

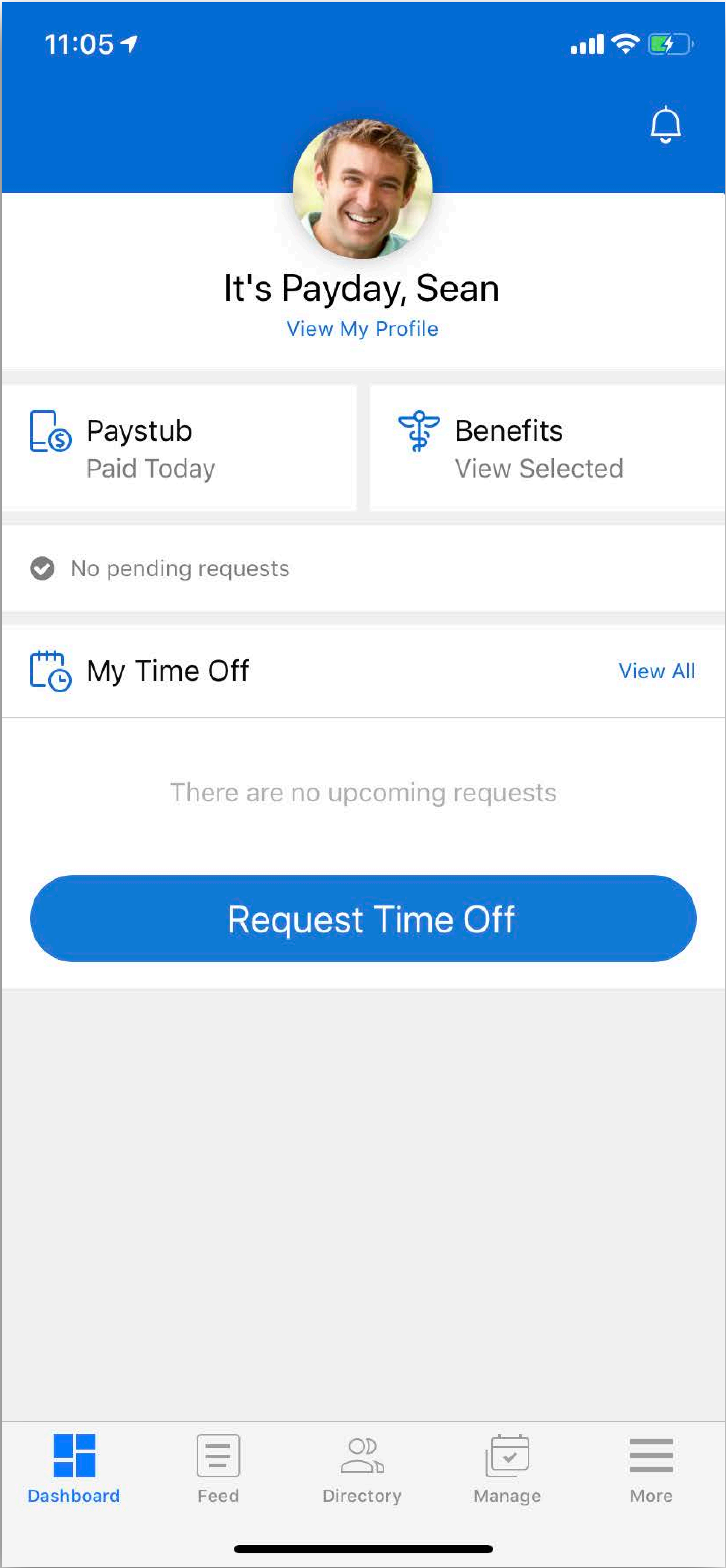
Mobile

Namely Mobile App for iOS



Namely Mobile App for iOS

The Namely mobile app for iOS provides access to your paystubs, time-off requests, the company newsfeed, employee directory, and more. You can download the app in the [Apple Store](#).



Minimum requirements: The latest update to the Namely mobile app for iOS requires iOS 10.3.



Login and Setup

Login

To log in to the Namely mobile app for iOS:

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

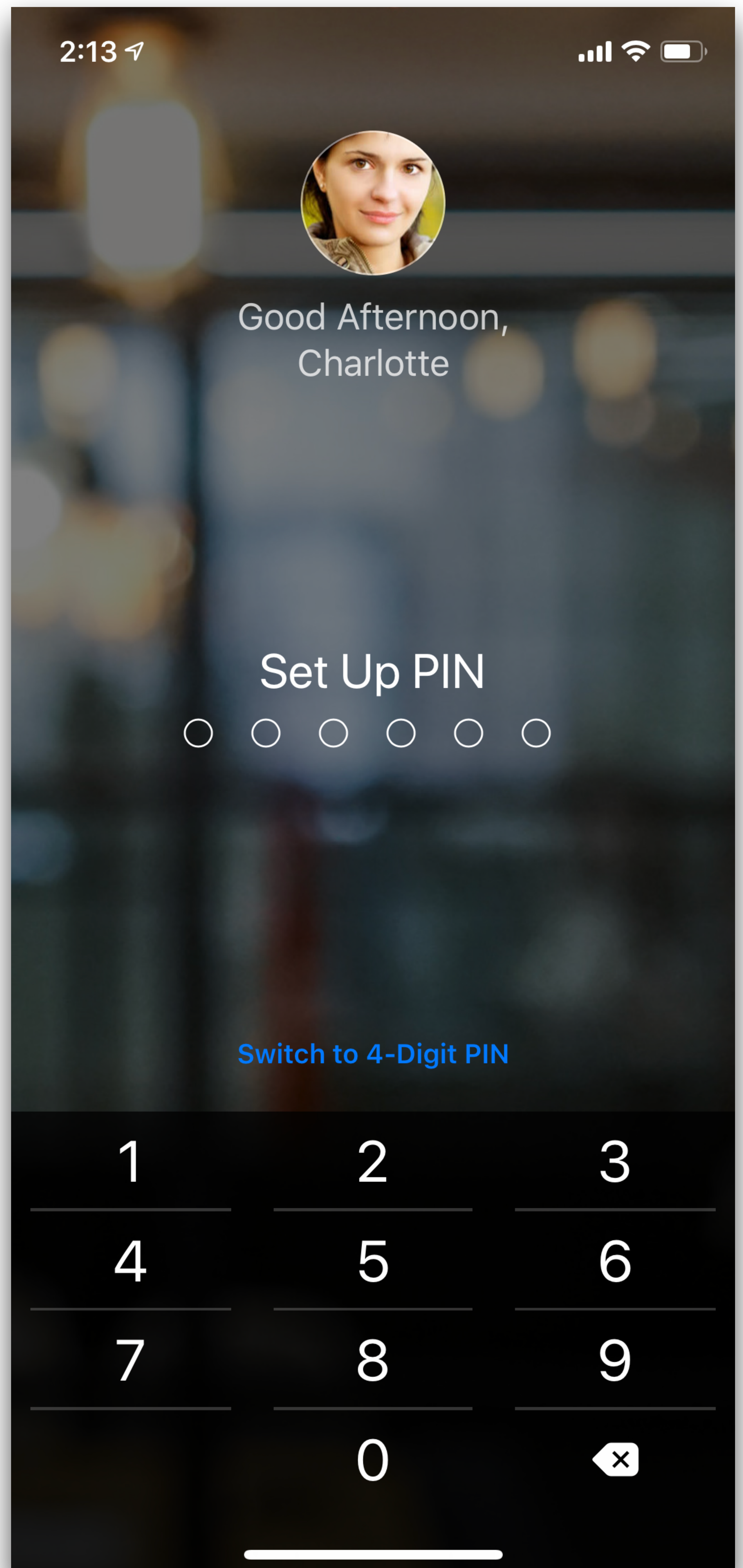
Set Up Your Namely Mobile Pin

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.

If your mobile device has Face or Touch ID, you can enable them after setting up your pin. For more information, see **Security** on page 17.



