MOBILE APPLICATION

Version: 1.1

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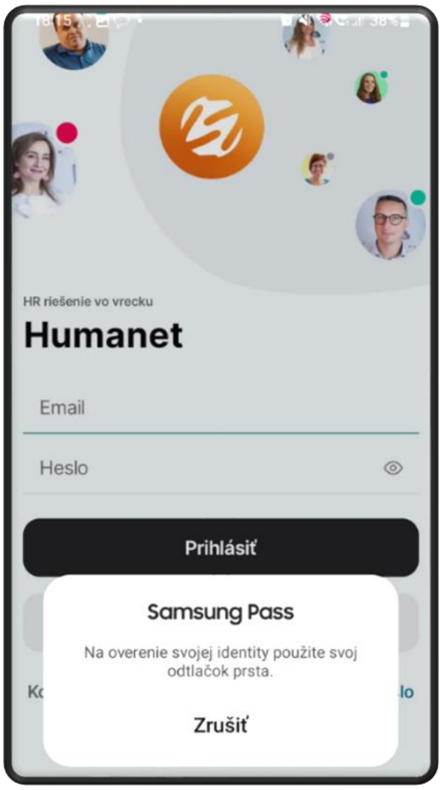
Access key HR, payroll, and attendance information directly on your mobile device — available to all employees

humanet

Summary

1. Installing on Mobile phone



Application is available:

- ✓ on the Android platform – for devices running Android 6.0 or later
- ✓ on the iOS platform – for devices running on iOS 16.0 or later

Additional Requirements for Using the Application:

An active account on the Humanet portal and valid login credentials (username and password) are required.

If the user forgets their password, it can be reset by clicking the "Forgot Password" button. The user will then be redirected to the Humanet portal, where they can reset their password. The user must also have an active role assigned in the HR system; otherwise, login will not be possible.

2. Logging to the Application

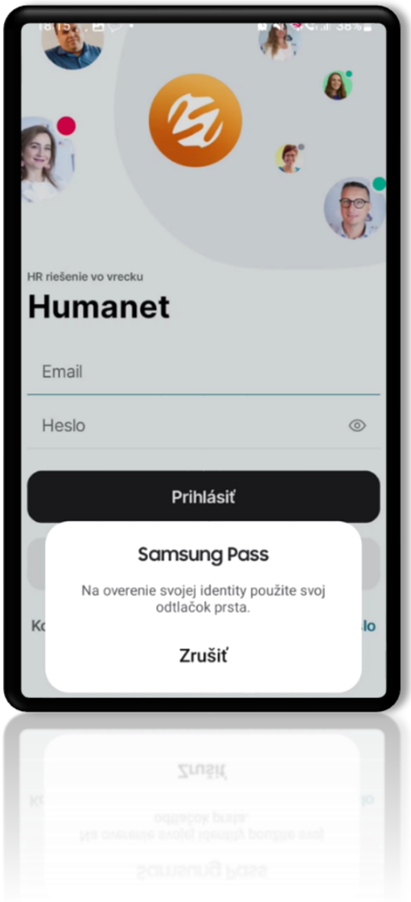
There are several ways to log in to the mobile application:

- ✓ By entering a username and password
- ✓ Using SSO (Single Sign-On via a Microsoft account)

To log in using SSO, click the "*Continue with Microsoft*" button. The user will then be redirected to the application used for identity verification (e.g., Microsoft Authenticator), where they can select the account authorized to access the application.

After entering the username and password (or using SSO) and successfully verifying the identity, a screen will appear prompting the user to set up account security. This step can be skipped, although it is not recommended.

By clicking "Get Started", the user can set a personal four-digit PIN code. As long as the user does not log out of the application, future logins will be verified using this PIN code. If the PIN code is forgotten, it can be reset by clicking the "Forgot PIN code" button. The user will then need to re-verify their identity using their username and password. In addition to PIN protection, the application also allows the activation of biometric authentication (Face ID, Touch ID) for quick and secure access. To use biometric login, the user must enable this option in the system settings, which the application will prompt during setup.



PIN code and biometric settings can be managed in the application under *Profile* (person icon) → *Security*.

☑ **NOTICE:** If the user logs out of the application, a new PIN code and biometric authentication will need to be set up upon the next login. Users who have access to multiple databases will be prompted to select the database they wish to log into. Only one database session can be active at a time. If a user has multiple active roles assigned in the HR system a screen for selecting the desired role will appear during login. The application takes into account the validity of the role as of the current date — for example, if an employee's start date is May 5, 2025, and today's date is May 9, the system will assign the role valid for the current date, regardless of the payroll or attendance processing period set in the database.

