



hh2 User Guide

My Records Mobile App

(for Human Resource Management)

For the Field User

Table of Contents

Human Resources Capabilities and Benefits	3
Users that will Benefit from this User Guide	4
My Records Quick Start Guide	5
Guía Rápida de My Records en Español	6
Overview of the My Records Mobile Application Process	7
Download the Mobile Application	8
Log In.....	9
Synchronization	10
Tools on the My Records Main Menu.....	11
The Help Tool.....	12
Understanding the Human Resources Process.....	17
The My Records Main Menu.....	18
Information.....	19
Change Requests	20
Benefits.....	25
Certifications	27
Emergency Contacts.....	30
Accruals	33
Mobile Application System Configuration	34
Log Activity	35
About My Records.....	36
Log Out.....	37
Summary	38
Change Log	39

Human Resources Capabilities and Benefits

The Human Resources Module assists with:

- ❑ **Effortless Information Updates:** View and submit requests to change basic employee information seamlessly through our intuitive interface.
- ❑ **Efficient Document Management:** Access, print, and email employee specific or global company documents with ease, ensuring the team stays connected and informed.
- ❑ **Seamlessly Access Benefit and Pay Stub Details:** View benefit and pay stub information effortlessly, and enjoy the convenience of printing and emailing pay stubs directly from the app.
- ❑ **Emergency Contacts at Your Fingertips:** Manage emergency contacts effortlessly - view, edit, and add information, all in one centralized location.
- ❑ **Time Management, Anytime, Anywhere:** Check accrued time with ease.
- ❑ **Autonomy:** All this is done from the field without the need for constant office contact.

Experience the power of hh2 My Records – Transforming employee management into a seamless and efficient process. Let's get started!

Users that will Benefit from this User Guide

- ☐ Field Employee
- ☐ Field Supervisor
- ☐ Superintendent
- ☐ Project Manager
- ☐ Crew Manager
- ☐ Other managerial roles in the field
- ☐ HR Managers and Administrators who want to understand how Human Resources looks in the field.

Note: A Glossary of Terms is available for in the Manager User Guides. It includes hh2 terminology for all product areas and some general industry language. See your Administrator for a list of terms.

Note: This User Guide is intended to be used alongside the software for maximum comprehension.

Note: The hh2 Human Resources module is represented by the My Records Mobile Application for users in the field.

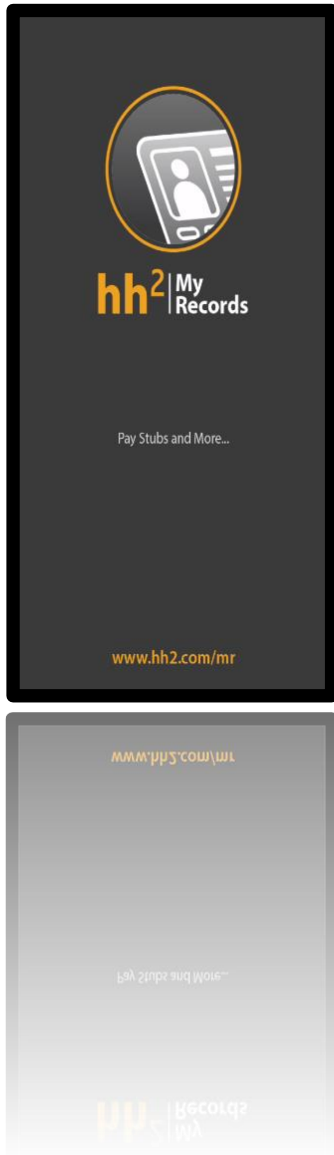
My Records Quick Start Guide

1. Download the hh2 My Records mobile application.
2. Log in.
3. Synchronize.
4. Select Information from the Main Menu to view basic employee information. From there, make changes to the information and submit those changes for approval by the HR Manager.
5. Select Documents from the Main Menu to view employee specific and company-wide (Global) documents. These documents may be emailed, text, or printed.
6. Select Benefits from the Main Menu to view employee benefits.
7. Select Certifications from the Main Menu to view certification information.
8. Select Pay Stubs from the Main Menu to view pay stub information. Pay Stubs can be shared, printed, and opened in other applications.
9. Select Emergency Contacts from the Main Menu to view, edit and add emergency contact information.
10. Select Accruals from the Main Menu to view accrued time.
11. The user's log activity and the current version of the hh2 My Records application can be accessed via Settings from the Main Menu.
12. Select Log Out to log out of hh2 My Records.

Guía Rápida de My Records en Español

1. Descarga la aplicación móvil My Records de hh2.
2. Inicia sesión.
3. Sincroniza.
4. Selecciona Información desde el Menú Principal para ver la información básica del empleado. Desde allí, realiza cambios en la información y envía esos cambios para su aprobación por parte del Gerente de Recursos Humanos.
5. Selecciona Documentos desde el Menú Principal para ver documentos específicos del empleado y documentos a nivel de la empresa (Global). Estos documentos se pueden enviar por correo electrónico, mensaje de texto o imprimir.
6. Selecciona Beneficios desde el Menú Principal para ver los beneficios del empleado.
7. Selecciona Certificaciones desde el Menú Principal para ver la información de certificación.
8. Selecciona Recibos de Pago desde el Menú Principal para ver la información de los recibos de pago. Los recibos de pago se pueden compartir, imprimir y abrir en otras aplicaciones.
9. Selecciona Contactos de Emergencia desde el Menú Principal para ver, editar y agregar información de contactos de emergencia.
10. Selecciona Acumulaciones desde el Menú Principal para ver el tiempo acumulado.
11. La actividad de registro del usuario y la versión actual de la aplicación hh2 My Records se pueden acceder a través de Configuración desde el Menú Principal.
12. Selecciona Cerrar Sesión para salir de hh2 My Records."

Overview of the My Records Mobile Application Process



The Human Resources module feature must be enabled.

