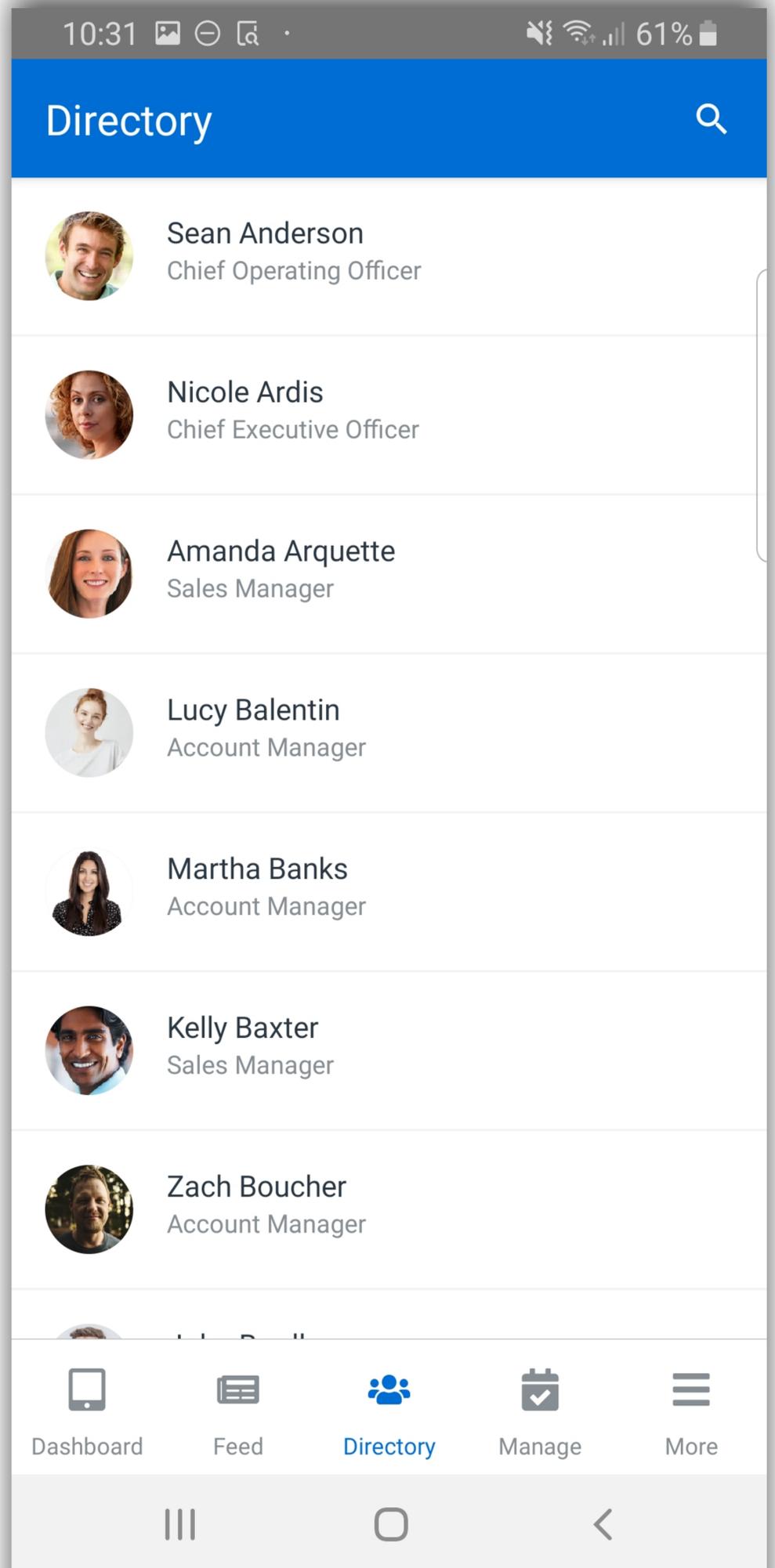
1. Tap the post.
2. Tap the **pencil icon** or **trash can** in the top right corner.
3. Tap **Update**.



# Company Directory

Tap **Directory** to view your company directory.

You can scroll through all employees or search by name or title.