Dashboard – Profile and Notifications

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

Profile

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

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

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

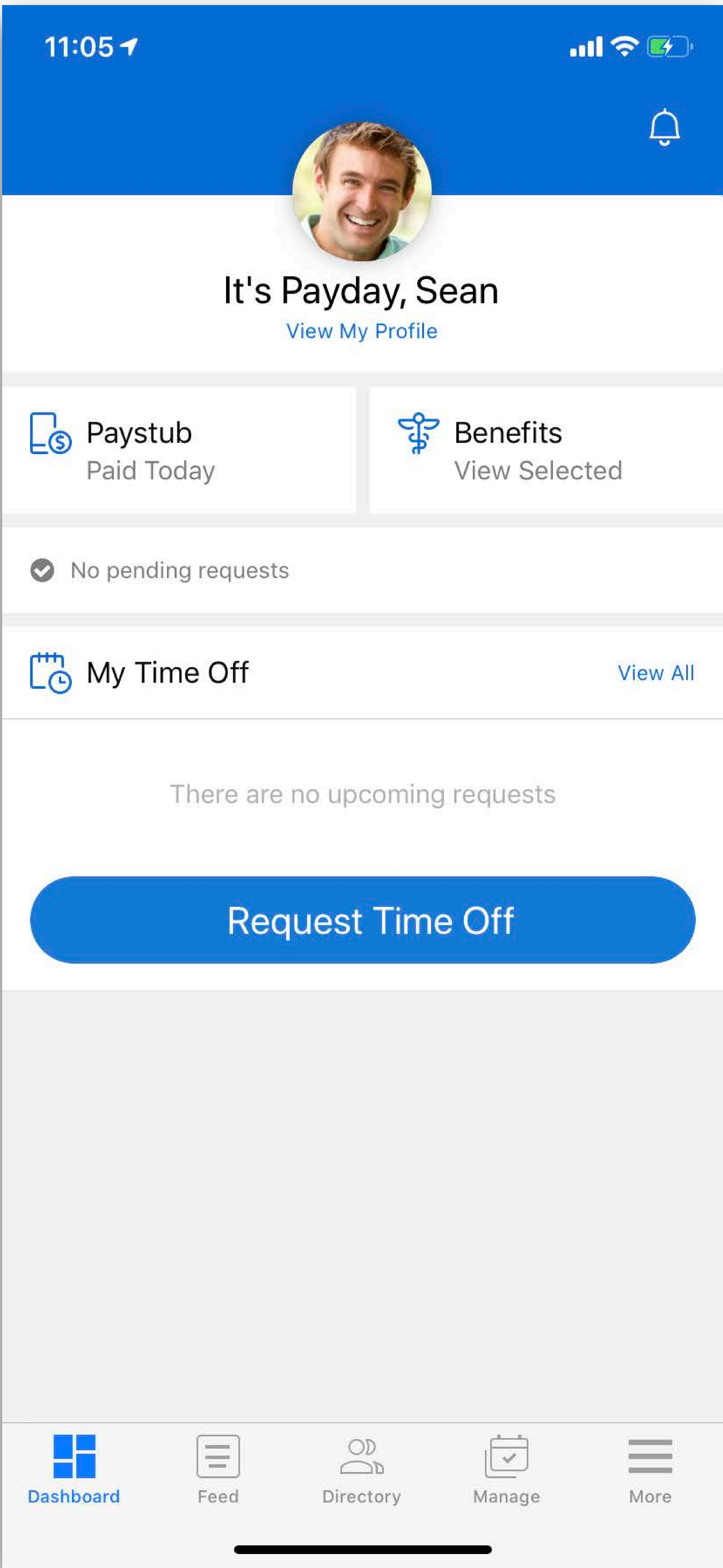
Notifications

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 (see more on page 5)

For more information on configuring your notifications, see **Push Notifications** on page 17.

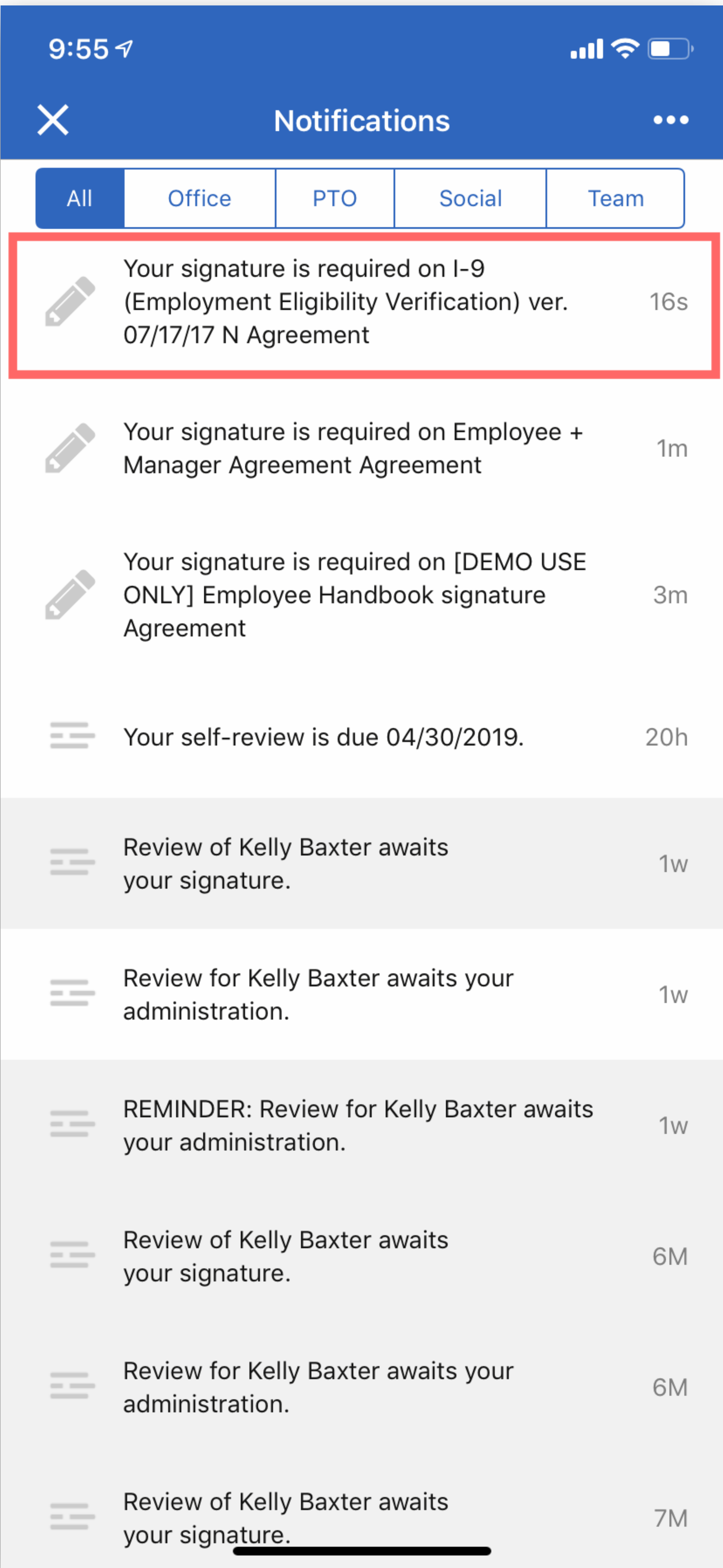


Signing eSignature Documents

eSignature documents that require your approval or signature will surface on the notification menu.

To sign or approve an eSignature document:

- 1. Tap the **alert bell** in the top right of the screen to open the notification menu.
- 2. Tap the eSignature notification. The document will open in your mobile browser.
- 3. Complete any required information and tap **Click to Sign** to submit the document.



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

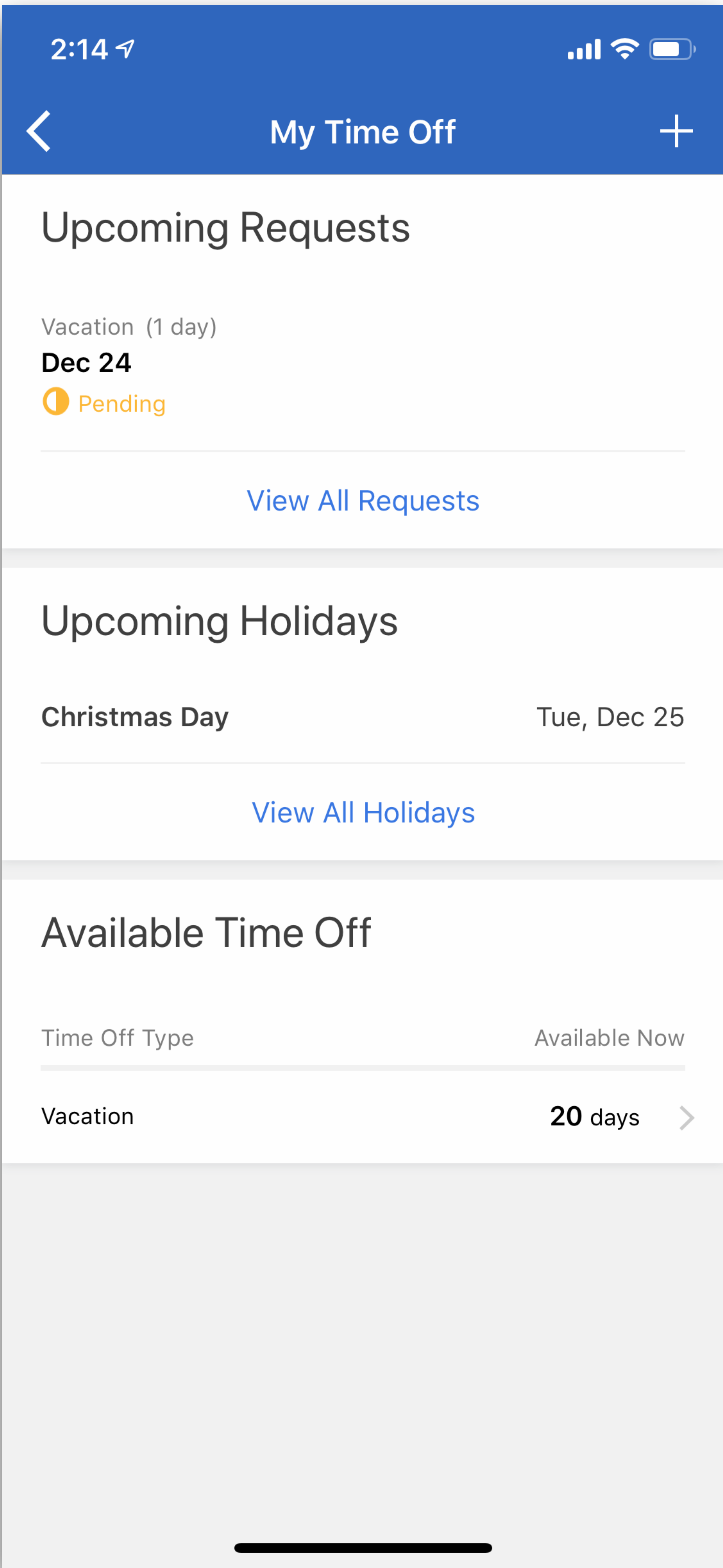
- To view details of an upcoming time-off request, tap it.
- To edit or delete a time-off request, tap **Edit**.
- To view all of your time-off requests, tap **View All Requests**.