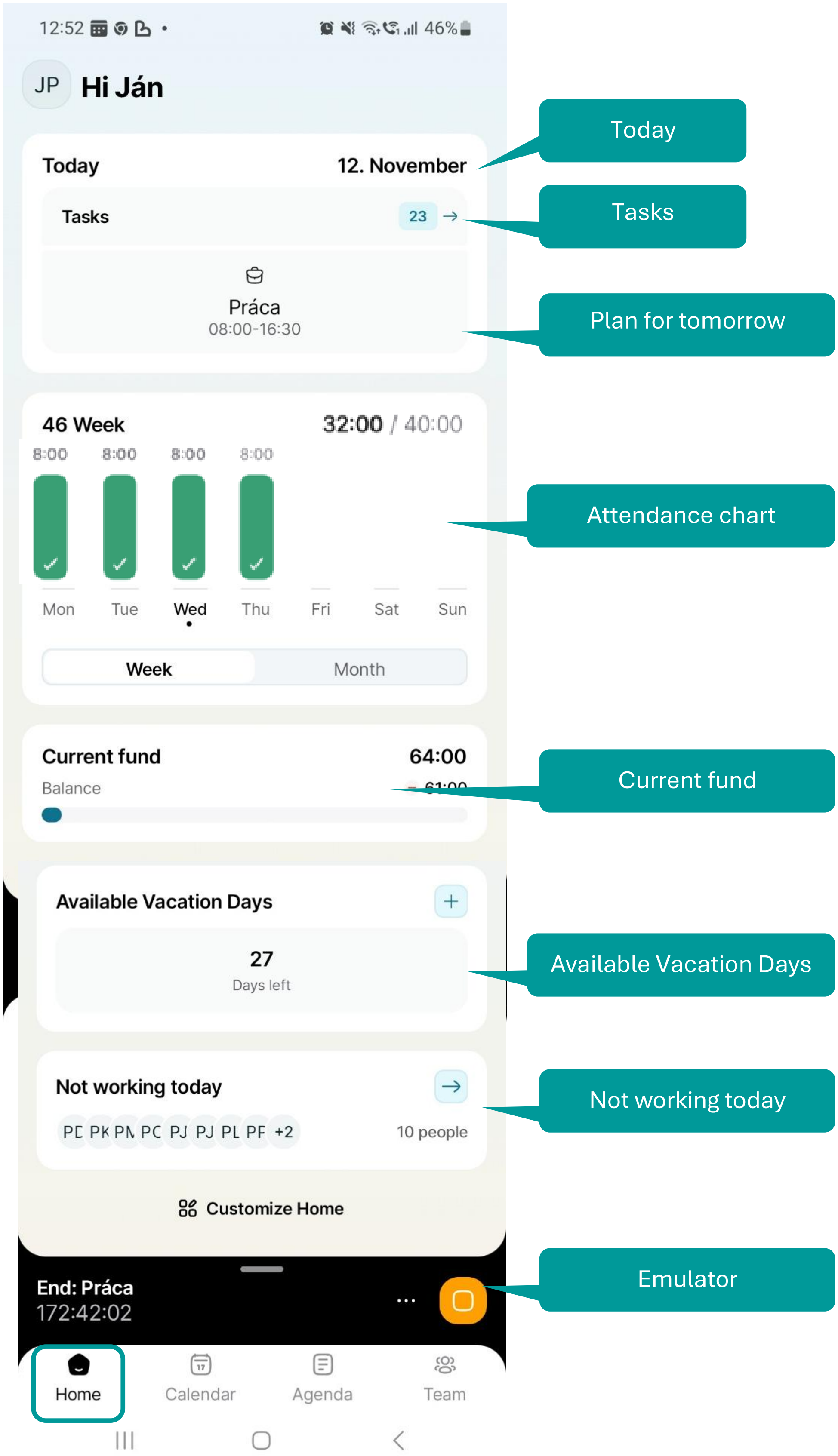
3. Using the Mobile Application

3.1 Home

The Home screen is located on the first tab of the navigation bar, which is positioned at the bottom of the screen. The user can access this bar from various parts of the application, allowing them to quickly return to this key overview at any time. Additionally, it is always loaded when the application starts. The Home screen consists of various panels (also known as widgets) that can be managed (activated/deactivated). The user can arrange and customize the screen according to their preferences through the Personalize Home option.

Depending on the database settings at the web portal level, the user has access to several panels, currently including:

- ✓ Today
- ✓ Tasks
- ✓ Plan for tomorrow
- ✓ Attendance chart
- ✓ Current fund
- ✓ Available vacation
- ✓ Not working today
- ✓ Emulator


12:52
46%
JP Hi Ján
Today 12. November
Tasks 23
Práca
08:00-16:30
46 Week 32:00 / 40:00
8:00 8:00 8:00 8:00
Mon Tue Wed Thu Fri Sat Sun
Week Month
Current fund 64:00
Balance
Available Vacation Days
27
Days left
Not working today
+2
10 people
Customize Home
End: Práca
172:42:02
Home Calendar Agenda Team
Today
Tasks
Plan for tomorrow
Attendance chart
Current fund
Available Vacation Days
Not working today
Emulator

Today - the panel consists of two visually separated sections. The first section displays Tasks, showing the current number of items awaiting processing. Tapping this part of the panel redirects the user to a detailed list of tasks (see the Tasks section for more information). The second section presents the planned activities of the logged-in user. If the user has submitted and received approval for a request (e.g., doctor's appointment, vacation, etc.), the panel displays information about the specific type of absence. If no request has been recorded, the request is not yet approved, or the Absence Approval module is not available in the user's database, the panel instead displays details of the planned work shift for the current day. If multiple absences are recorded for the same day (for example, a half-day absence followed by work for the remainder of the day), the panel supports a swipe gesture to navigate between the recorded absences or work shifts.

Tasks - the **Tasks** screen groups tasks into two main sections:

1. Tasks generated from the Absence Approval module (Requests) - these tasks are displayed to the relevant approvers. The preview shows the requester's first and last name, the type of absence requested, the validity period of the request, and icons for quick approval or rejection. By tapping on a specific record, the user can view the details of the request, which include additional information such as the exact validity period, remaining leave balance, and the date when the request was created. The detailed view also includes buttons for approving or rejecting the request. Tasks in the Requests section can also be displayed in table view, allowing approval or rejection through simple gestures — swiping left or right on the screen. This functionality is accessible via the icon of two overlapping screens located to the right of the Requests title.
2. Tasks generated from the Attendance module (Attendance) - this type of task acts as a shortcut to the attendance calendar, where the user can perform the necessary actions. Current types of attendance-related tasks include: The variable {1} represents the year, and {0} represents the month. This task appears to the user in the following cases:

- ✓ *"Please review and approve your attendance for {0}/{1}."* This task appears when the user has unapproved attendance records for a closed month and has permission to approve their own attendance.
- ✓ *"Please review and confirm the attendance for {2} for {0}/{1}."* ({2} is automatically replaced with the employee's name by the system.) This task appears when the user is responsible for approving another employee's attendance for a closed month.
- ✓ *"Please confirm your attendance for {0}/{1}."* This task appears when the user is required to confirm their own attendance in the system. The attendance for the previous month must be error-free and approved by the designated approver.
- ✓ Additionally, the following conditions must be met at the portal level:
  - In Attendance Processing → Attendance Settings → Approval Settings, under User self-confirmation of attendance, the toggle for enabling this option must be active, and the number of days allowed for confirmation of the previous month's attendance must be configured. The set number of days must not be exceeded.
  - In Attendance Processing → Role → Settings tab, the toggle "Confirms own attendance" must be enabled.