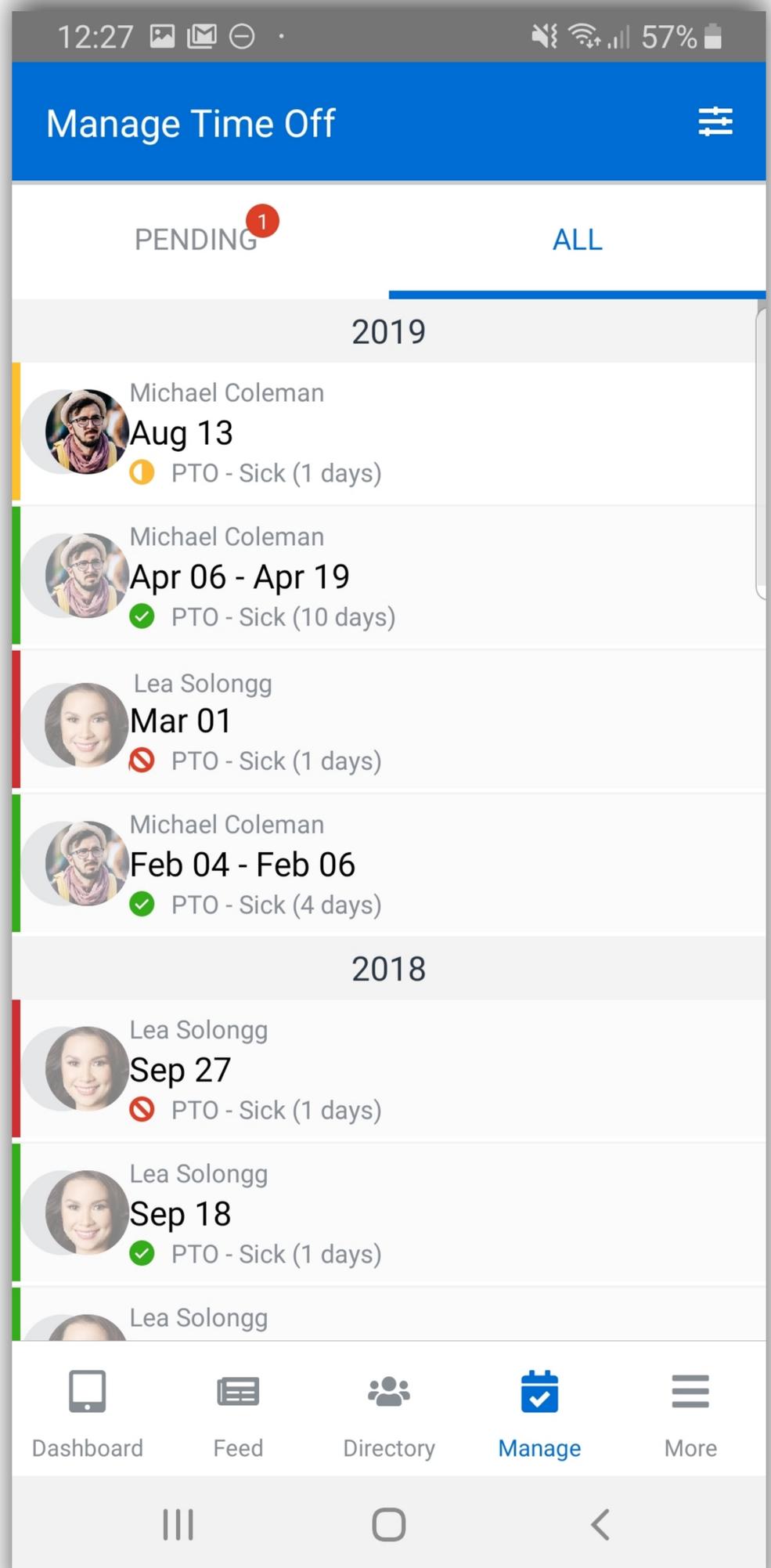
# Manage Time Off

## Managing Time-Off Requests

Managers can view, approve, and deny their direct reports' time-off requests by tapping **Manage**.

- Tap **Pending** to view time-off requests that require your attention.
- Tap **All** to view all time-off requests for your direct reports.

Managers can filter time-off requests by date, employee, and time-off type by tapping the **filter** icon in the top right corner.