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**.

2:15

X

New Request

Submit

Type

Vacation

Start

Fri, Dec 21, 2018

End

Fri, Dec 21, 2018

Time Requested

1 day

Optional note



Mobile Paystubs

Accessing Your Paystubs

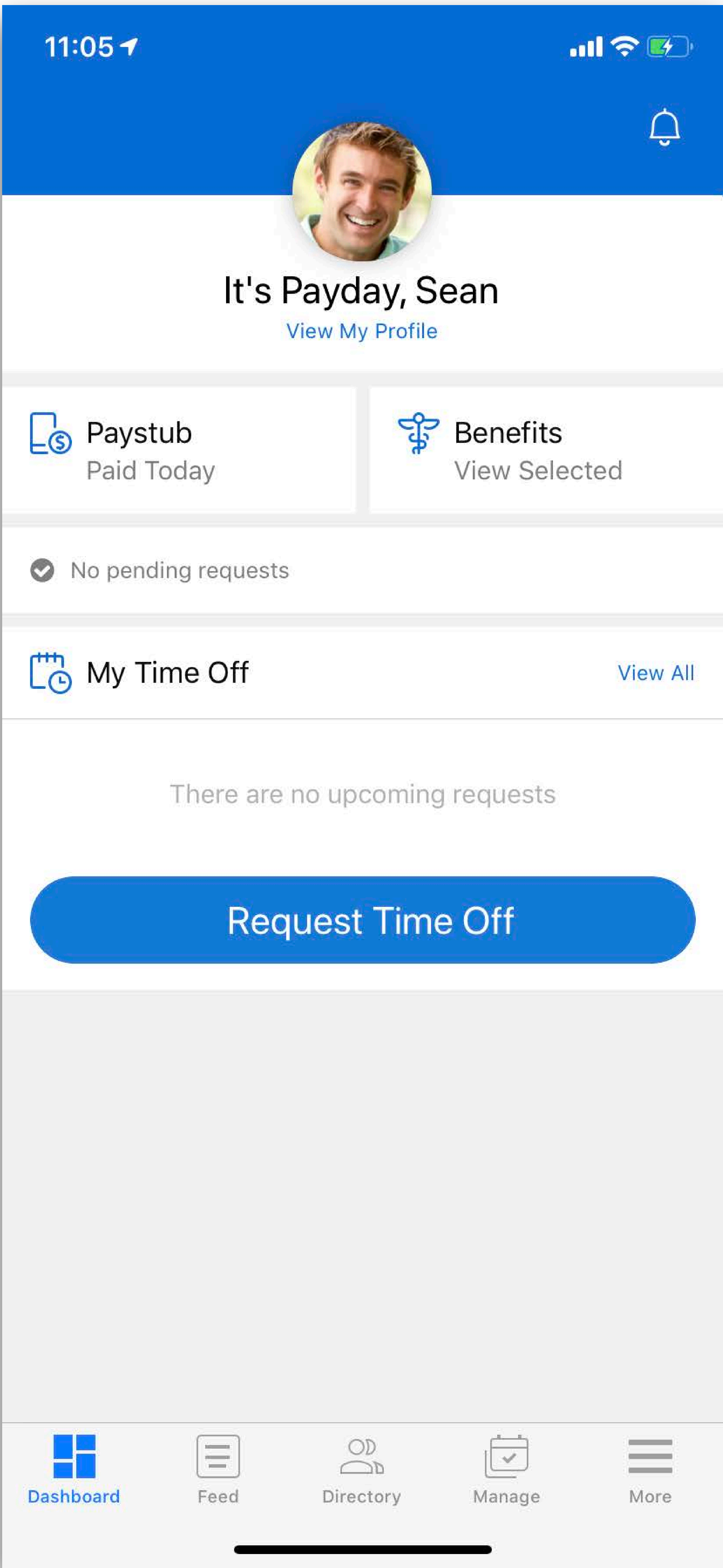
Tap **Paystub** on the **Dashboard** screen to access your paystubs.

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**.

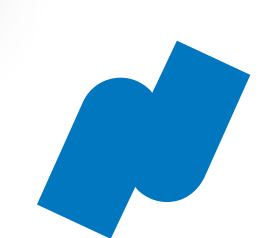
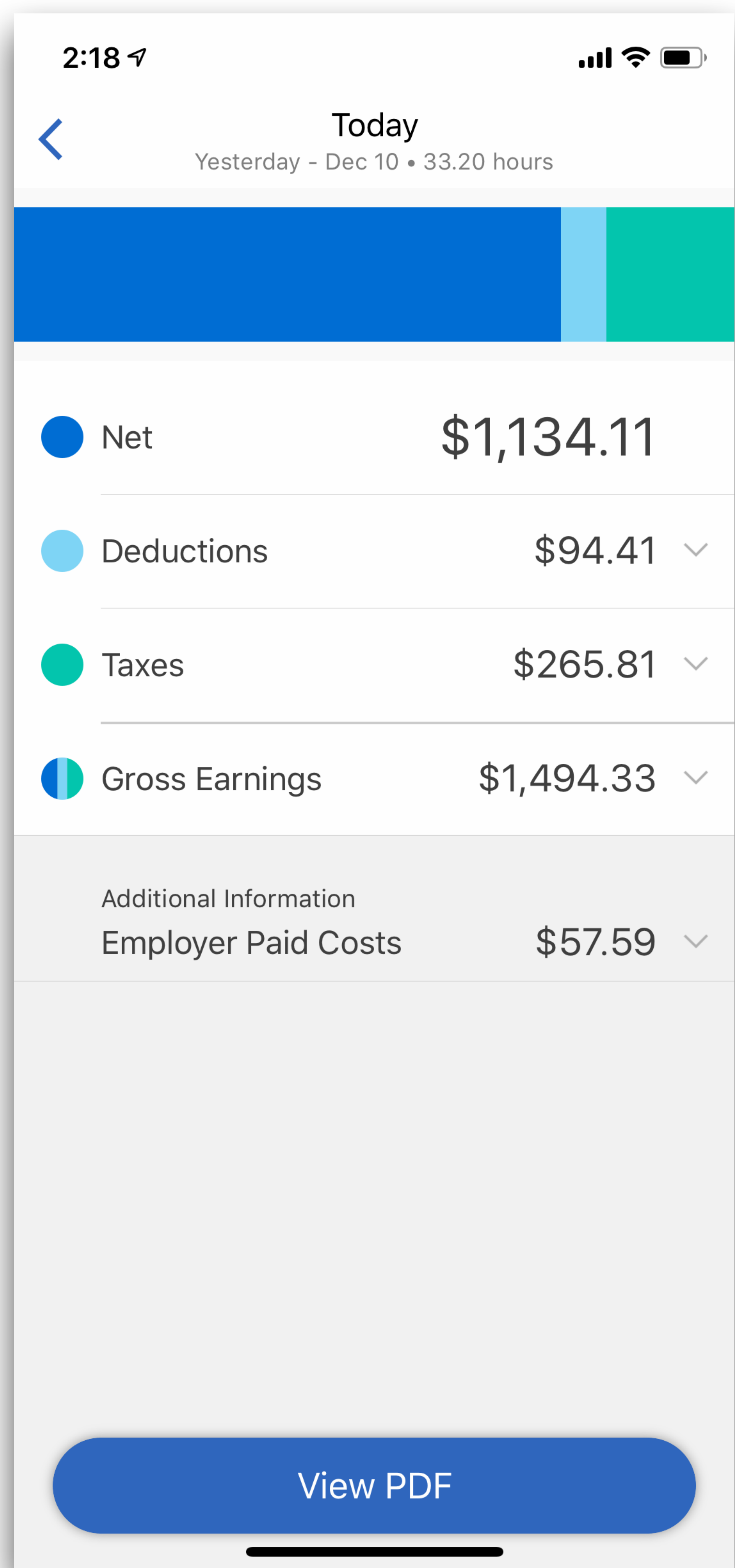
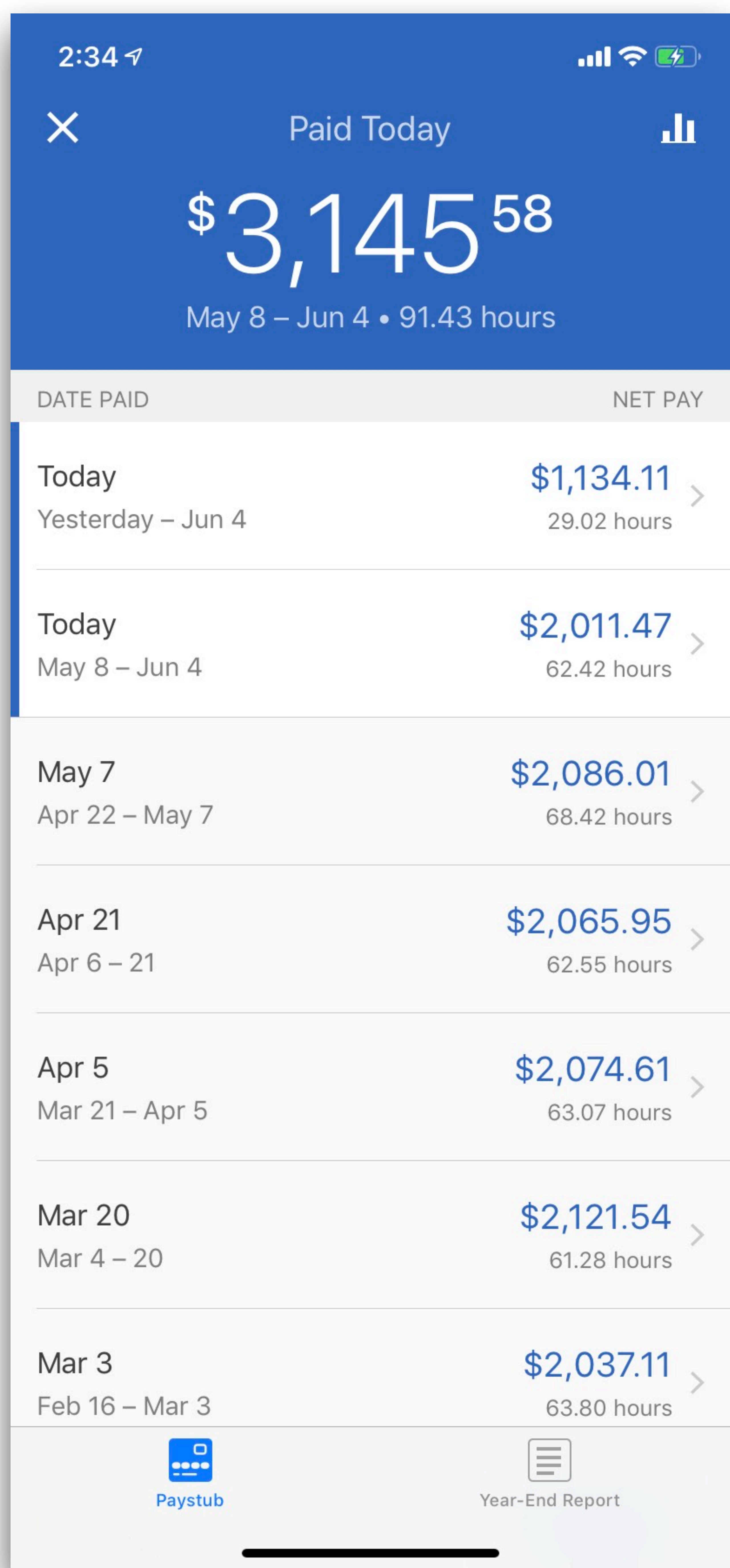
If you have Face or Touch ID enabled, Namely will automatically use these features for authentication.