The texts for tasks, as well as the text for the link to the calendar (by default: *"Calendar"*), can be edited by the user in the database under Mobile Application → Parameter Settings → Custom Texts.

Tasks Panel – Attendance Chart - the Attendance Chart Panel displays daily data from the Attendance Processing module in both weekly and monthly views. The chart is based on summary attendance records and compares the required working time with the actual hours worked by the employee. If the planned working time is fully met, the corresponding column is displayed in green; otherwise, it appears in blue. Gray columns represent upcoming days or weeks. A new feature allows users to browse data from previous weeks or months easily by swiping left or right on the panel.

Current fund - the Current Balance Panel displays the numerical value of the current working time balance (i.e., how many hours should have been worked since the beginning of the current period or month) and the balance (i.e., whether the employee has worked a sufficient number of hours). These values are derived from the summary attendance records. If the balance is positive, the chart is displayed in green; if the balance is negative, it appears in blue. The information in this panel always corresponds to the current month.

Tomorrow Panel - the Tomorrow Panel functions similarly to the Today Panel but focuses on absences and the planned work schedule for the following day. The panel is interactive — tapping it redirects the user directly to the details of the planned attendance for the next day. Within this detailed view, the user can easily create and submit a new absence request (e.g., vacation, doctor's appointment, etc.) using the New Request button.

Available vacation - the Vacation Balance Panel informs the user of their remaining vacation days as of the current date. If the Absence Approval module is available in the database and the settings to account for future events are enabled (Absence Approval → Approval Settings → Request statuses considered for balance), the panel displays the balance adjusted for requests in the selected statuses.

For example, if the "Waiting for approval" option is enabled, the panel shows the vacation balance taking into account submitted vacation requests that are still pending approval. If the Absence Approval module is not available in the user's database, the vacation balance displayed in the panel is retrieved from the Attendance Processing module based on summary attendance records.

Not Working Today - the Not Working Today Panel displays icons and the number of team members who are not working on the current day. The panel is interactive — tapping it redirects the user to the Absence Calendar, where present and absent team members are visually distinguished. The user can also view team presence and absences for upcoming days.

Emulator - in addition to the customizable panels, the Home section includes the Sensor Emulator. If the emulator is enabled (see the chapter Creating an Access Group), it appears at the bottom of the screen, above the navigation bar. The emulator consists of:

- ✓ a control icon (records the start and end of an interval),
- ✓ the name of the last recorded transaction, and a timer.

The user can view and select transaction types via the three-dot icon. If the user wants to see all attendance transactions recorded for the current day, they can swipe the middle part of the emulator upward to display a list. The list is visually enhanced with icons indicating the type of transaction:

- ✓ Arrival – blue arrow
- ✓ Transfer – green arrow
- ✓ Departure – red arrow

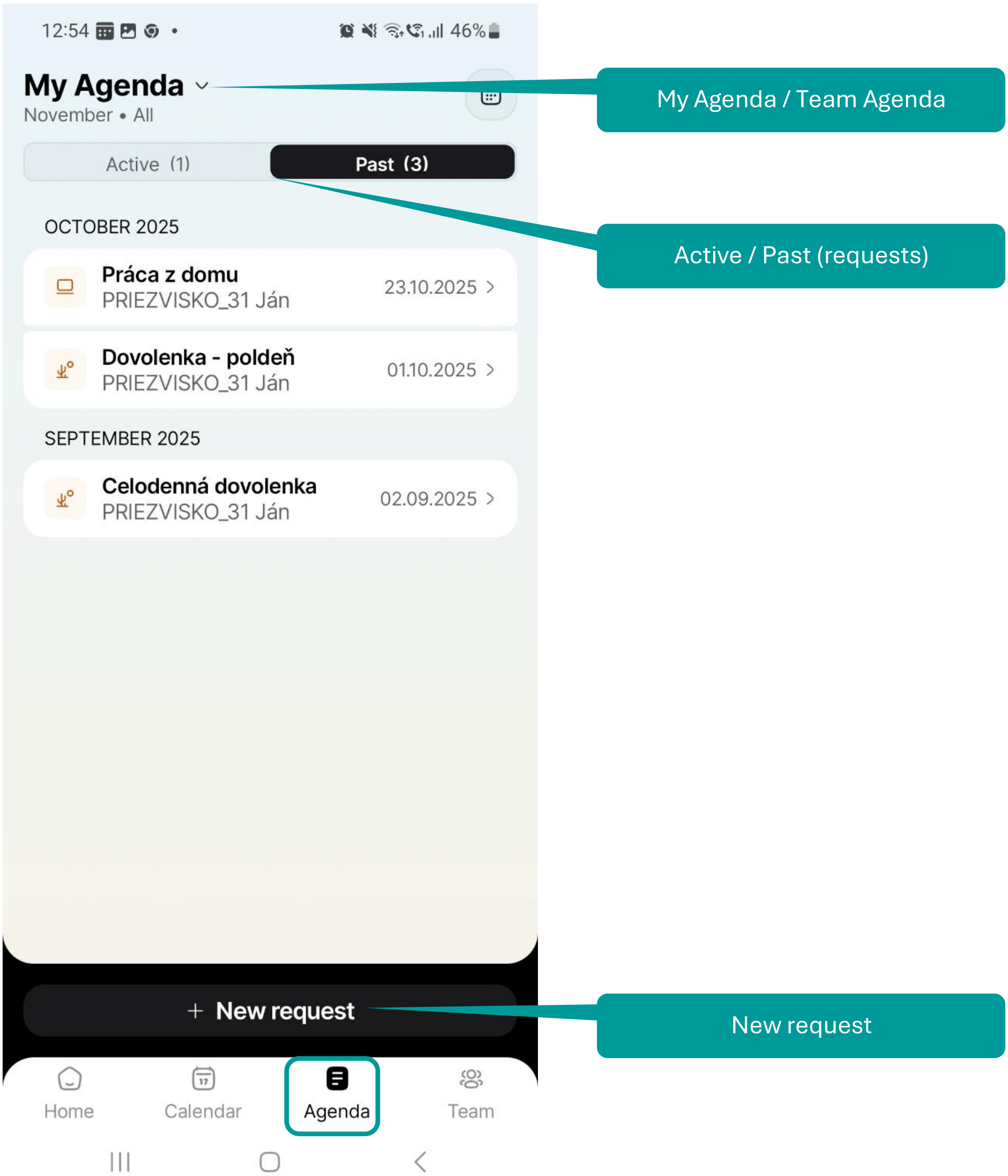
Additional information includes the terminal name where the transaction was recorded and the time of the event.