1. Download the hh2 My Records app (one-time event)
2. Log In.
3. Perform a synchronization.

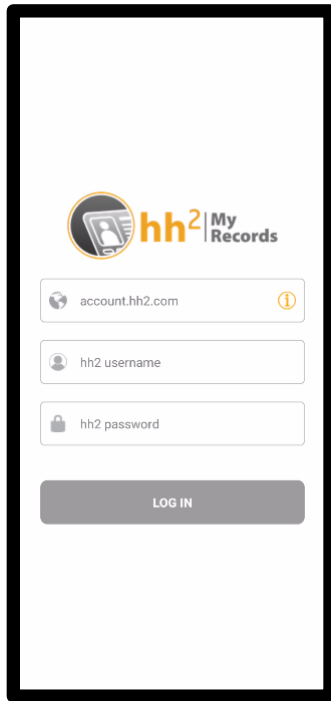
Download the Mobile Application

Download the hh2 My Records Mobile from the Apple Store for iOS, iPhones, and iPads. For Android products download the hh2 My Records module from the Google Play Store.

To Download:

1. Search for hh2 My Records.
2. Select it.
3. Install.
4. Open the application once the installation is complete.
5. Log In using the hh2 credentials provided by your Administrator.

Log In

A screenshot of a mobile application login screen. At the top, there is a logo consisting of a circular icon with a document and a person, followed by the text "hh2 My Records". Below the logo, there are three input fields: the first is labeled "account.hh2.com" with a globe icon and an information icon; the second is labeled "hh2 username" with a person icon; the third is labeled "hh2 password" with a lock icon. At the bottom of the form is a grey button labeled "LOG IN".

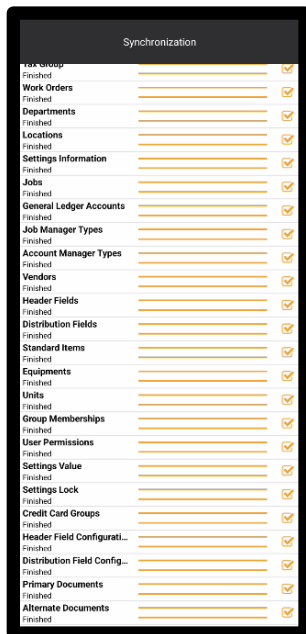
1. Enter the construction company's hh2 account (company identifier). For instance, if the company's identifier is construction.hh2.com, the user would enter construction.
2. Enter the Username.
3. Enter the Password.
4. Select Log In.
5. If there is an error, the system will flag the user that either the identifier, username or password is incorrect. **Note:** If the user has forgotten their password, simply click Forgot Password. The user will need to know the account name and email address associated with the account to reset the password.

Synchronization

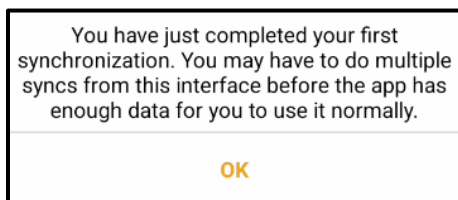
Upon log in, the mobile application will automatically synchronize all the company's and user data (such employee and benefit information), along with permissions to access specific areas of the hh2 software. This will occur upon each log in to the hh2 mobile application.

To Complete Synchronization:

1. Once the synchronization is complete, all boxes will be checked.



2. Select Done once all boxes are checked. The following message will display after the first synchronization:

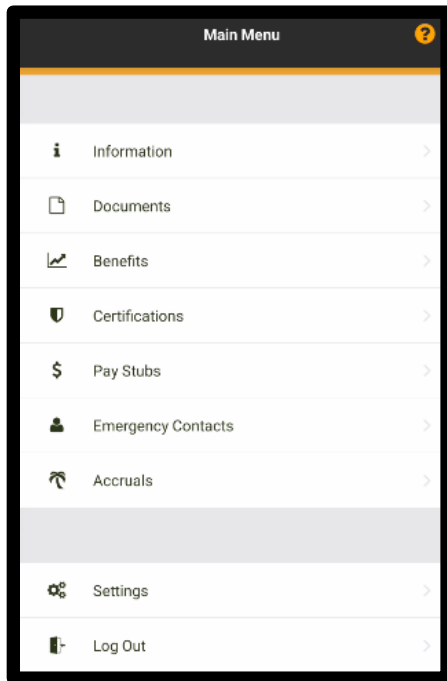


3. Subsequent synchronizations will display a message that the synchronization has completed. For either, select Ok.

Note: When changes are made on the hh2 website, the Field user will not see those changes until a synchronization has occurred.

Tools on the My Records Main Menu

Help tools at the top of the My Records Main Menu are available to the user. These tools are the same for the end field user as well as the supervisor or manager in the field.




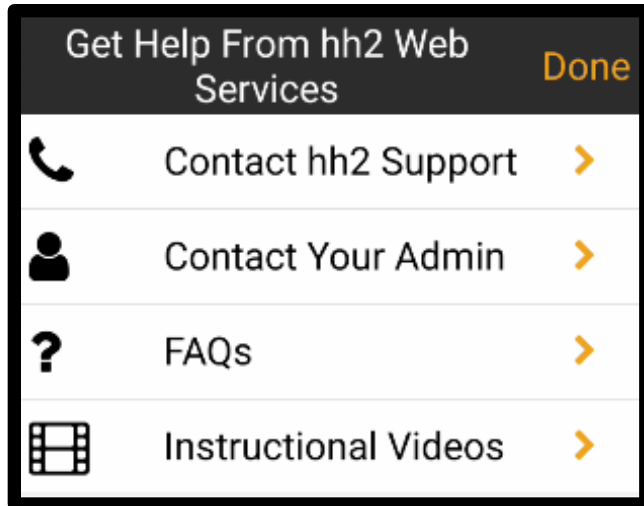
The help tools allow the user to:

- Obtain help
- Access FAQs
- Access Instructional Videos.


Note: Throughout the mobile application, the title of the page is often indicated in white, while functions are indicated in color.