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.

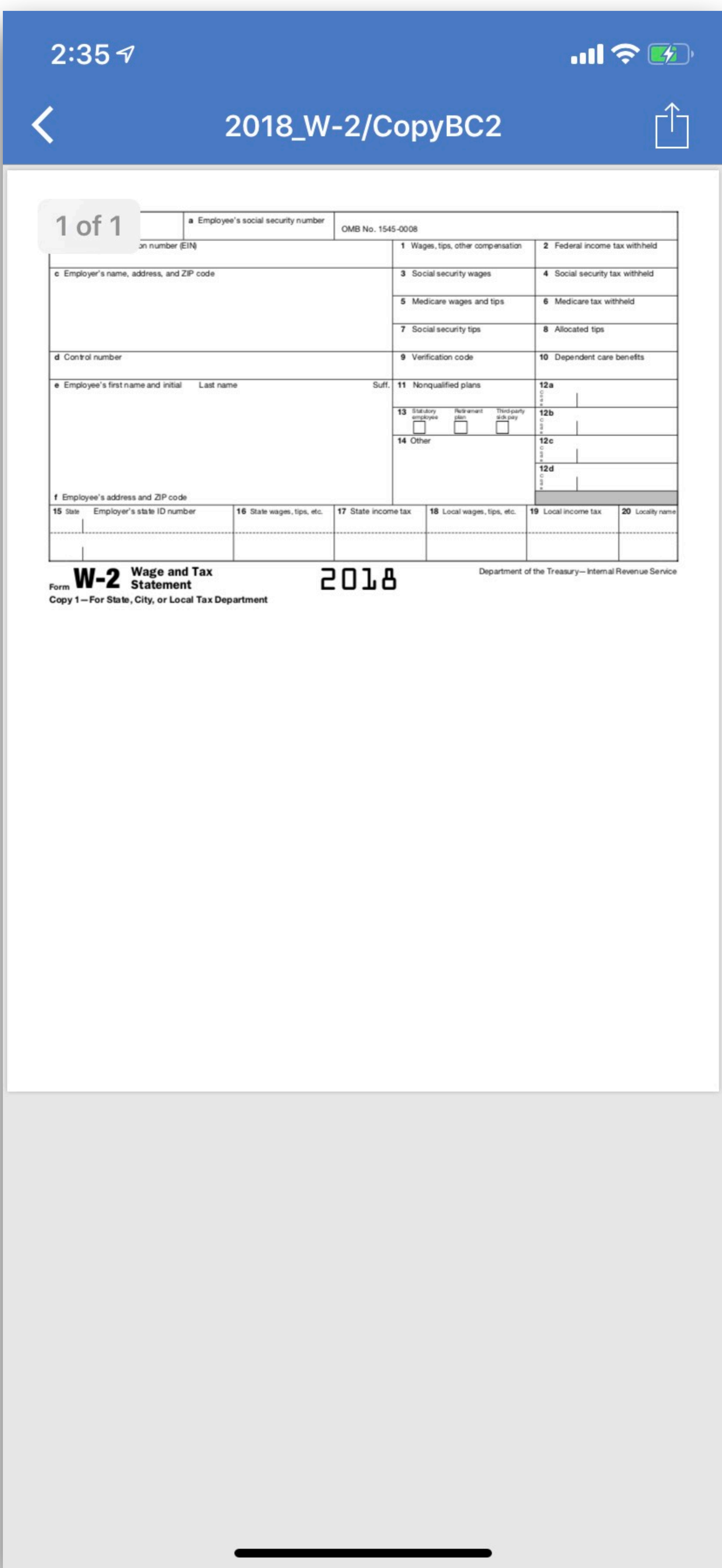
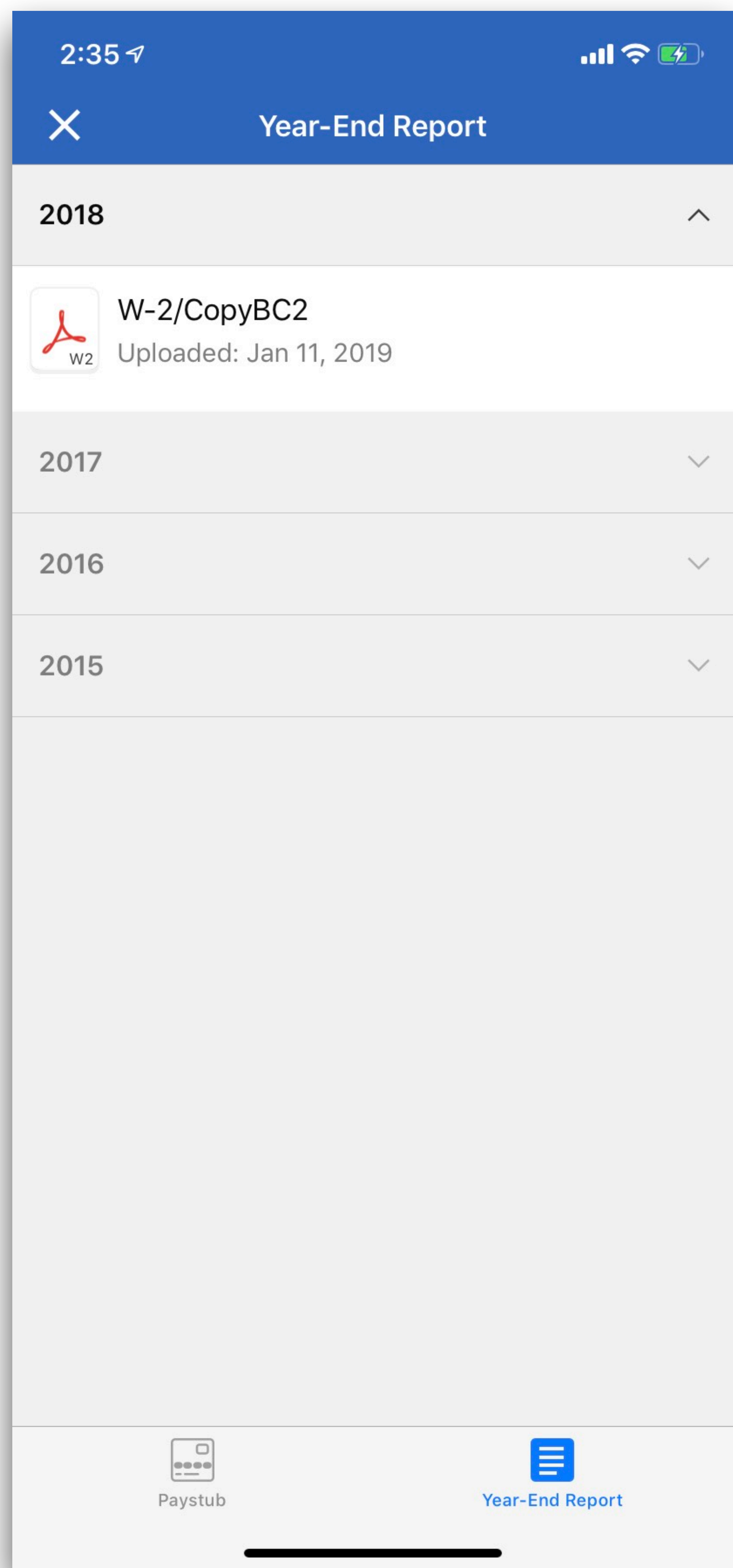


