

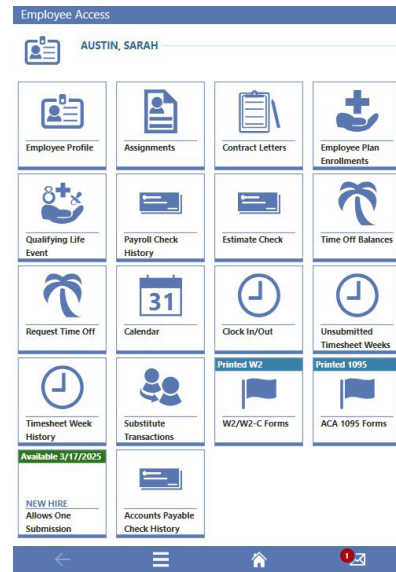


SYSTEM ADMINISTRATION TECH

MOBILE APP - EMPLOYEE ACCESS FEATURES

STAY IN THE KNOW WHILE ON THE GO

- Free mobile app available on Google Play Store and Apple App Store
- Provides convenient access to the employee portal
- Approve requests in a timely manner while on the go
- Security for the Mobile App mirrors system security



EMPLOYEE ACCESS WHILE ON THE GO

Skyward's Mobile App offers your employees quick access to their Employee Portal right from their phone. Easily view check history for both payroll and accounts payable checks, access payroll calendar year-to-date totals, and use the check estimator to run what-if scenarios on your pay. Review time off balances and submit a time off request at your convenience. You do not need to be at your desk to clock in/out for Time Tracking, or fill out an online form.

TIMELY APPROVALS

You do not have to wait until you are back at your computer to approve requests. Push notifications on your mobile device will alert you and allow you to approve or deny the transaction immediately. The Skyward Mobile App gives supervisors expediency to approve time off, time sheets, purchase orders, budget amendments, expense reimbursements and more.