# More Menu

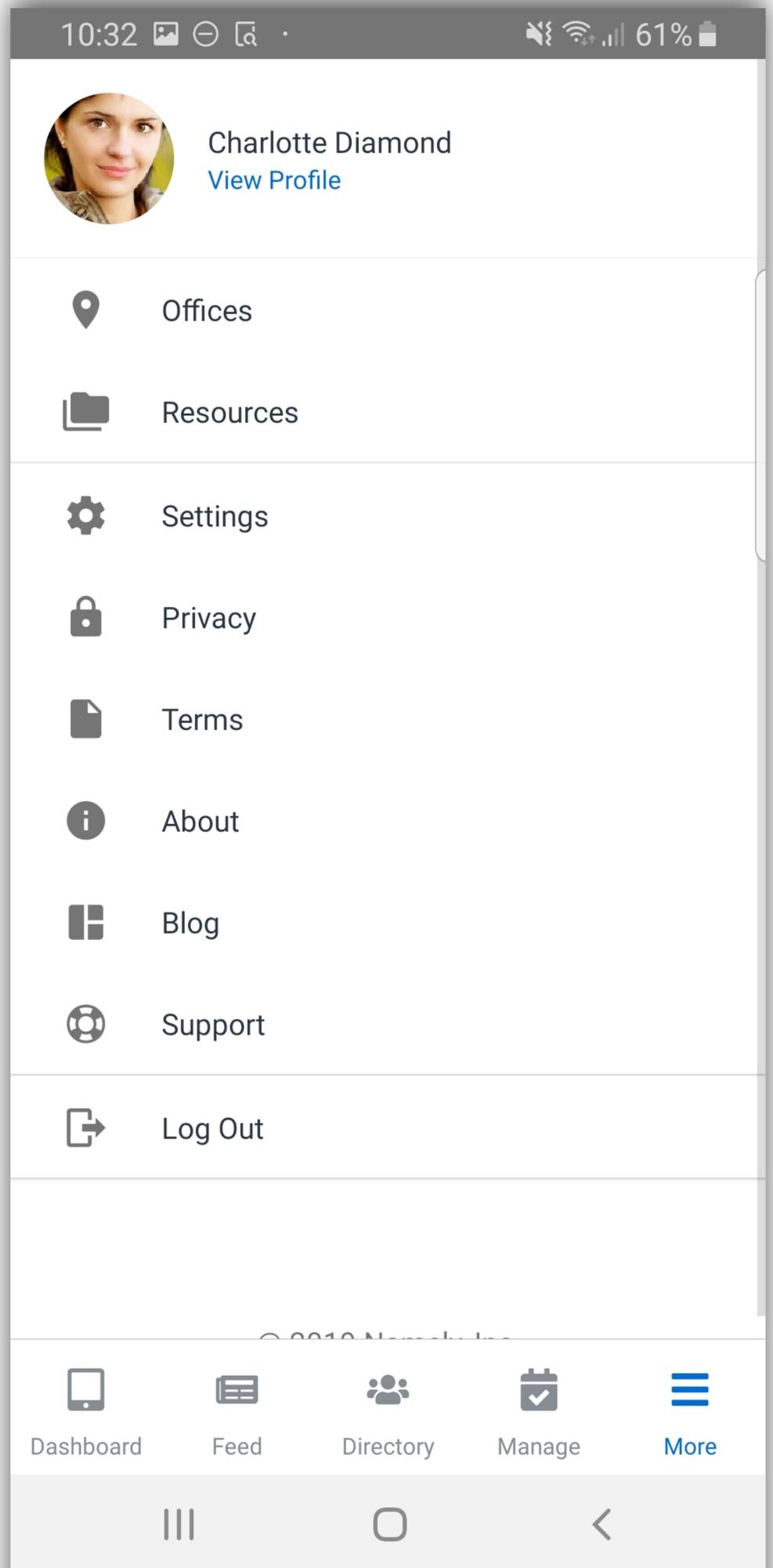
Tap **More** to access the More menu.

## Offices

Tap **Offices** to view your company's office locations.

## Resources

Tap **Resources** to view your company resources, like employee handbooks or benefits information.



