



People and Money system

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Employee Guide- How to Access People and Money from Any Device

Employee


Estimated time to complete: 6 minutes

Before you start, make sure you know...

1. How to access the internet on your device


In Brief...

Access People and Money on your device:

1. Open your internet browser app on your device.
2. Open the log in screen for People and Money. You can access the log in screen by following [this link](#).
3. Click **Company Single Sign-On** 
4. This will take you to the home page of People and Money.

For detailed guidance, see the [next section](#).

Save People and Money to your Apple Home Screen:

1. Click the **Share**  icon at the bottom of the screen in the middle
2. **Press and swipe** the sharing menu up to the top of the screen and select '**Add to Home Screen**'



3. **Edit the name** of the link before saving to your home screen if you wish and then

click **Add**

Add

For detailed guidance, see the [next section](#).

Save People and Money to your Android Home Screen:

1. Click the **ellipsis**  on the top right corner of your device's screen
2. Select '**Add to home screen**' from the dropdown menu that appears
3. In the new screen that appears, you may **edit the name** of the link before saving to home screen and then click **Add** 
4. You now have the option to **touch and hold** the icon to manually place the link on your home screen. If you don't want to do this, select **Add Automatically**.

For detailed guidance, see the [next section](#).

In Detail...

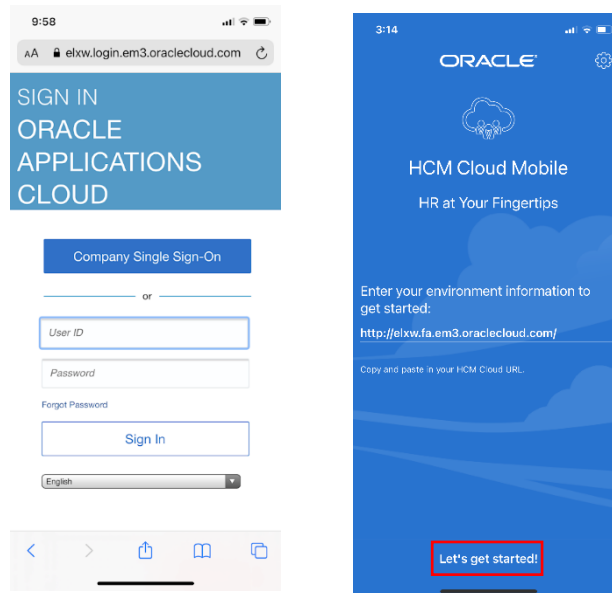
Access People and Money on your device:

1. Open internet browser app on your device. Alternatively, open the Oracle HCM Cloud app, which can be downloaded from the App Store or Google Play Store on your device.

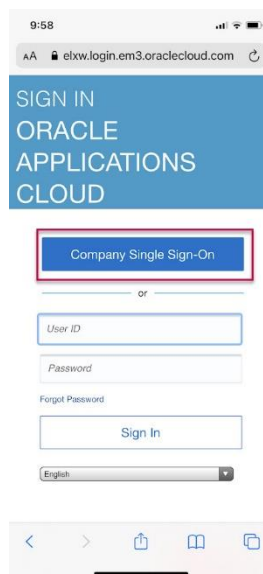


2. Open the log in screen for People and Money.
If you are using the internet browser app, you can access the log in screen by following [this link](#).

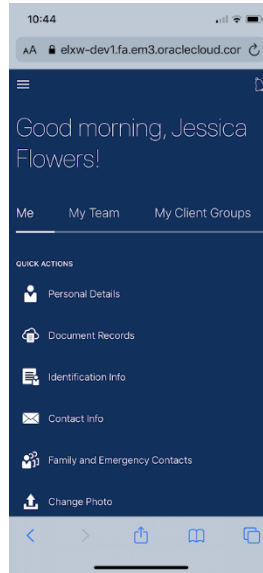
Alternatively, you can access this log in screen through the Oracle HCM Cloud app by inserting this link (elxw.fa.em3.oraclecloud.com/) into the correct field the first time you launch the app, and tapping the 'Let's get started!' at the bottom of the screen.



3. Click **Company Single Sign-On**.

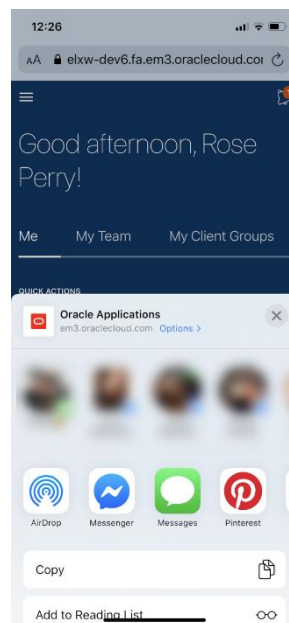
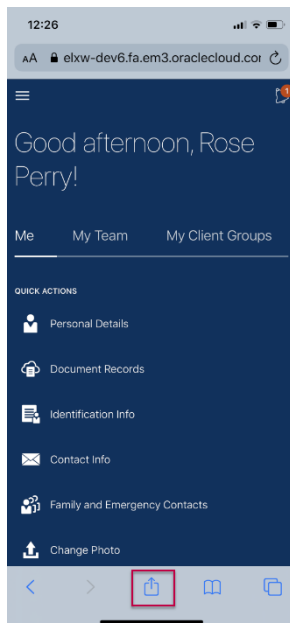