Dashboard – Tax Documents

To access your W-2s or 1099s:

- 1. Tap **Year-End Report** on the **My Paystub** screen. Your reports are listed by year.
- 2. Tap the W-2 or 1099 you want to view.

Tap the **share** icon in the top right corner to email your document or share it via another application.

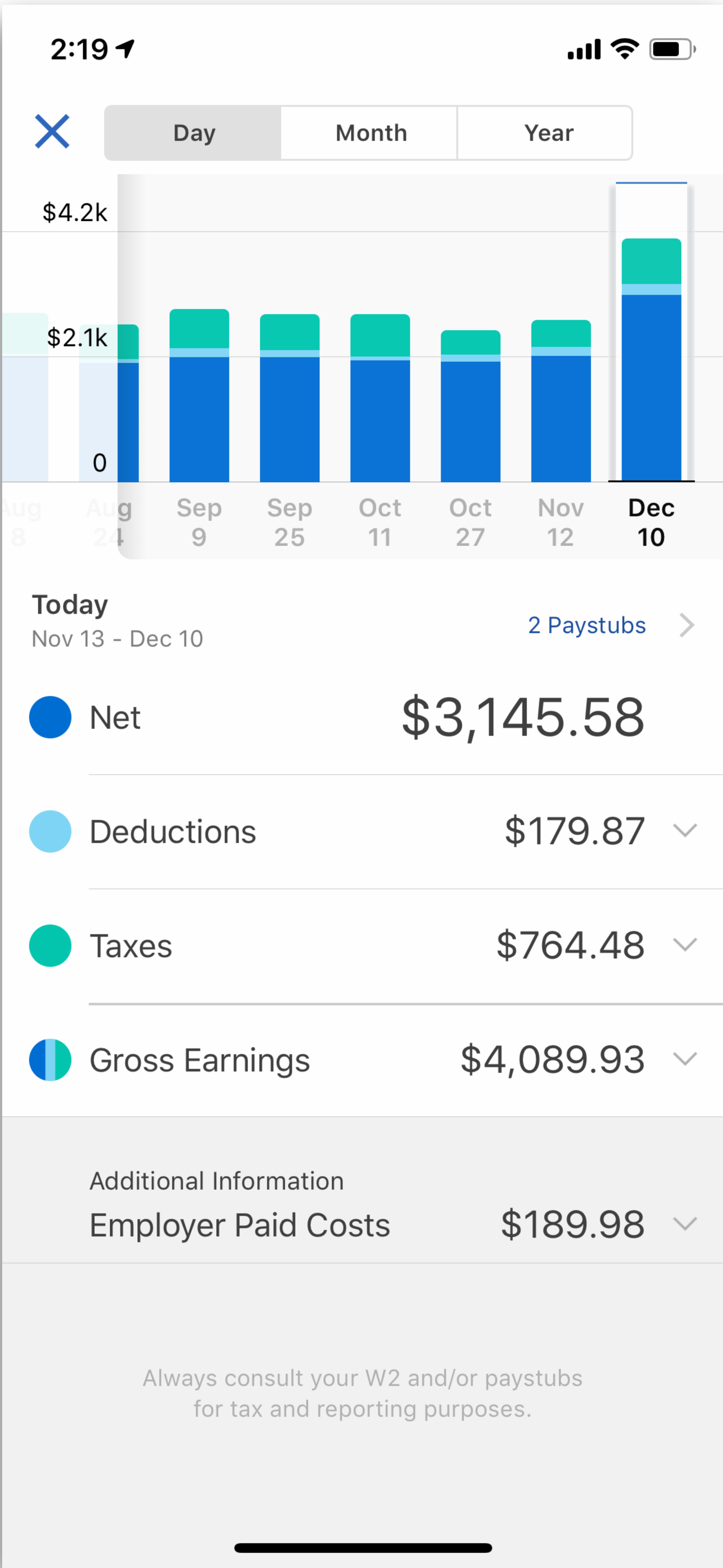


Paystub Trends

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

- View your pay by **Day** (paydate), **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.
- Tap the **dot** next to a category to hide or show its data in the graph.
- Tap and hold a **dot** to show only that category's data in the graph. Tap and hold it again to display all data.