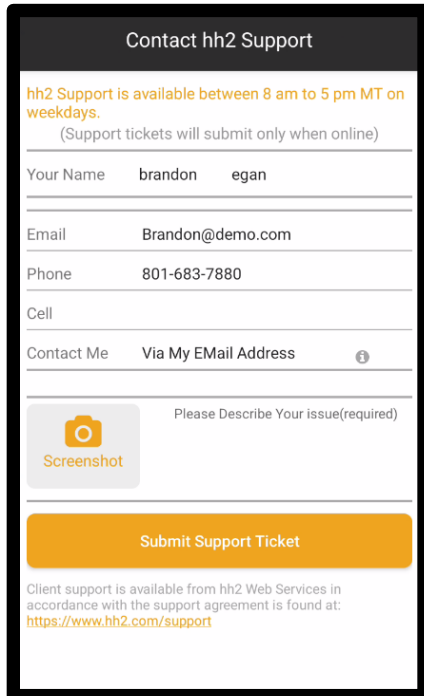
The Help Tool

The Help  icon in upper right corner of the application provides the user access to hh2 Support, the user's construction company hh2 administrator, FAQs, and Instructional Videos. **Note:** The Help Tool is available on most pages throughout the My Records mobile application.



To Contact hh2 Support:

1. Select the Help  icon.
2. Select Contact hh2 Support.



Contact hh2 Support

hh2 Support is available between 8 am to 5 pm MT on weekdays.
(Support tickets will submit only when online)


Your Name brandon egan

Email Brandon@demo.com

Phone 801-683-7880

Cell

Contact Me Via My Email Address ⓘ


 Please Describe Your issue(required)

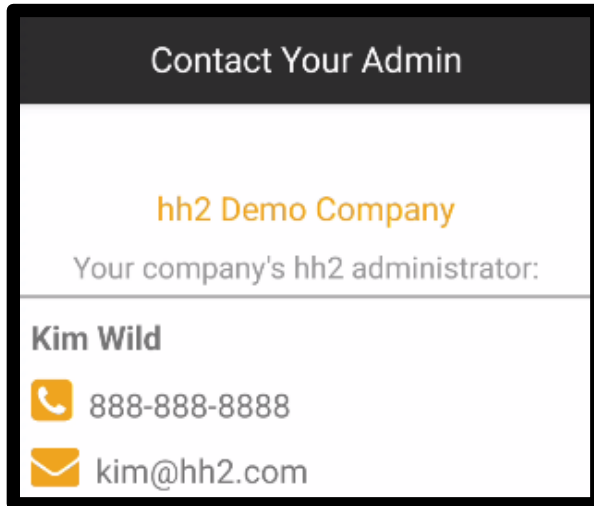
Submit Support Ticket



Client support is available from hh2 Web Services in accordance with the support agreement is found at: <https://www.hh2.com/support>

3. Enter Name, Email, Phone and Cell Information.
4. Select a contact method in the Contact Me field (Via my cell, phone, email address).
5. Describe the issue or reason for needing assistance.
6. Take a screenshot of the area in the mobile application where assistance is needed.
7. Select Screen shot and either select Existing Photo (for a single photo) or Batch Import (for more than one photo).
8. Select the photo(s) from the device.
9. Select Submit Support Ticket.
10. Select Done when complete.
11. The Support Team will reach out as soon as the next representative is available.


To Contact Your Administrator at the Construction Company:

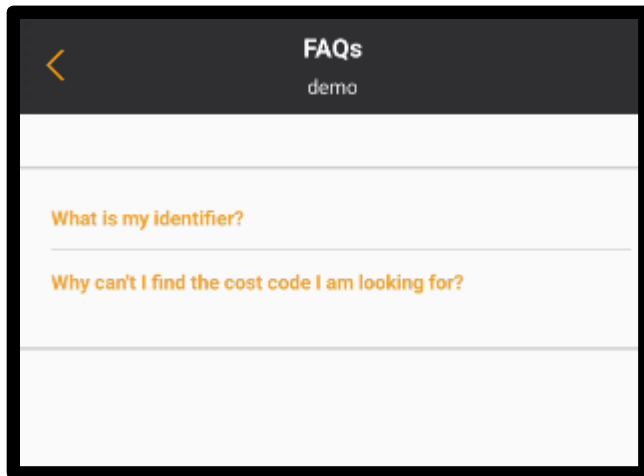
1. Select the Help  icon.
2. Select Contact Your Admin.



3. Select the Phone  icon to call the administrator.
4. Select the Email  icon to start an email to the administrator.
5. Select Done when complete.


To Access FAQs:

1. Select the Help  icon.
2. Select FAQs.



3. Select the specific FAQ for additional information.
4. Select Back to return to the My Records mobile application.
5. Select Done when complete.

To Access Instructional Videos:

1. Select the Help  icon.
2. Select Instructional Videos.
3. Select Play.
4. Select Close.

Understanding the Human Resources Process

The hh2 My Records system is designed for easy and convenient access to employee information in the field. Employees may view, add, and submit changes from the field.

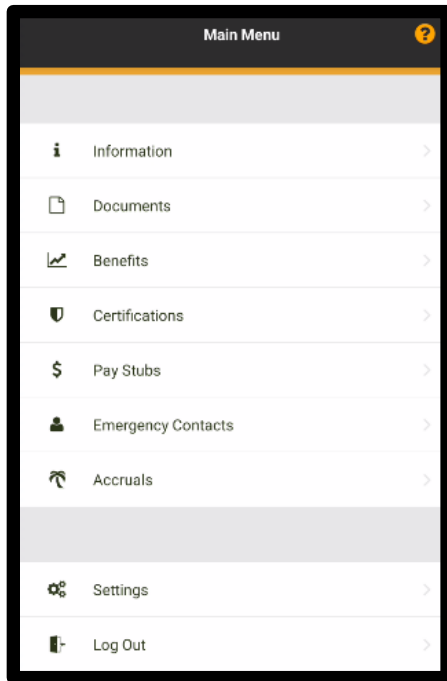
Employees may:

- View basic employee information.
- Submit requests to change employee information.
- View documents specific to the employee, as well as those intended for the entire organization.
- View benefit information.
- View certification information.
- View, share and print pay stubs.
- View, add and edit emergency contact information.
- View time accruals.

Note: These features must be enabled by the HR Administrator. Each construction company will enable features based upon their business needs.

The My Records Main Menu

Each user will start on the Main Menu.