4. This will take you to the home page of People and Money.

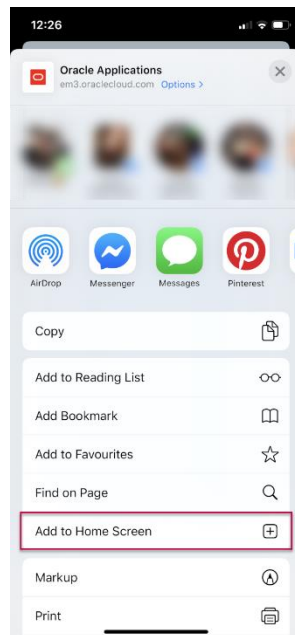


Save People and Money to your Apple Home Screen:

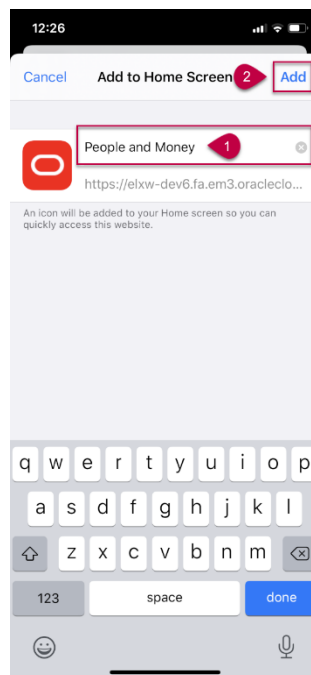
1. Click the **Share** icon at the bottom of the screen in the middle



2. **Press and swipe** the sharing menu up to the top of the screen and select **'Add to Home Screen'**

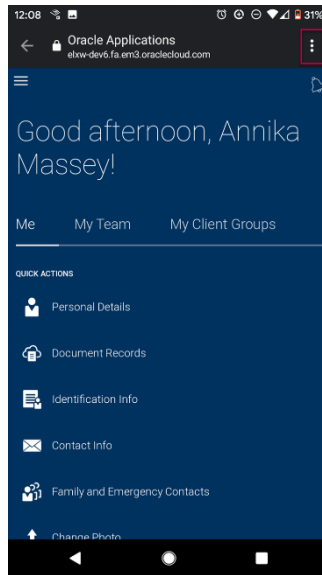


3. **Edit the name** of the link before saving to your home screen if you wish and then click **Add**

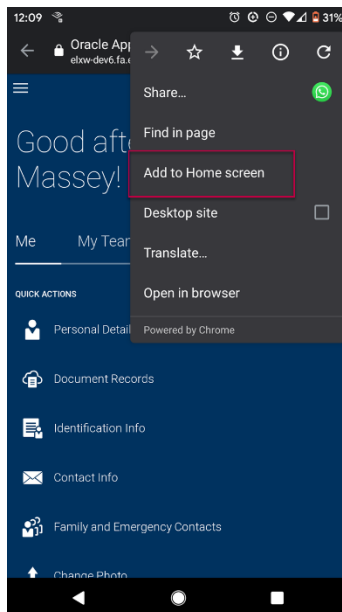


Save People and Money to your Android Home Screen:

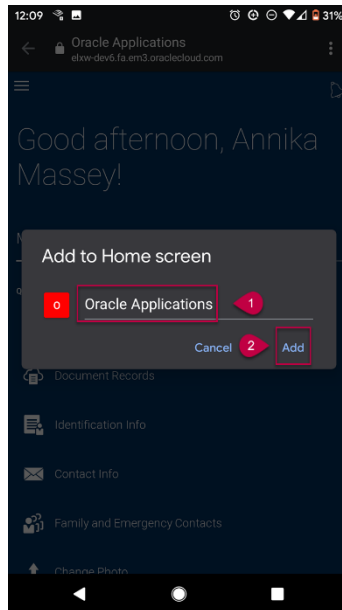
1. Click the **ellipsis** on the top right corner of your device's screen



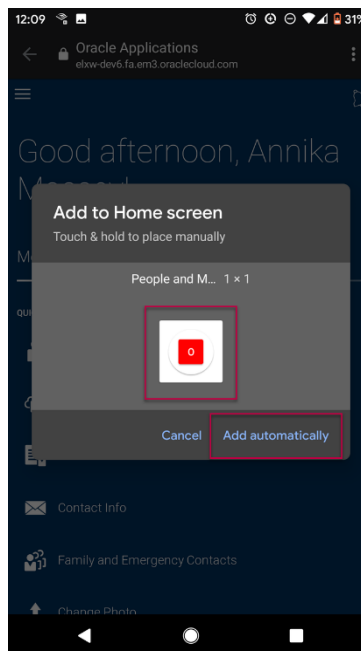
2. Select **'Add to home screen'** from the dropdown menu that appears



3. In the new screen that appears, you may **edit the name** of the link before saving to home screen and then click **Add**



4. You now have the option to **touch and hold** the icon to manually place the link on your home screen. If you don't want to do this, select **Add Automatically**.



Glossary

Please refer to Glossary