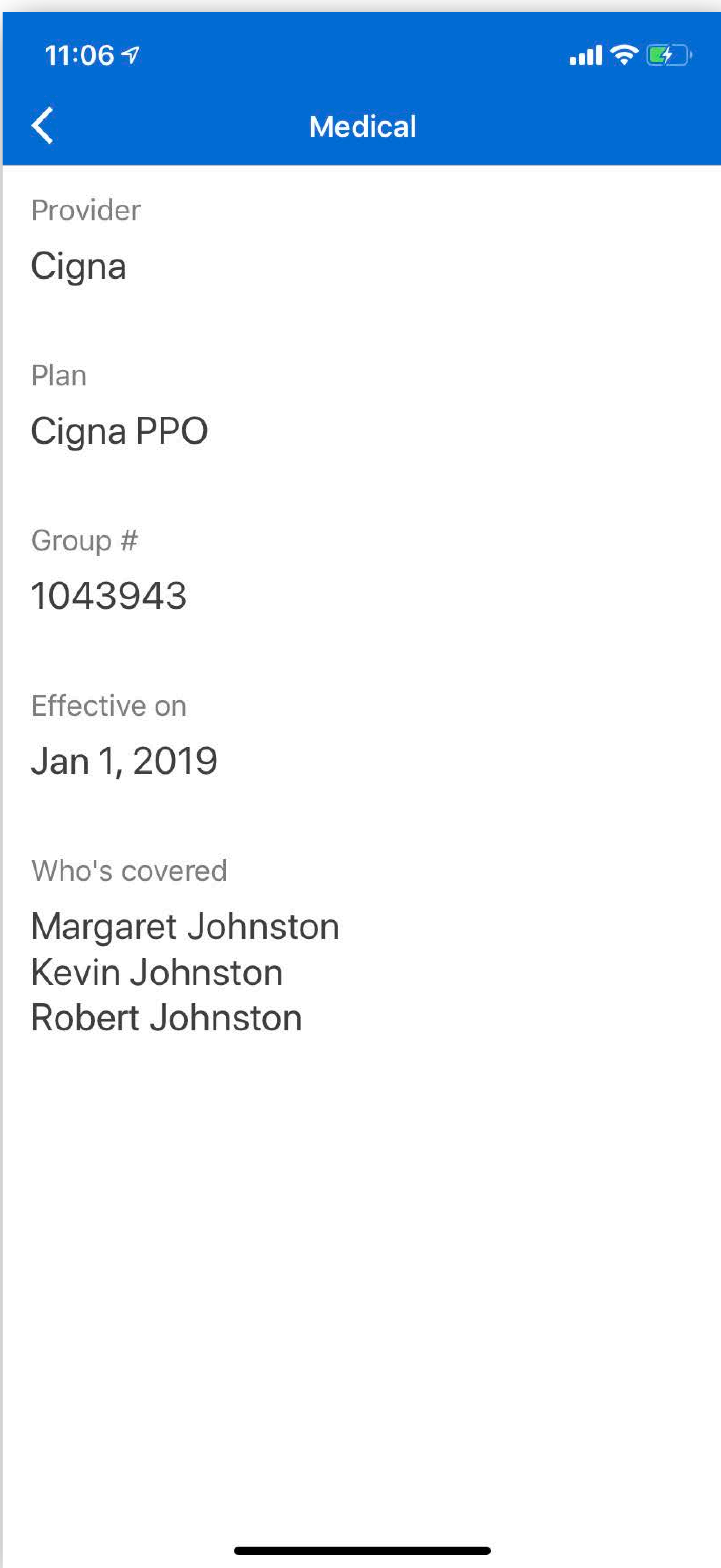
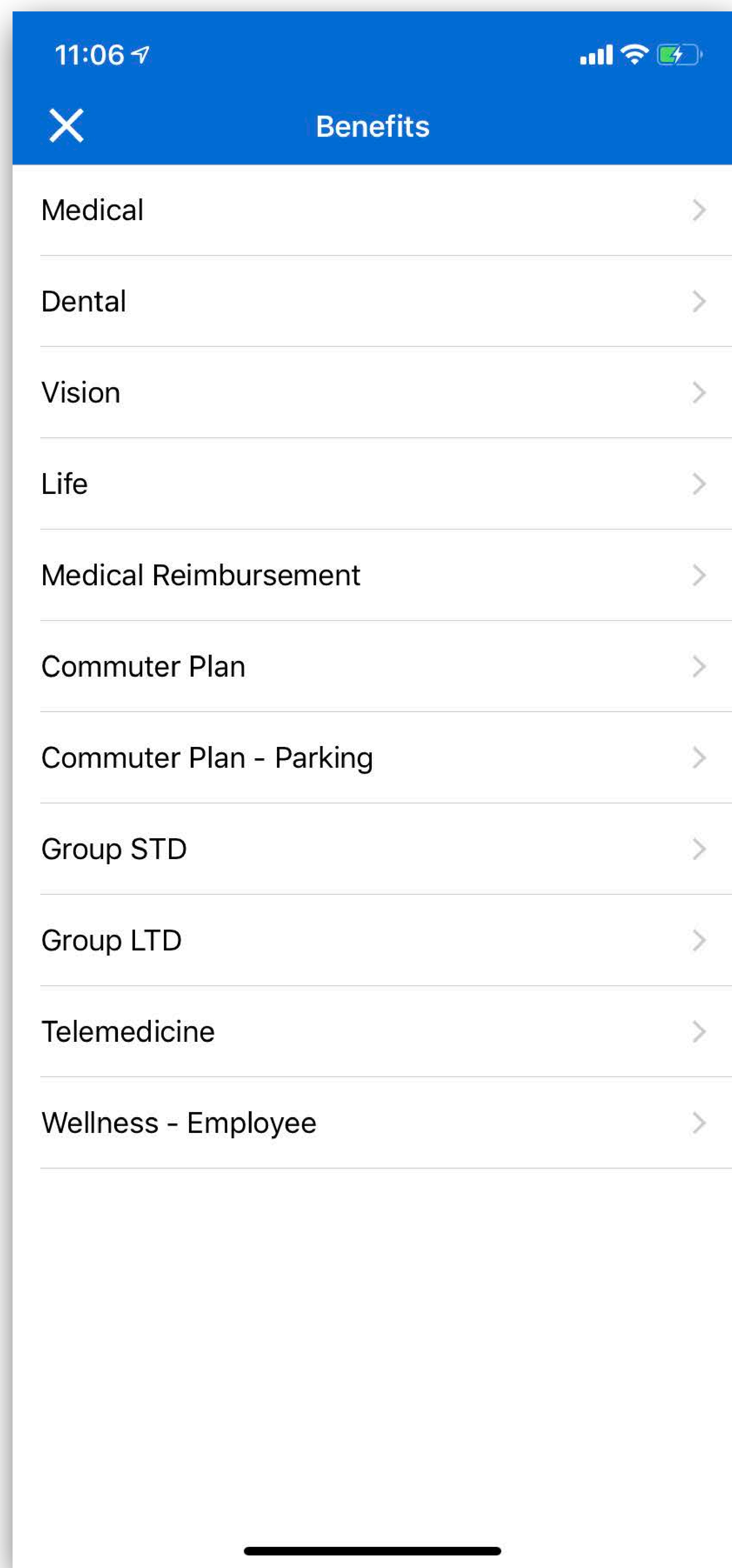
Note: Always consult your W-2 and/or paystub for tax and reporting purposes.



Dashboard – Benefits

To view your benefit elections:

- 1. On the **Dashboard** screen, tap **Benefits**.
- 2. Tap the benefit election you want to view. The provider, plan, group #, effective date, and any dependents will be listed.



Company Newsfeed

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

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

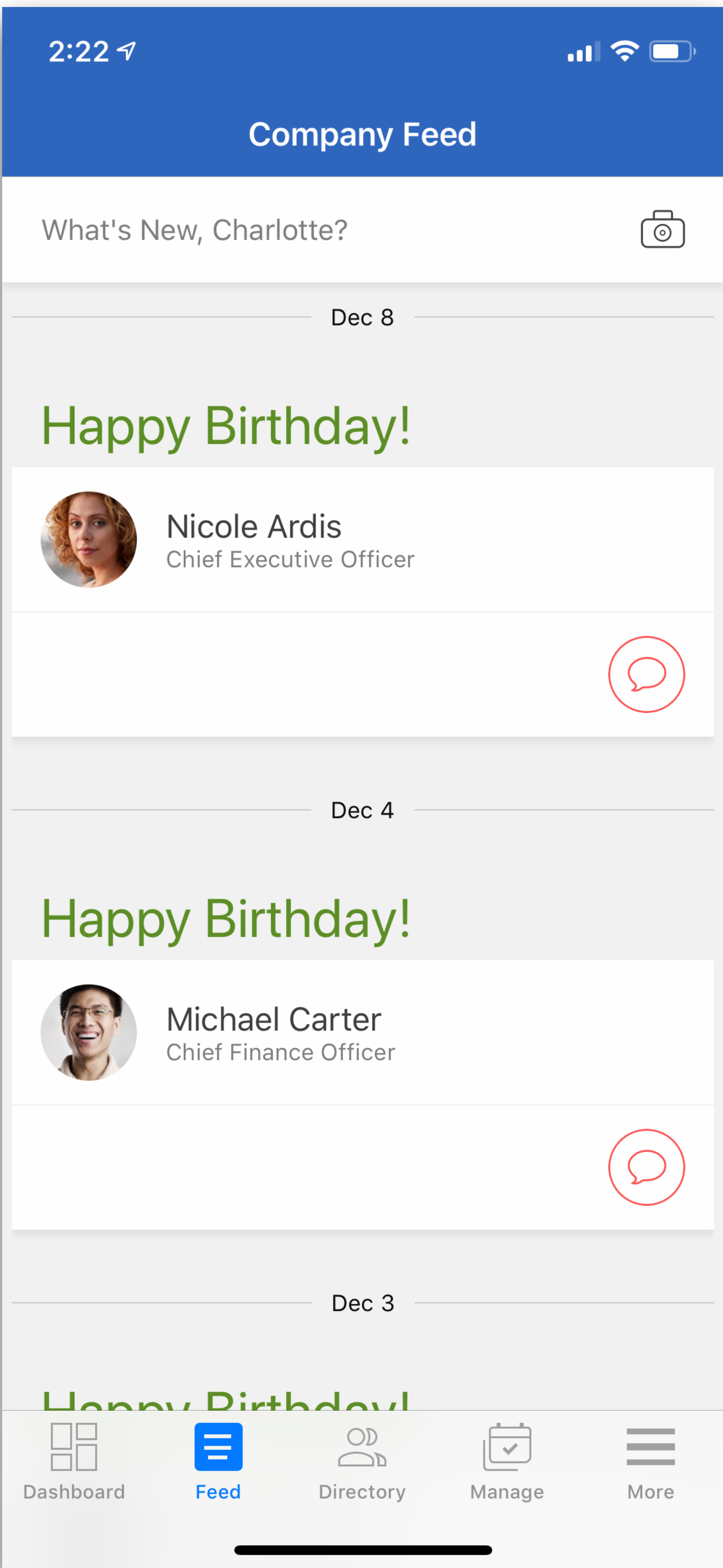
To post on your company newsfeed:

1. Tap **What's New** and enter your message.
 - Use the **@ symbol** to tag people and teams in your post.
 - Tap the **camera** icon to upload a photo.