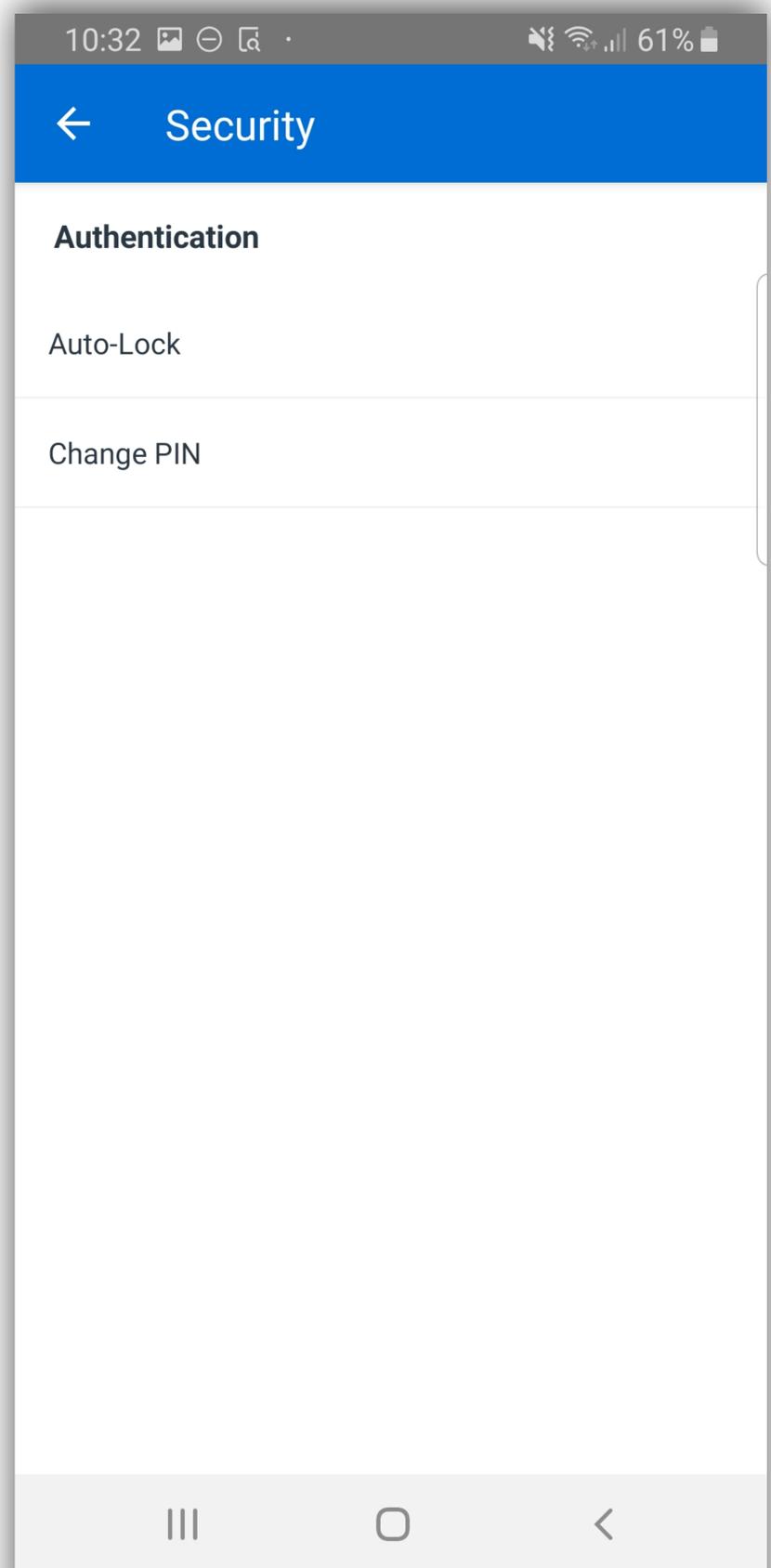
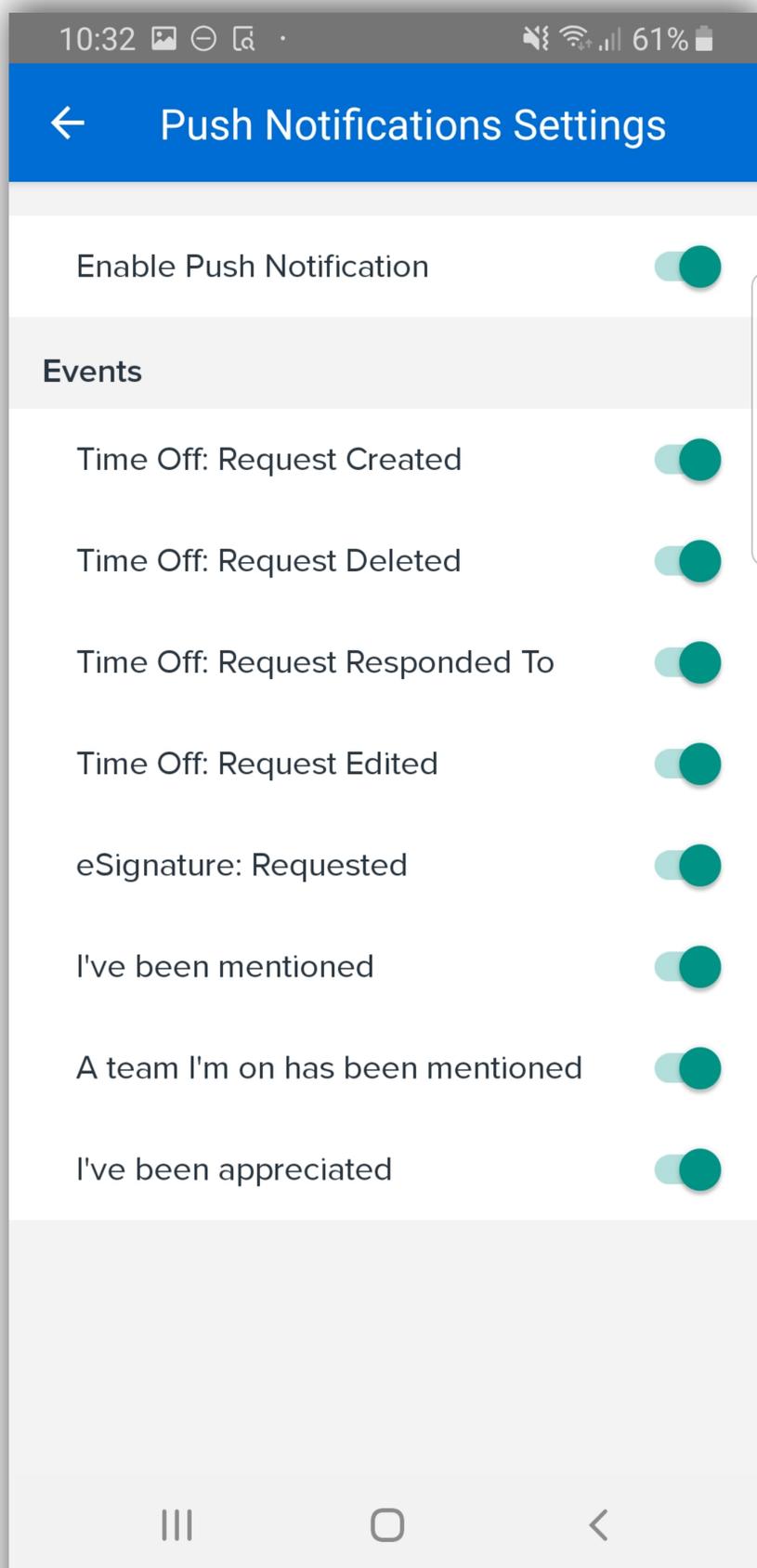
# More Menu – Notifications and Security

## Push Notifications

Use the toggle switches to configure your mobile push notifications.

## Security

- **Auto-Lock:** Set a time-frame after which your app will automatically lock, requiring you to re-enter your pin.
- **Change PIN:** Change the pin you use to log in to the Namely mobile app.



# More Menu

## Blog

Tap **Blog** to view and read the latest posts from the Namely blog.

## Privacy Policy

Tap **Privacy** to view Namely's privacy policy.

## Terms

Tap **Terms** to view Namely's terms of service.

## About

Tap **About** to view information about Namely's mission and story.

## Support

Tap **Support** to request features or report bugs on the Namely Android app.

## Log Out

Tap **Log Out** to log out of the Namely Android mobile app.