3.2 Agenda Screen

The purpose of the Agenda screen is to gather information from various modules in one place. It serves not only the user in their role as an employee but also as an approver for their team. Ultimately, it acts as a central record of requests.

The Agenda provides two views:

- Employee view (also called *My Agenda*)
- Manager/Approver view (*Team Agenda*)



My Agenda - In the Agenda, requests are organized by their status and divided into two tabs:

- ✓ Active: requests with dates from the 1st day of the current month onward
- ✓ Past: requests with dates within the two previous closed months

For quick search, the user can use the date filter, accessible via the calendar icon in the right part of the header. By selecting a month, the requests for that month are displayed at the bottom of the screen. Clicking on a specific request opens its details view. Depending on the status of the request, buttons for further actions may be available.

Request Detail - in the details view, the user can find information about:

- the status of the request,
- the requester's name,
- the approver's name,
- the validity date of the request,
- the period of validity,
- location,
- substitutions, and
- the date the request was created.

Based on the user's permissions, it is also possible to approve, reject, or cancel the request directly from this view. Requests that are pending approval are also displayed on the Tasks screen, accessible from the panel on the Home screen.

New Request - an important feature of the Agenda screen is the ability to add a new request. The button is located at the bottom of the screen. A new request can also be created from the Attendance Calendar under the Calendar tab → Day view → Plan tab.

☑ **Notice:** In the mobile application, it is not possible to create new requests on behalf of a colleague. The requester is always the currently logged-in user. Clicking the + New Request button opens a form for submitting a new request. The type of absence is selected by tapping the corresponding absence card. These cards also display vacation balances and, if applicable, other absence usage. The request form contains both mandatory and optional fields. If the user attempts to submit a request without completing the mandatory fields, an error message is displayed. At the bottom of the request form, the "Add to Calendar" option integrates with Humanet's functionality used by the Absence Approval module. If this option is selected, the request is also added to the user's Outlook calendar as an event. The user can cancel their own request using the available options before it is approved, or after approval, they can submit a cancellation request.

Team Agenda - if the user has an approver role (permissions set at the portal level), they can switch to the Team Agenda view from the top-left corner of the screen (where it says *"My Agenda"*). In the Team Agenda, the user can see all requests for the roles they are responsible for approving. For quick access to specific requests, the agenda provides a calendar for selecting the month and a search function by employee name (available in the approver view, i.e., the *Team Agenda*).

Additional rejection of an approved request - if the approver has the permission to additionally reject an already approved request, approved requests that can still be rejected will also be displayed in the Team Agenda view.
This permission can be configured under:

- ✓ Agenda tab in the Team Agenda view (switching from *My Agenda* in the top-left corner)
- ✓ Tasks screen, accessible via the Today Panel on the Home screen

☑ **Notice:** The link to the Tasks screen is displayed only if there is at least one task available for the user.

Activating mass approval mode - to activate mass approval mode, the user has to press and hold any request that is pending approval for approximately two seconds.
Afterwards, a selection checkbox appears on the left side of each request, indicating that the request is selected for bulk approval.

Selection of requests - by simply tapping on requests, the user can select the ones that will be approved in bulk.

Using Active buttons – At the bottom of the screen, when bulk approval mode is active (after selecting at least one request), three buttons are displayed:

