PeopleHub Mobile App Info

Access Employee Portal on the go through an easy-to-use app

Anything you can do in the employee portal, you can do in the PeopleHub Employee Portal app. You have full access to your HR and payroll information, whenever you need it.

- Pay stubs and history
- Time off requests
- Benefits summary
- Personal contact information
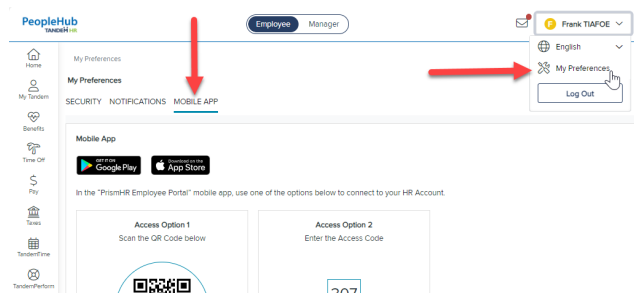- Document management
- HR support contacts

And, if you're a manager, you can approve time off requests, see employee details, and more!

Follow these two easy steps:

STEP 1 – Locate your Access Code

Log in to the employee portal as you normally would on a desktop or mobile browser.

Click the arrow next to your profile image and click **MY PREFERENCES**.

Click on the **MOBILE APP** tab. You will see your six-digit access code, required the first time you open the mobile app.

STEP 2 – Download and Set Up App

The app is available as "PrismHR Employee Portal Mobile App" in the Apple (App Store) or Android (Google Play).

Next, complete a one-time set up to access your account.

Open the app and set up access using one of the following options:

- Scan the QR code on your **MY PREFERENCES** page
- Enter the access code on your **MY PREFERENCES** page

Last, you will be directed to the login page. Enter your username and password to complete set up.