From the My Records Main Menu the following menu options are available:

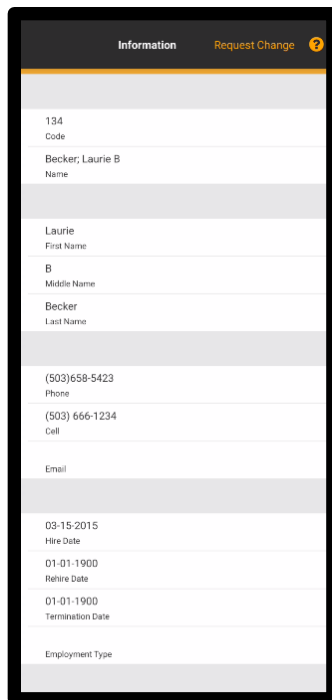
- Information
- Documents
- Benefits
- Certifications
- Pay Stubs
- Emergency Contacts
- Accruals
- Settings
- Log Out

Note: These menu options must be enabled by the HR Administrator for them to be displayed. Each construction company will enable features based upon their business needs.

Information

The Information feature allows the field user to view basic employee information. In addition, users can modify employee information and submit the changes to the HR Manager for approval directly from the field.

Navigation: Main Menu>Information.



The screenshot shows a mobile application interface for viewing employee information. At the top, there are two tabs: 'Information' (selected) and 'Request Change' with a question mark icon. Below the tabs is a list of fields with their corresponding values:

134	Code
Becker, Laurie B	Name
Laurie	First Name
B	Middle Name
Becker	Last Name
(503) 658-5423	Phone
(503) 666-1234	Cell
	Email
03-15-2015	Hire Date
01-01-1900	Rehire Date
01-01-1900	Termination Date
	Employment Type

On the Information Page, the following employee data displays:

- Employee Number (Code)
- First, Middle, Last Name
- Phone Number
- Cell Phone Number
- Email Address
- Hire Date
- Rehire Date, if applicable
- Termination Date, if applicable
- Employment Type (such as Contract, Full-Time, Part-Time). Employment Type will vary by construction company.
- Gender
- Ethnicity
- Nation of Origin
- Marital Status

Change Requests

From the field, employees may enter changes to their basic information and submit them to the HR Manager for approval.

To Submit a Change Request for Basic Employee Information:

1. Select Information from the Main Menu.

Information Request Change ?

134
Code

Becker, Laurie B
Name

Laurie
First Name

B
Middle Name

Becker
Last Name

(503)658-5423
Phone

(503) 666-1234
Cell

Email

03-15-2015
Hire Date

01-01-1900
Rehire Date

01-01-1900
Termination Date

Employment Type

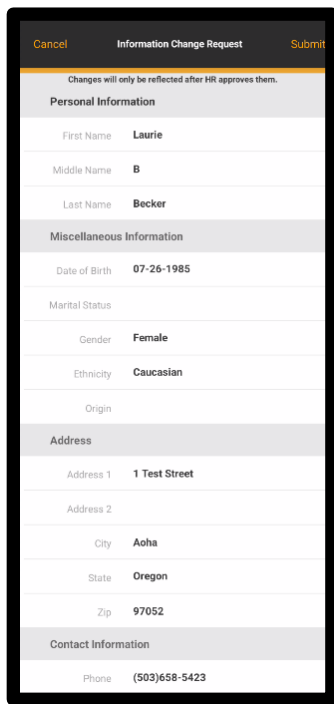
2. Select Request Change in the upper right corner.

Confirmation

You are about to access employee information protected by HIPAA regulations. Your access will be logged. Do you wish to continue?

NO YES

3. Select YES. **Note:** Since employee information is protected by HIPPA regulations, user access to the record will be logged.



Cancel Information Change Request Submit

Changes will only be reflected after HR approves them.

Personal Information

First Name Laurie

Middle Name B

Last Name Becker

Miscellaneous Information

Date of Birth 07-26-1985

Marital Status

Gender Female

Ethnicity Caucasian

Origin

Address

Address 1 1 Test Street

Address 2

City Aoha

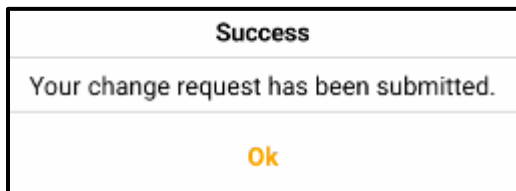
State Oregon

Zip 97052

Contact Information

Phone (503)658-5423

4. Make the necessary changes.
5. Select Submit.



Success

Your change request has been submitted.

Ok

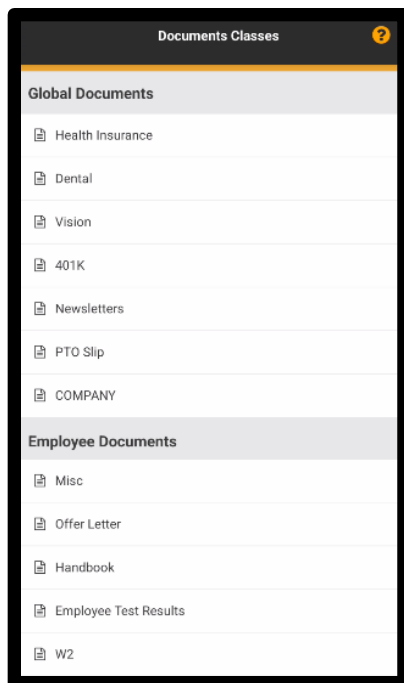
6. Select OK.

Note: Once changes have been approved by the HR Manager, they will reflect on the employee's record. Until that point, the information will remain the same.

Documents

The purpose of Documents is to allow the user to access both documents specific to themselves (Employee Documents) and documents that are intended for all employees (Global Documents). Examples of Employee Documents might include, but are not limited to, an employment offer letter, or test results. While Global Documents apply to all employees. Global Documents might include but are not limited to insurance information or company newsletters. Documents, of either kind, may be opened, emailed, and printed.


Navigation: Main Menu>Documents.