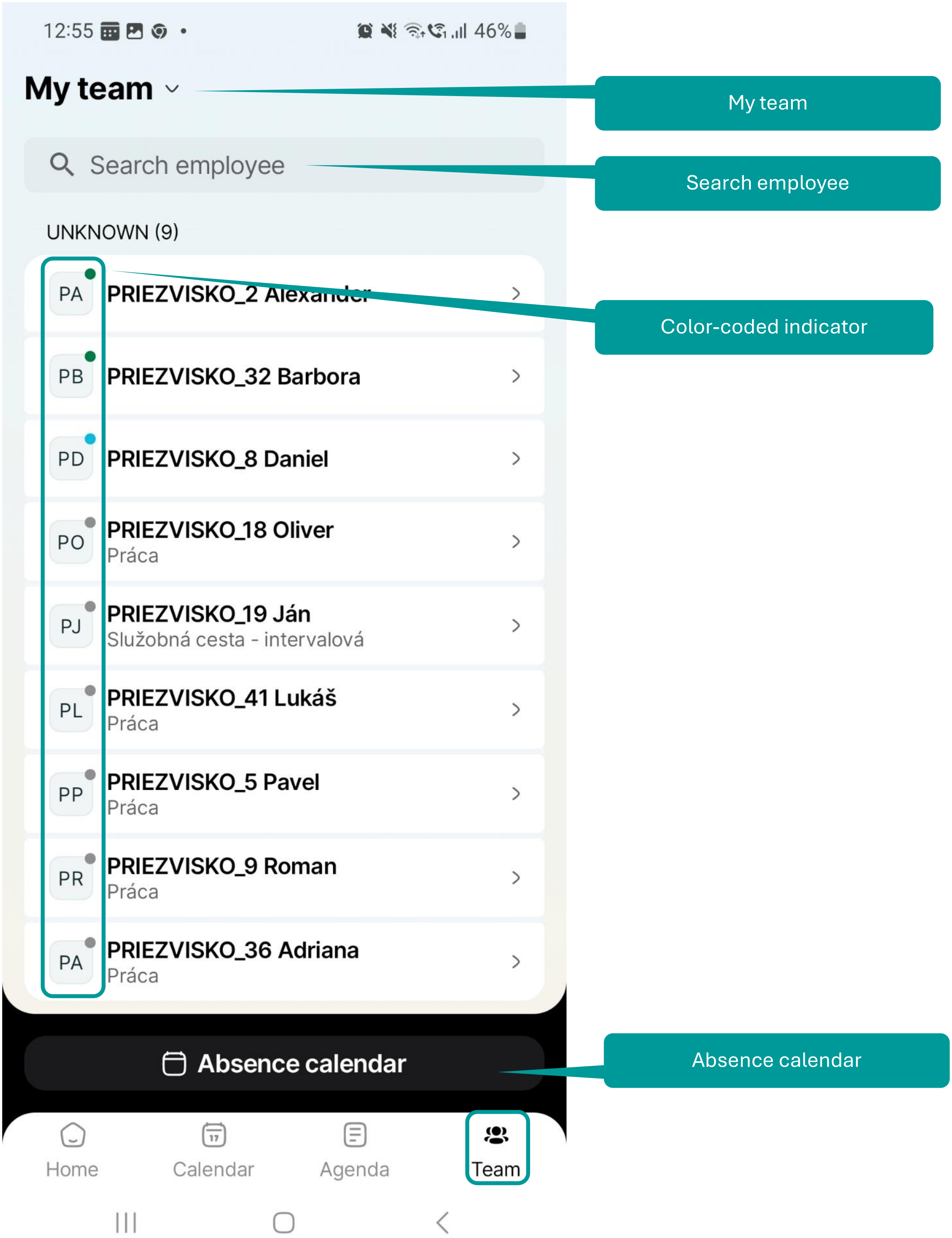
- ✓ "Select All" – quickly selects all requests pending approval. Pressing the button again deselects all requests.
- ✓ "Approve" – sends the selected requests for bulk approval.
- ✓ "Cancel" – deactivates bulk approval mode.
- ✓ Note: Rejecting a request requires providing a reason, so this action is not supported in bulk processing.

3.3 Team

In the Team tab, the user will find the "My Team" filter in the top-left corner. This filter is active only if the user has permission to see, in addition to their own team, other employees across the company.
This permission is configured in the database under:
System Administration → Access Groups → Mobile Application, where the user must have read access to:
Mobile Application → Interface → Absence Overview (entire company).

- ✓ If this permission is active, the filter in the mobile app allows the user to select "All".
- ✓ Otherwise, the user can only see their own team, which includes:
    - Employees with the same absence approver as the logged-in user
    - Employees for whom the logged-in user is the approver for absence overview
    - Their own approver

The list is based on action permissions defined in the Absence Approval module. If this module is not enabled in the database, the mobile app relies on action permissions from the Attendance Processing module.
Employees (roles) are grouped by department, as defined in HR under:
Role → Identification → Job Assignment → Main Assignment → Department.
Within each department, roles are sorted alphabetically by last name. They are visually distinguished with a color-coded indicator that immediately shows the status of each employee for the selected day.


12:55
46%
My team
Search employee
UNKNOWN (9)
PA PRIEZVISKO_2 Alexander
PB PRIEZVISKO_32 Barbora
PD PRIEZVISKO_8 Daniel
PO PRIEZVISKO_18 Oliver
Práca
PJ PRIEZVISKO_19 Ján
Služobná cesta - intervalová
PL PRIEZVISKO_41 Lukáš
Práca
PP PRIEZVISKO_5 Pavel
Práca
PR PRIEZVISKO_9 Roman
Práca
PA PRIEZVISKO_36 Adriana
Práca
Absence calendar
Home
Calendar
Agenda
Team
My team
Search employee
Color-coded indicator
Absence calendar

Color-coded indicator

- ✓ **Green Indicator** – Active, the employee is at work. The last valid transaction is not a departure (within a maximum of X hours in the past, where X is set in Attendance Processing → Attendance Settings → Settings for Attendance Processing → Maximum pairing duration) and the employee does not have a home office recorded via transaction or request. These roles are marked green, with the status label: Work.
- ✓ **Blue Indicator** – Active, home office, the employee is working from home. The mobile app determines home office status if the employee is absent from the workplace (no last transaction, or last transaction is invalid, or the last valid transaction is a departure that is not a break) and the reason for absence is home office. These roles are marked blue, with the status label: Home Office.
- ✓ **Red Indicator** – Inactive, the employee is out of the office. This includes known absences: roles that are absent due to a break and roles whose current absence reason is not home office. The indicator is red in both cases.
    - For roles on a break, the label shows the name of the last transaction.
    - For absent roles, the label shows the reason for absence.
- ✓ **Gray Indicator** – Inactive, unknown. The system has no information about whether the employee is working or not. Unknown absences occur for roles without an absence request or sensor transaction. These roles are marked gray, with no label.