2. Tap **Share**.

To edit or delete a post:

1. Tap the post.
2. Tap the three dots in the top right corner.
3. Tap **Edit** or **Delete**.

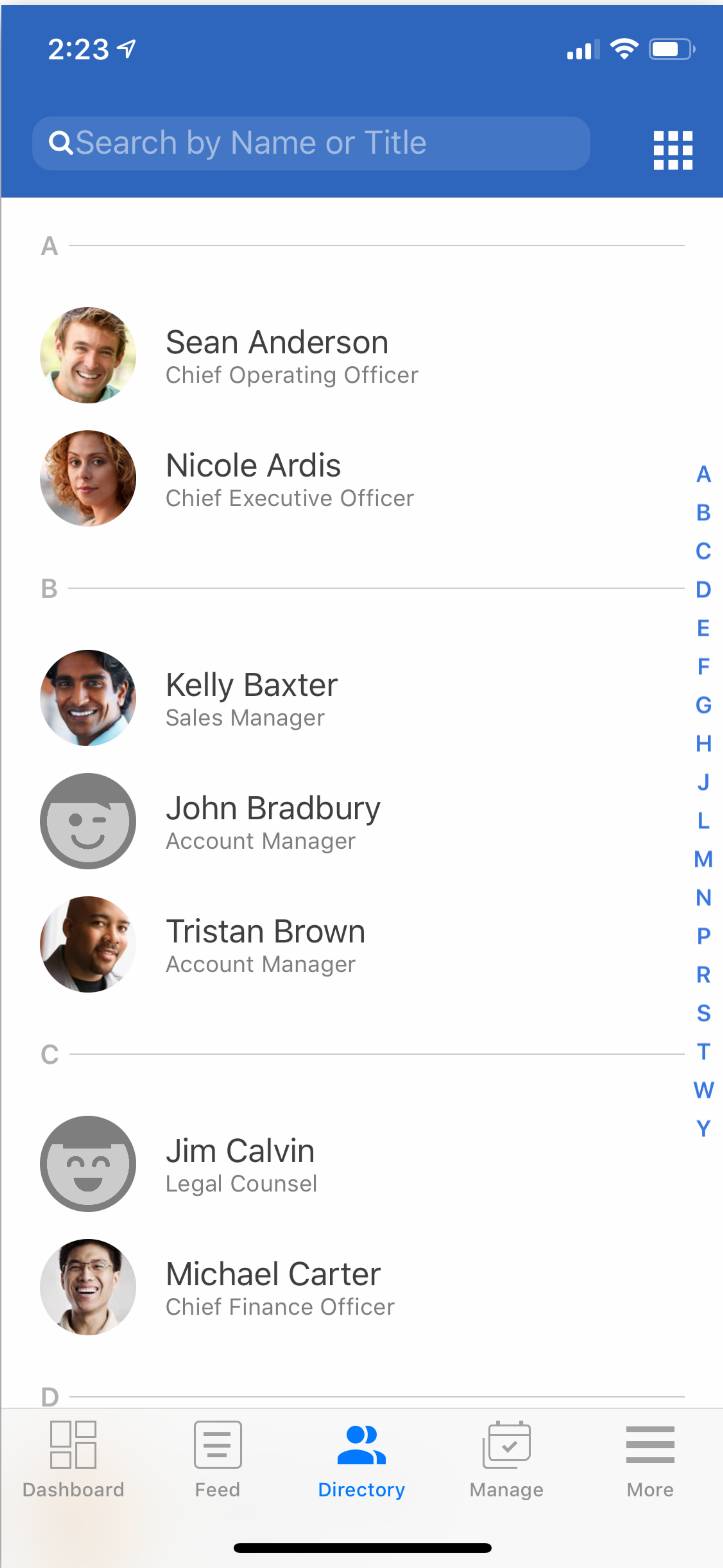


Company Directory

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

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

To view employees by their profile picture, click the **grid** icon.



Manage Time Off

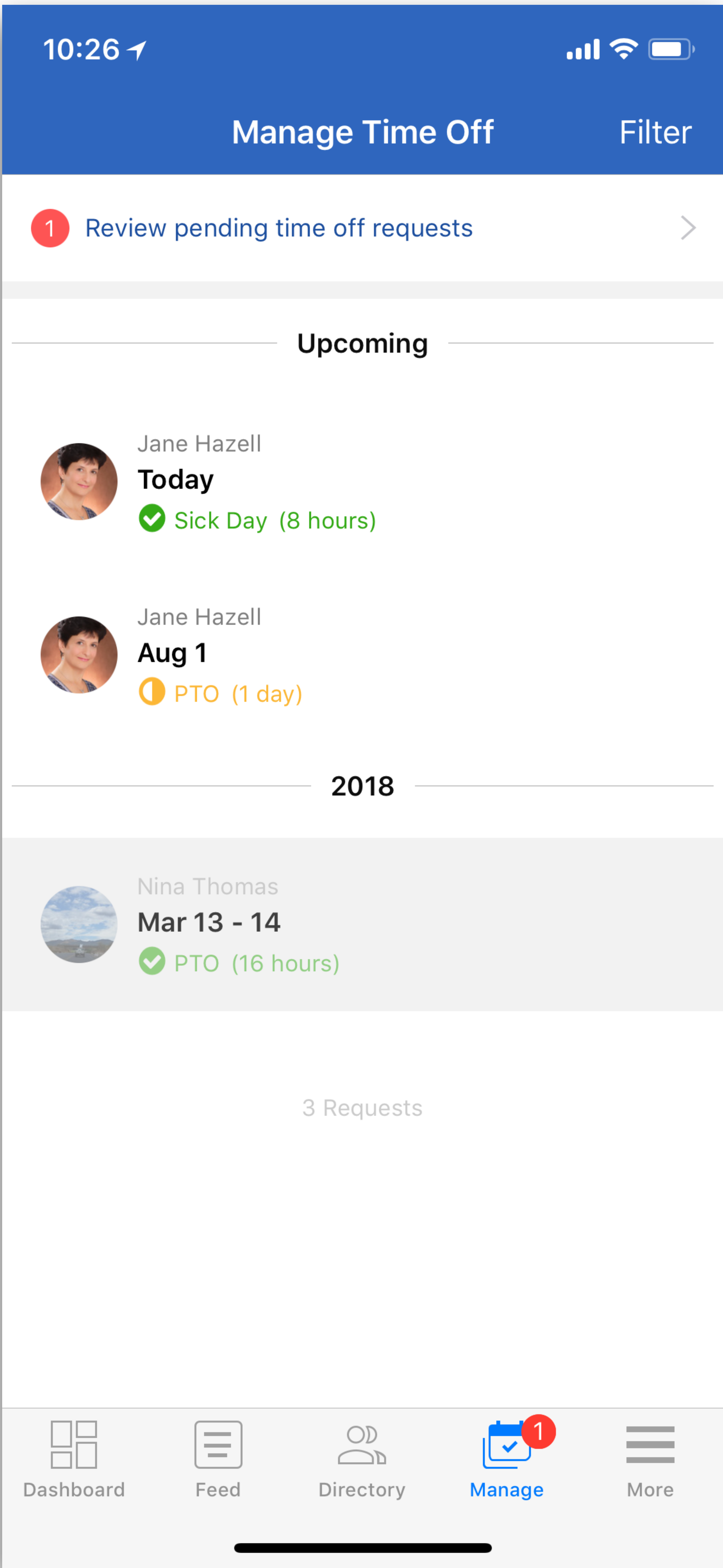
Managing Time-Off Requests

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

To approve or deny a time-off request:

1. Tap **Review pending time off requests**.
2. Swipe left on a request to approve or deny it.

Managers can filter time-off requests by date, employee, and time-off type by tapping **Filter**.



More Menu

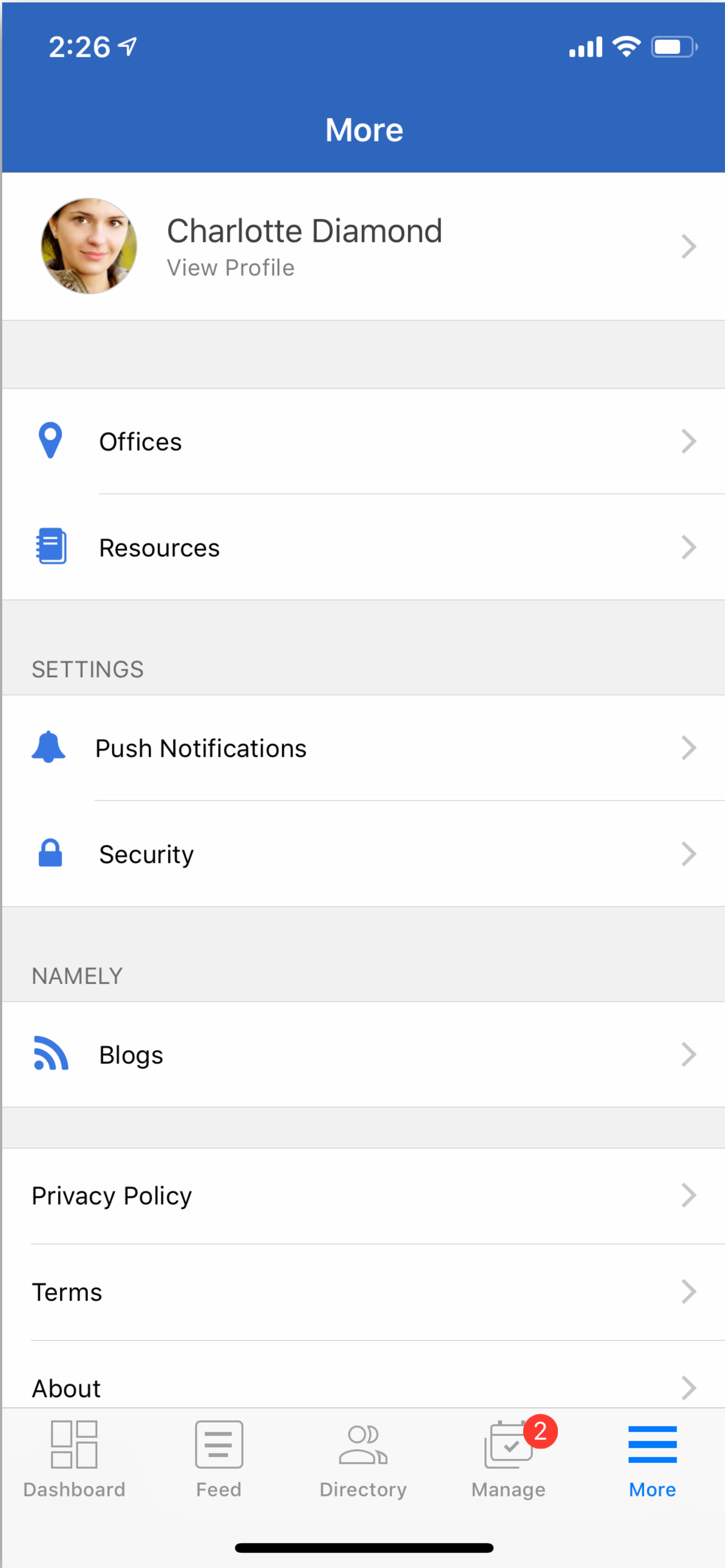
Tap **More** to access the More menu.