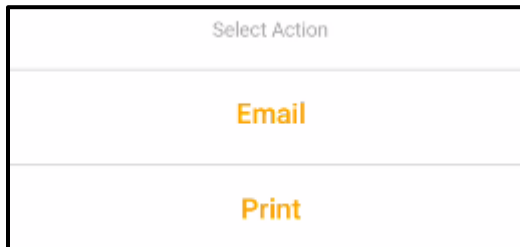


To View Either an Employee or Global Document:


1. Select Documents from the Main Menu.
2. Select the document to view.
3. The user will be brought to the Document Detail Page.

To Print a Document:

1. Select Documents from the Main Menu.
2. Select the document.
3. Select the Upload  icon from the Document Detail Page.



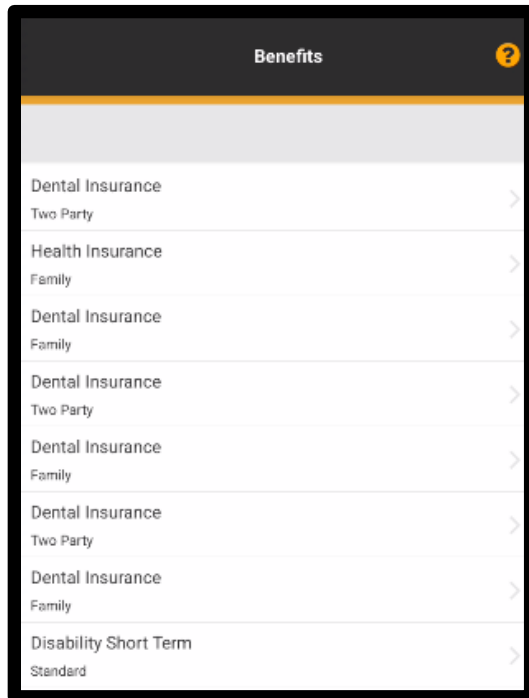
4. Select Print.
5. Print as normal from the device.

Note: On iOS devices, the Print Options menu includes a Share  icon at the top right corner, allowing users to share the document in various ways.

Benefits

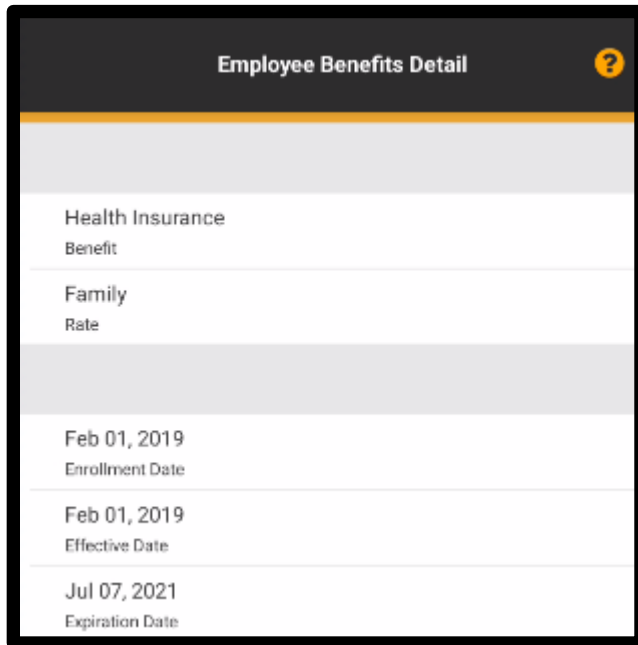
The purpose of Benefits is to allow the user to view their benefits in the field and eliminate calls to the office for basic information.

Navigation: Main Menu>Benefits.



To View Benefits:

1. Select Benefits from the Main Menu.
2. A list of benefits display.
3. Select the benefit to view.

A screenshot of a mobile application screen titled "Employee Benefits Detail". The screen has a dark header bar with the title and a yellow question mark icon. Below the header is a light gray bar. The main content area is white and contains a form with several sections. The first section is labeled "Health Insurance" and "Benefit". The second section is labeled "Family" and "Rate". The third section is labeled "Feb 01, 2019" and "Enrollment Date". The fourth section is labeled "Feb 01, 2019" and "Effective Date". The fifth section is labeled "Jul 07, 2021" and "Expiration Date".

Employee Benefits Detail	
Health Insurance	
Benefit	
Family	
Rate	
Feb 01, 2019	
Enrollment Date	
Feb 01, 2019	
Effective Date	
Jul 07, 2021	
Expiration Date	

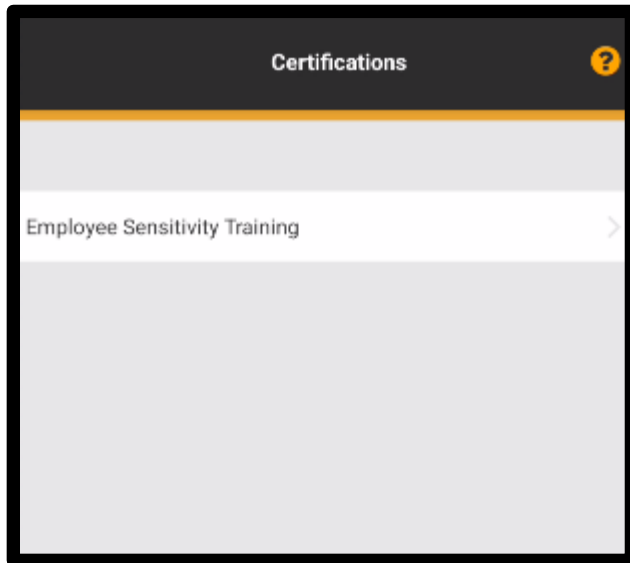
On the Employee Benefit Detail Page, the user can view the:

- Benefit Name
- Rate
- Enrollment Date
- Effective Date
- Expiration Date

Certifications

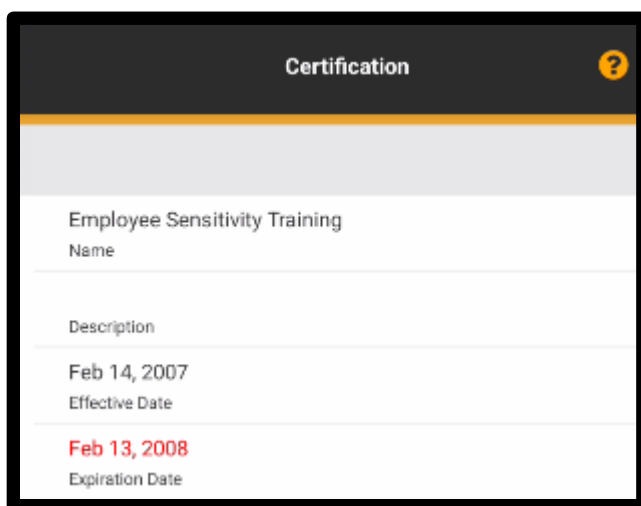
The purpose of the Certifications feature is to allow the user to view their certifications from the field without having to contact the HR Manager.