Clicking on any employee in the list opens their profile. The profile may include (depending on database permissions):

- ✓ Contact information
- ✓ Details about the employee and their job assignment

If the logged-in user is the approver for the viewed employee, the profile also displays module icons representing modules for which the user has approval rights (Attendance module / Absence Approval module).

- ✓ On iOS, a new contact icon appears in the top-right corner.
- ✓ On Android, the option is available via a link when clicking on the contact (phone number, email).

Absence Calendar

In the Team tab, the user can navigate to the Absence Calendar, where they can view absences of their team members or, depending on permissions, all recorded employees. The calendar allows viewing absences for today and future days.
The absence calendar view includes a set of filters for quick access to relevant information. Users can filter by:

- ✓ Date – by entering a specific date or selecting a day in the date slider
- ✓ Employee group (My Team) – the filter is active based on permissions (the employee must be allowed to see other employees). By default, it shows only "My Team"
- ✓ Type of absence
- ✓ Employee – displays a search field for entering name or department

Filters can also be reset with a single button. Presence/absence icons include a legend, accessible via the small **"i"** icon in a circle.

Color-Coded Indicators in the Absence Calendar:

- ✓ Green Indicator – Active, scheduled present.
  For the given role and day, there is no request in status Waiting for Approval or Approved. These roles are marked green, with the status label: Work.
- ✓ Blue Indicator – Active, home office.
  For the given role and day, one or more absences exist that are either approved or pending approval, and all are categorized as home office according to the Mobile App module settings. In other words, the role has at least one home office request pending or approved and no other type of absence pending or approved. These roles are marked blue, with the status label: Home Office.
- ✓ Red Indicator – Inactive.
  For the given role, one or more absences exist, at least one of which is approved, pending approval, or has a rejected cancellation, and it is not home office. Roles with very short absences (e.g., a 5-minute personal break) are also marked red. These roles are marked red, with the status label showing the type of absence. If multiple requests exist, each type is listed vertically.
- ✓ Note: Home office can also be included in this group if the role has another type of absence (not home office) for that day.
- ✓ Gray Indicator – Inactive, unknown.
  Unknown absence occurs for roles without an absence request or sensor transaction. These roles are marked gray, with no status label.

Using the **calendar bar and buttons**, the user can check the **presence of team members** on any selected date.

3.4 User Profile

In the app, there is a round button in the top-left corner displaying the user's photo or initials, which provides access to the profile.
The profile includes sections for:

- ✓ Personal and employment (work) information
- ✓ Basic app settings, such as security and appearance
- ✓ Optionally, pay slips may also be available

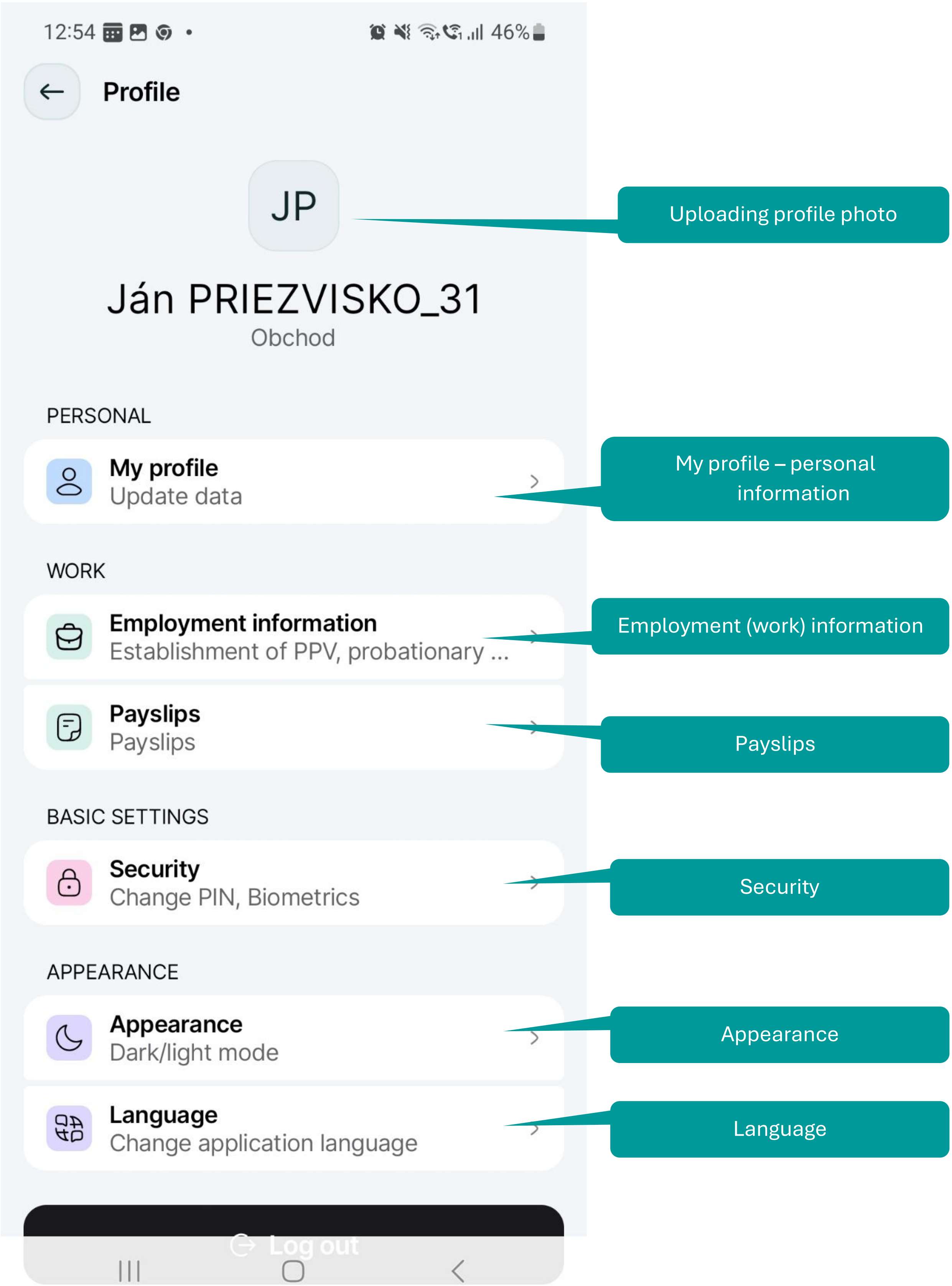
Additionally, the user can log out of the app through the profile.