Offices

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

Resources

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



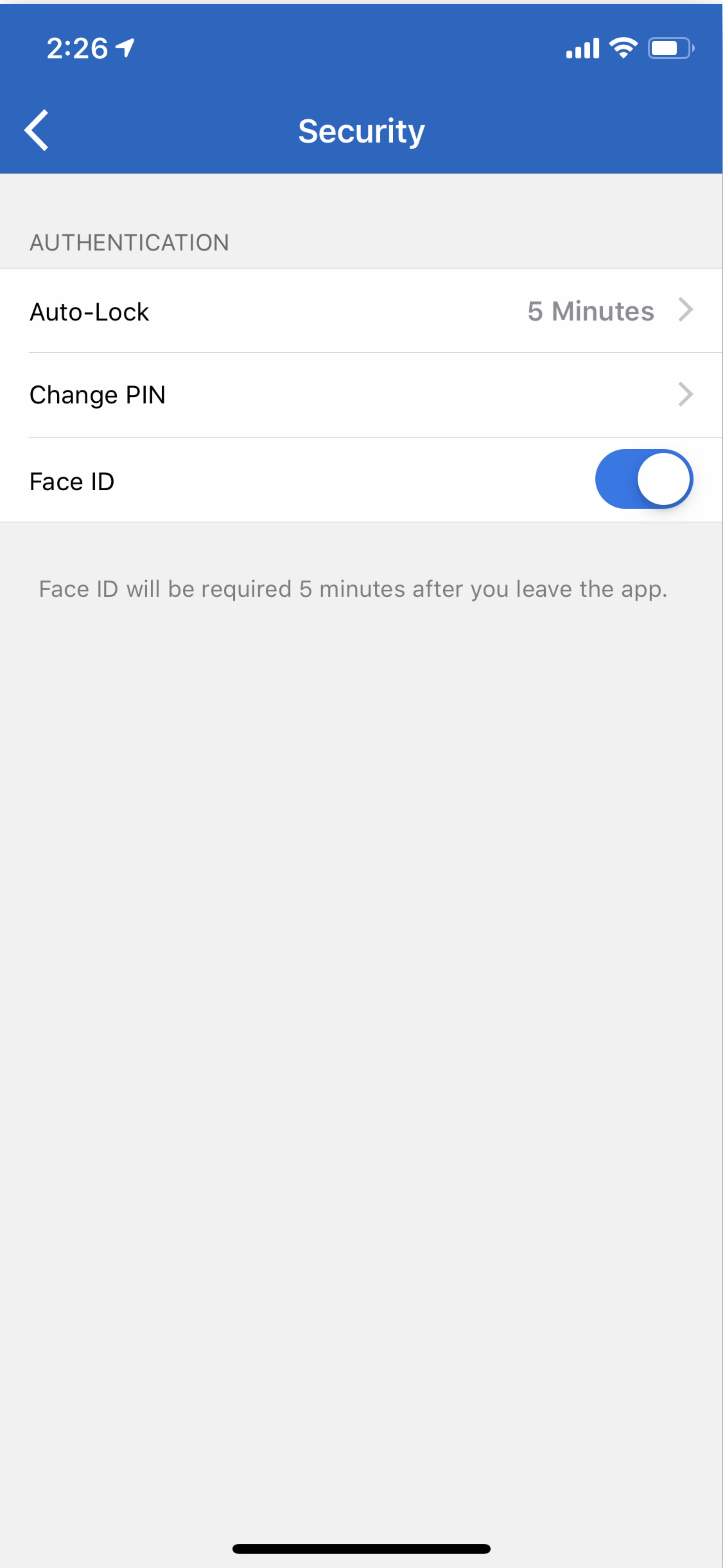
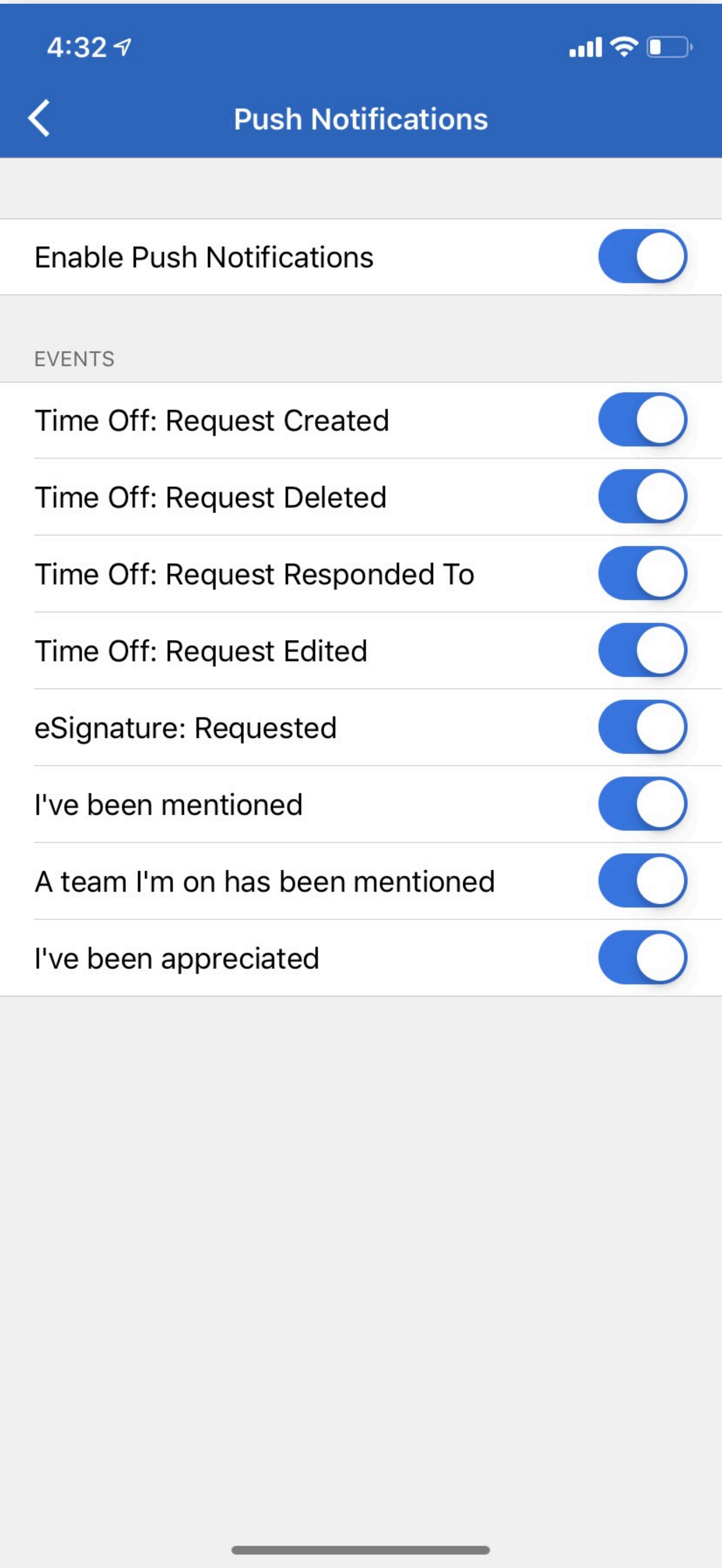
More Menu – Notifications and Security

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.
- **Face/Touch ID:** Turn on Face or Touch ID.



More Menu

Blog

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

Privacy Policy

Tap **Privacy Policy** 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 iOS mobile app.

Log Out

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