Navigation: Main Menu>Certifications.



To View Certifications:

1. Select Certifications from the Main Menu.
2. A list of certifications display.
3. Select the certification to view.

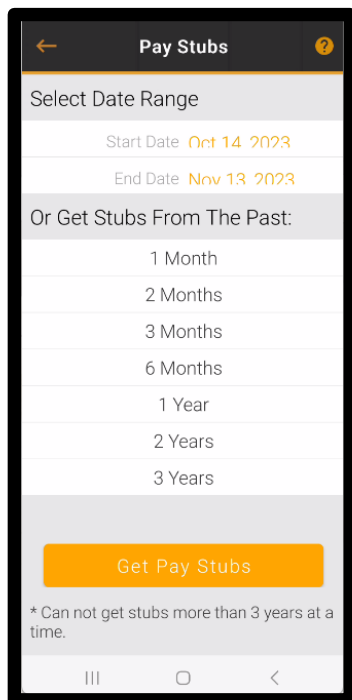


Note: If a certification is expired, the date will display in red.

Pay Stubs

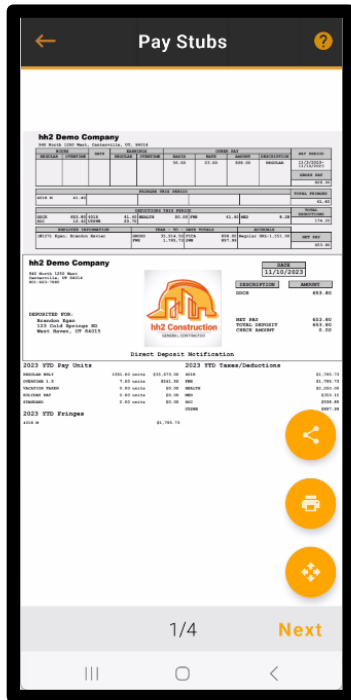
In the hh2 system, employees and those in management roles are assigned to a Security Group(s). Security Groups are used to control access to who may view an employee's pay stub information. Security Groups can be customized to meet the needs of the construction company's business model.

Navigation: Main Menu>Pay Stubs.




To View Pay Stubs:

1. Select Pay Stubs from the Main Menu.
2. Select a Date Range or select a time period from the Get Stubs From the Past section.
3. Select Get Pay Stubs.
4. The Pay Stub displays along with the ability to share, print, or open it in other applications. Previous and Next allow the user to view the previous or next Pay Stub.




To Share the Pay Stub:

1. Select the Share  icon from the Pay Stubs Page.

To Print the Pay Stub:

1. Select the Print  icon.

To Open the Pay Stub in Another Application:

1. Select the Open  icon.
2. Select the application.

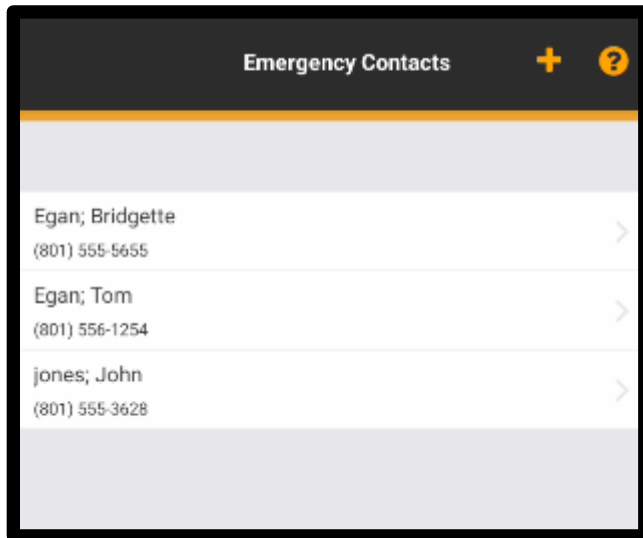
Emergency Contacts

The purpose of the Emergency Contacts feature is to provide the user a place to store emergency contact information.

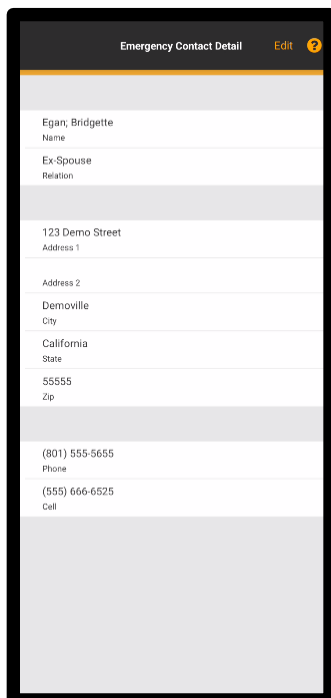
Navigation: Main Menu>Emergency Contacts.