Uploading a Profile Photo

- ✓ If the user has a profile photo set in Humanet, it is displayed in the app.
- ✓ If no photo exists, the button for accessing the profile shows the user's initials.

To restrict adding profile photos, Humanet provides the BLOCKPHOTO constant, which can be set under:
Module Selection → Basic Settings → System Constants Values → Edit Appearance/Functionality

- ✓ If the constant is active, the user cannot upload a profile photo through the mobile app (the active constant also blocks uploading from the web). In this case, only the user's initials are displayed.
- ✓ If the constant is inactive, the user can upload any photo from their phone's gallery, which will also be visible in the web interface.



My Profile - in the Personal Information section, the user can access the "My Profile" screen, which displays their contact and personal details. These details are retrieved from the Humanet personnel records.

Within the mobile app, the user can request changes to personal information via a link that opens their email client, allowing them to easily submit a change request. The email address receiving these requests can be configured at the portal level under: Mobile Application → Settings → HR → Personnel Department Email Address (configured by the administrator).

Payslips - from the Humanet Payroll Processing module, the last 12 pay slips of the user are loaded, sorted from most recent to oldest. Whether the pay slip for the current month is displayed depends on the payroll calculation status.

- ✓ A pay slip appears in the mobile app only after payroll has been closed (i.e., the system constant SAL_CYCLE has the value 3 – Closed Payroll).
- ✓ For each displayed month, the list shows gross salary and net salary.
- ✓ Clicking on a month generates a PDF pay slip, which the user can save to their device and manage freely (view, print, back up, etc.).

The PDF is generated based on a template configured in the module settings (see *Mobile App Parameter Settings → HR*). If the template changes, already generated pay slips on devices will not be updated. To refresh, the app's data must be cleared according to the device's OS, which also resets security and appearance settings.

Security - under Security, the user can:

- ✓ Enable biometrics (Face ID, Touch ID) for app login
- ✓ Change the PIN code for login
- ✓ Reset the PIN via "Forgot PIN" if needed

Appearance - the user can set the app to light mode or dark mode according to their preference.

Language - changing the language depends on the mobile platform but is generally intuitive. Currently, only Slovak and English are supported.

☑ **Notice:** When selecting English, some texts in the app may not be translated. This occurs if the chosen agenda does not have proper translations for user-defined lists. In such cases, contact the Humanet attendance administrator to update the translations in the database.

3.5 Calendar – Attendance calendar in the App

☑ **Notice:** The attendance calendar in the mobile app is charged separately from the Humanet Attendance Processing module. To enable it, contact obchod@hour.sk to extend the contractual scope. Once the agreement is finalized, the feature will be activated in the database immediately.

Enabling attendance in the mobile app provides access to:

- ✓ Attendance Calendar
- ✓ Tasks generated by the attendance module (easily accessible via Today Panel → Tasks; see the *Tasks* chapter for details)

On the Calendar screen, the user sees a monthly overview of their attendance.

- ✓ If the user has permission to manage attendance for another employee, they can select a specific employee.
- ✓ This option is available by clicking the user icon in the top-right corner.
- ✓ Clicking the icon shows a list of employees, from which the user can select one or use the search field to find a specific employee.

Calendar Views - the calendar provides different attendance views:

1. Monthly view – the default view, showing records for the entire month.
2. Daily view – accessible by clicking any record in the monthly view.
3. Weekly view – accessible via the button in the top-right corner. Users can navigate days using the date slider at the top of the screen.

All three views have a day view divided into tabs for the Attendance Plan.

In the monthly view, attendance records are grouped by week. Visual distinctions include:

- ✓ Holidays – purple background on the record.
- ✓ Incorrect intervals – red background. An interval is considered incorrect if:
  - There is a missing attendance record for a past day when the user was expected to have a shift (or approved absence) according to the plan.
  - The shift does not have a recorded start or end time, or the shift type is undefined.

On the Actual tab, records are supplemented with icons for:

- ✓ Approved records
- ✓ Locked records
- ✓ Manually adjusted records
- ✓ Manually added records

Icons can be viewed in the legend at the top-right corner of the first record (i).
At the bottom of the monthly view, a dark panel shows:

- ✓ Total hours worked in the month
- ✓ Balance, calculated as the difference between the planned work fund and the recorded hours

To the right of these values is an icon that links to summary attendance data, which can also be viewed for any specific day using the date filter at the top.

☑ **Notice:** Hours worked, monthly work fund, and balance values always refer to the current month.