To View Emergency Contact Information:

1. Select Emergency Contacts from the Main Menu.

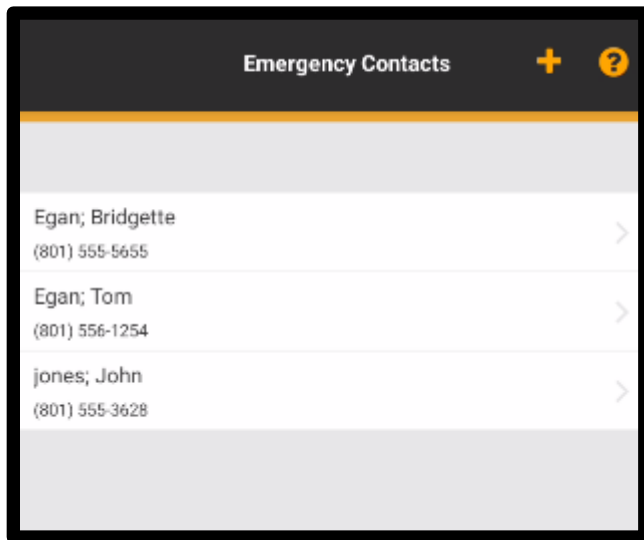


2. Select a specific emergency contact to view further details.

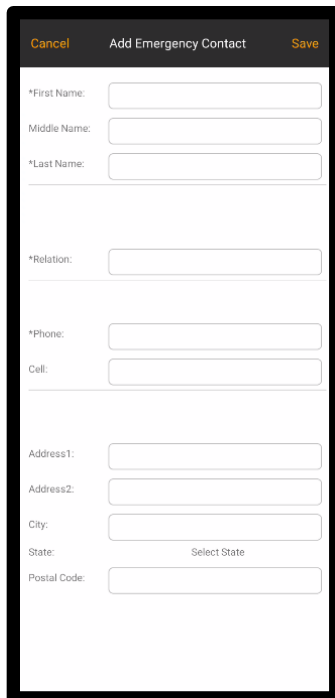


To Add an Emergency Contact:

1. Select Emergency Contacts from the Main Menu.



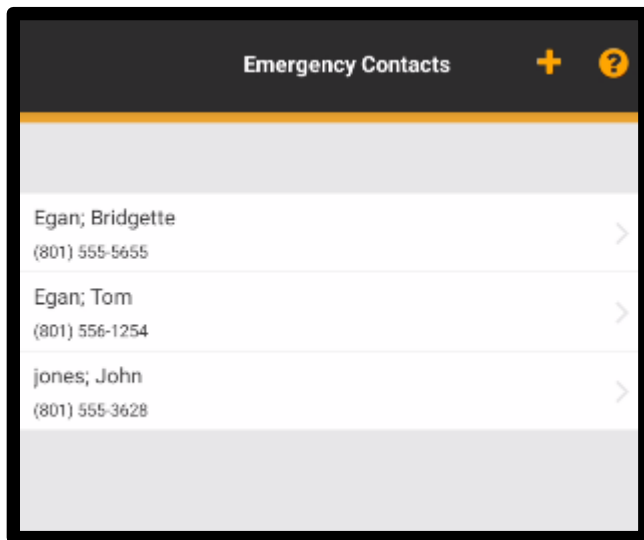
2. Select the Add  icon.

A screenshot of a mobile application screen titled "Add Emergency Contact". At the top, there are three buttons: "Cancel" (yellow), "Add Emergency Contact" (white), and "Save" (yellow). Below the title bar, there are several input fields. The first three are labeled "*First Name:", "Middle Name:", and "*Last Name:". Below these is a section for "*Relation:". Below that is a section for "*Phone:" with two sub-fields labeled "Cell:". Below these are three address fields labeled "Address1:", "Address2:", and "City:". Below "City:" is a "State:" field with a dropdown menu labeled "Select State". At the bottom is a "Postal Code:" field.

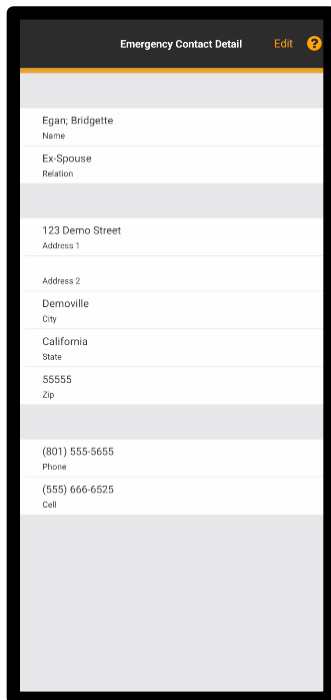
3. Enter the required information.
4. Select Save.

To Edit an Emergency Contact:

1. Select Emergency Contacts from the Main Menu.



2. Select a specific emergency contact to view further details.

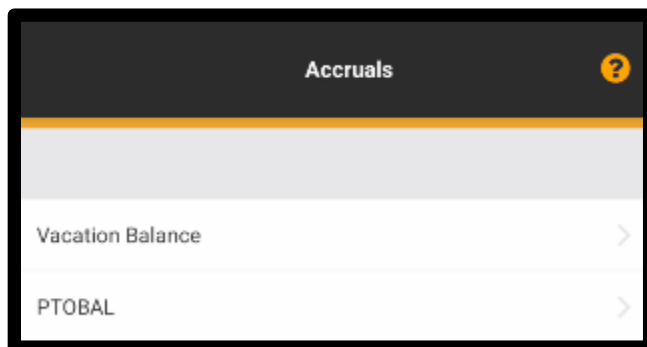


3. Select Edit.
4. Make the necessary modifications.
5. Select Save.

Accruals

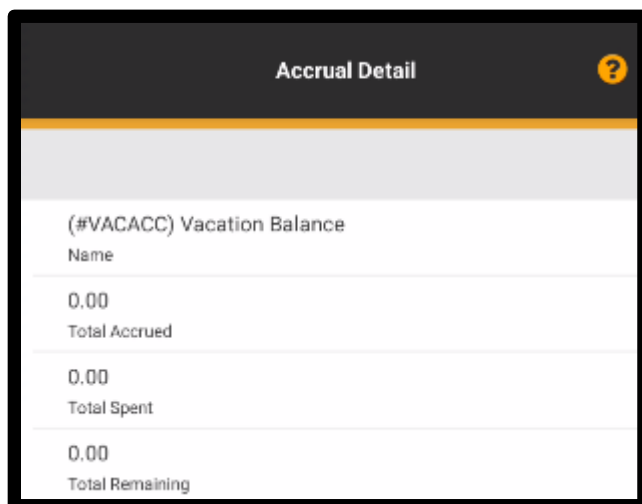
The purpose of the Accruals feature is to allow users to view accrued time for pay types such as PTO, Sick Leave and Vacation. This feature only functions if the construction company uses accrued pay types, and has the accrual feature enabled.

Navigation: Main Menu>Accruals.



To View Balances for Accruals:

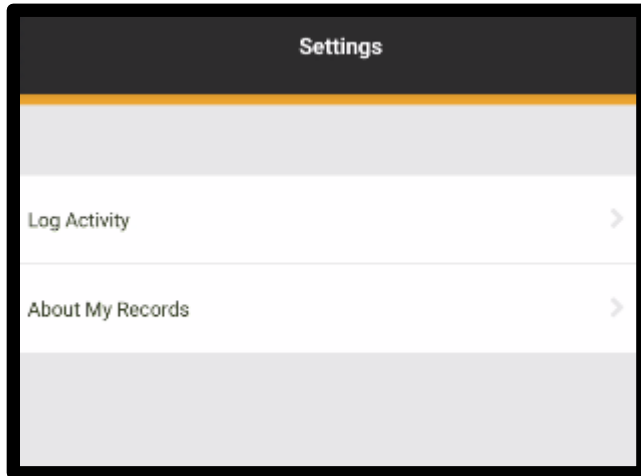
1. Select Accruals from the Main Menu.
2. Select the particular Pay Type. In the example above Vacation Balance and PTO Balance are displayed.




3. The name of the accrual and the total time accrued, spent and remaining display.

Mobile Application System Configuration

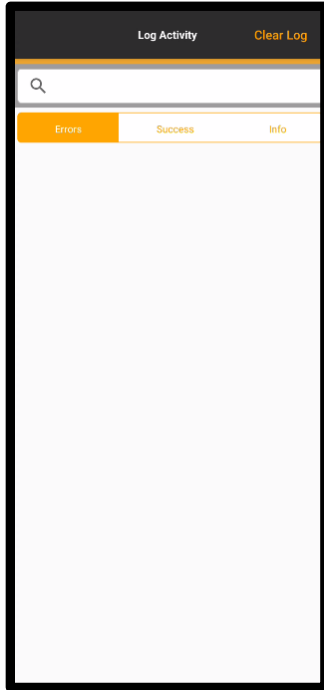
When Settings is selected from the Main Menu, the following menu displays:



Users may not have access to change settings based on permissions granted. If a setting is denoted with a Lock  icon that means that the user does not have access.

Log Activity

1. Select Settings from the Main Menu.
2. Select Log Activity.

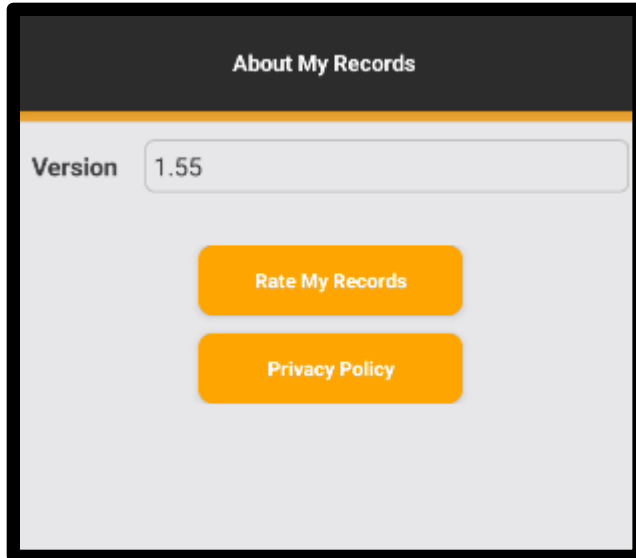


This page is often used in conjunction with the hh2 Support Team to assist in troubleshooting any synchronization issues. From here, the user may:

- View errors, success, and other information.
- Clear logs by selecting Clear Log.

About My Records

1. Select Settings from the Main Menu.
2. Select About My Records.

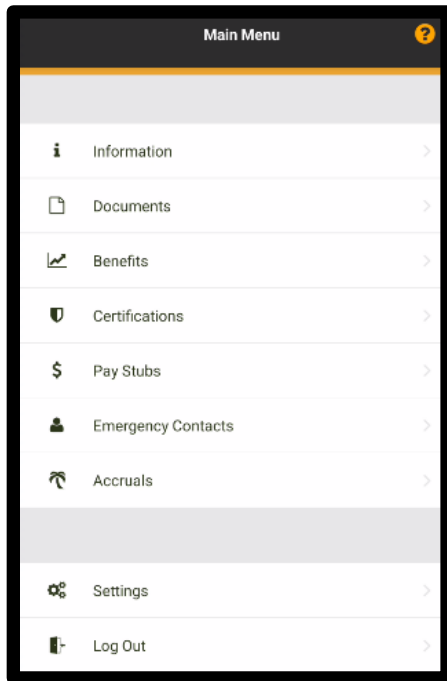


About My Records allows the user to:

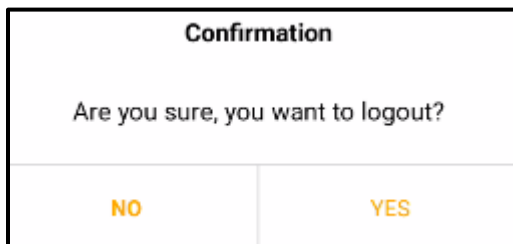
- View the Version of the application currently installed.
- Rate the application.
- View the Privacy Policy.

Log Out

To Log Out of My Records:



1. Return to the Main Menu.
2. Select Log Out.



3. Select YES.

Summary

The hh2 My Records mobile app enables field users to effortlessly view and modify basic employee information, submit change requests, and access company documents for printing and emailing. Users can also check their benefit details and review pay stub information, which is printable and shareable. Certification information is also available to the user. Additionally, the hh2 My Records app allows for the management of emergency contacts, including viewing, editing, and adding contacts. Field employees can conveniently track their accrued time, all without the need for office contact.

Please submit any comments or issues regarding this documentation to documentation@hh2.com

Change Log

This is the first version of this document, therefore no changes between versions apply.