Buttons in Monthly View - depending on specific attendance settings in the database, the following buttons may appear in the mobile app:

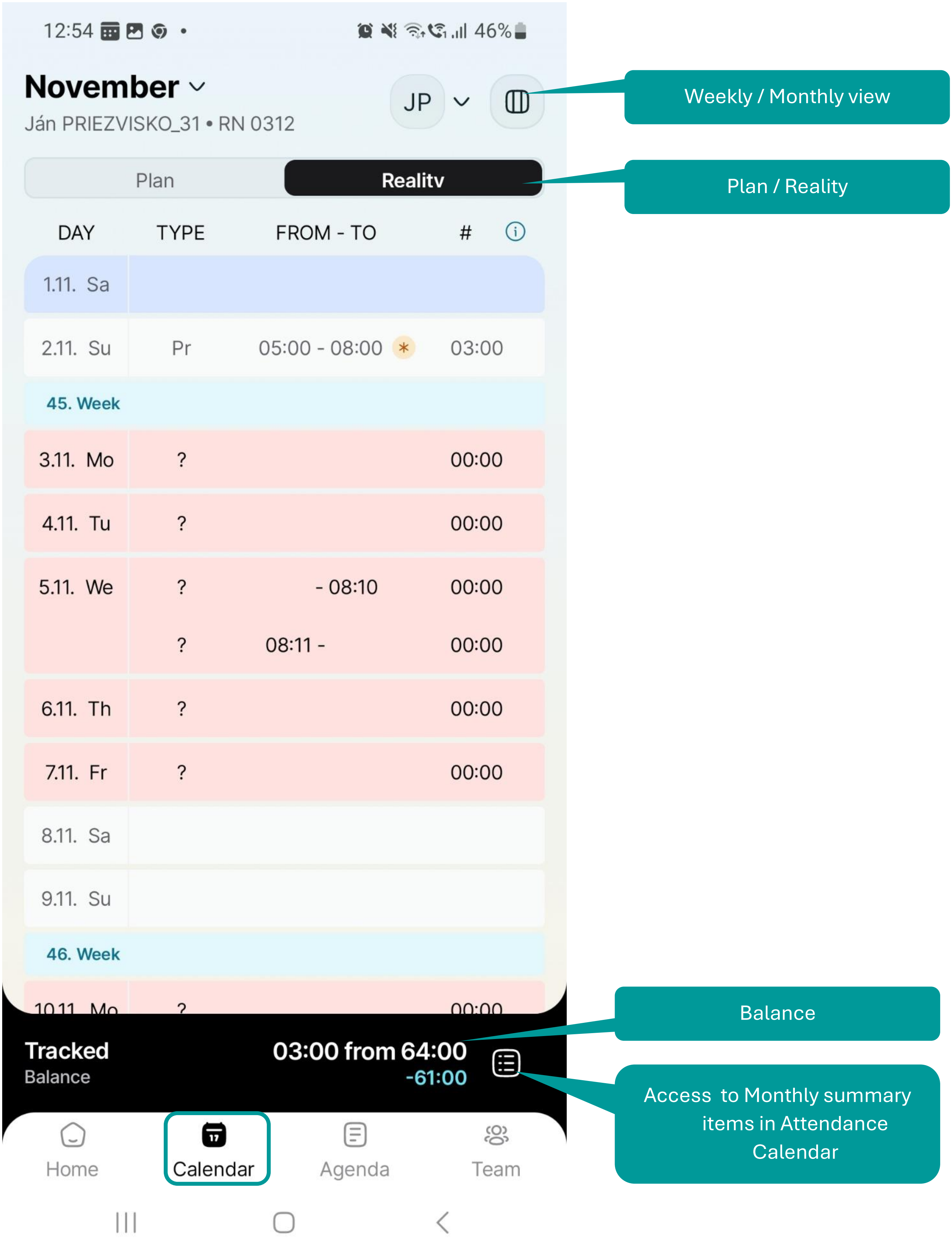
- ✓ Send for Correction
- ✓ Confirm Own Attendance

These buttons are visible only if all the following conditions are met:

- ✓ Attendance for the previous month is error-free and approved by the approver.
- ✓ At the portal level (Attendance Processing → My Attendance → Settings), the toggle "User confirms own attendance" is active.
- ✓ In Attendance Processing → Attendance Settings → Confirmation of Own Attendance, the toggle is active and days are defined during which the previous month's attendance can be confirmed.

Weekly / Monthly view - in the attendance calendar, users can switch between monthly and weekly view using the toggle in the top-right corner.

- ✓ The weekly view features a scrollable calendar to quickly navigate between days.
- ✓ Attendance information is displayed for a single day and is divided into tabs: Plan and Actual.



Plan tab

- ✓ The user can submit a new absence request for themselves.
- ✓ Actual tab:
- ✓ Data is further divided into: Shifts, Interruptions, and Allowances.

Permissions in Weekly/Monthly View:

Permissions for operations in weekly/monthly view depend on portal-level settings:

- ✓ Assigned access group (System Administration → Access Group → Operation Assignment)
- ✓ Defined action rights in the attendance module (System Administration → Action Rights)

Depending on these settings, the following buttons may appear in the mobile app on the Actual tab:

- ✓ Edit – Only unapproved attendance can be edited. Only the actual attendance is editable; planned attendance cannot be edited in the mobile app.
- ✓ Approve – Approving attendance for a specific day approves all previous days. If any incorrect interval (red highlight) exists in an unapproved day up to the approval day, an error message appears. Only records without incorrect intervals can be approved.
- ✓ Cancel Approval – Visible on days where attendance is already approved. Canceling approval for a day cancels approval for all following days.
- ✓ Lock – Visible on days with approved attendance. Locking applies to all un-locked days up to the selected day.
- ✓ Unlock – Visible for locked days. Unlocking a day unlocks all subsequent locked days while keeping them in the approved state.