App guide

The HR Bingo phone app for Android and iPhone: for employees, team leaders, HR and owners

Edition of 5 November 2026 · Help: hrbingo.com/help/phone-app
HR Bingo is part of Huminivex · Powered by Huminivex · Created by Elinsys

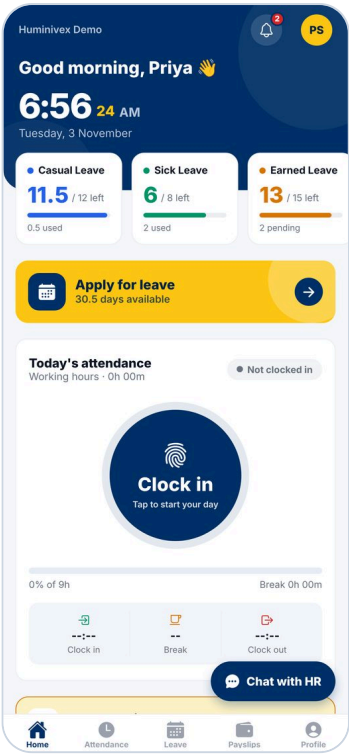
Screens in this guide are from a sample company. Names and figures are made up. What you see depends on what your company uses.

1. Getting started

Install the app

1. On Android, open **Google Play**; on iPhone, the **App Store**. Search for **HR Bingo** and install it.
2. Open it and type your **company code**. It is in the welcome email from your company, and it is the first part of your company's HR Bingo address: for `yourcompany.hrbingo.com` it is `yourcompany`.
3. Sign in with the **same email and password** as the HR Bingo website. New to HR Bingo? Choose your password from the welcome email first. **Forgot password?** sends a reset link.
4. Allow **notifications** (approvals, payslips, reminders). Allow **location** the first time you clock in.

> **Tip.** Language: **Profile** › **Language**: English, हिन्दी or ગુજરાતી. Notifications come in the same language.



The home screen: leave balances, Apply for leave and Clock in.

The five tabs

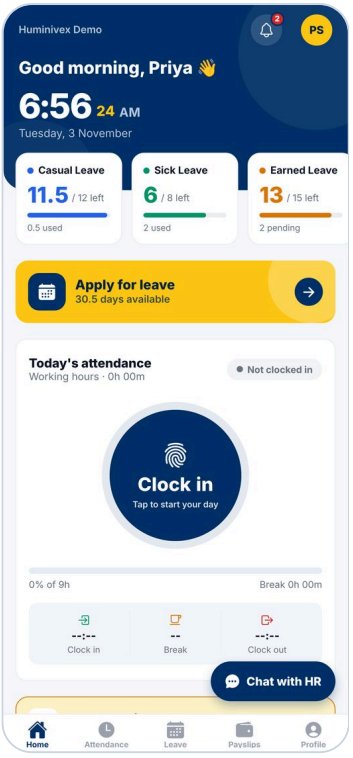
- **Home**: clock in, leave balances, reminders, Chat with HR.
- **Attendance**: your month, day by day.
- **Leave**: balances and requests.
- **Payslips**: every month's payslip.
- **Profile**: your details and everything else your company uses.

2. Every day

Clock in and out

1. On **Home**, press **Clock in**.
2. Choose where you are working from: **Office**, **Work from home** or **Other location** (write where, for example the client and area), as your company allows.
3. Your time and location are recorded. The card shows your hours for the day.
4. **Break** to start and end a break; **Clock out** at the end of the day.

> **Tip.** Your location is taken only when you clock in or out or record a field visit. The app never tracks you in the background.



Clock in with one tap; Break and Clock out on the same card.

Forgot to clock out?

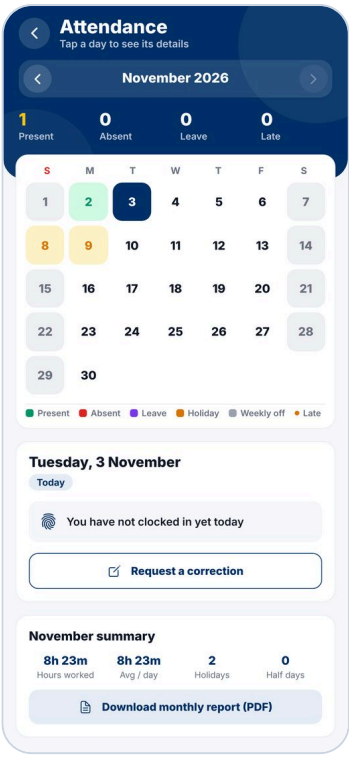
The next morning the home card says *You did not clock out on ….* Press **Ask for correction**, give the time you left and a reason. Your manager approves it.

Reminders

- 15 minutes after your shift starts, if you have not clocked in.
- 30 minutes after it ends, if you are still clocked in.
- On Mondays, any missed clock-outs or absences last week.

Your attendance

- The **Attendance** tab shows the month: present, absent, leave, holidays, weekly offs and late marks in colour.
- Tap a day to see the times. Something wrong? **Request a correction**: the time and a reason, up to 45 days back.
- At the bottom: hours worked, the daily average and **Download monthly report (PDF)**.
- Shift change: **Profile** › **My shifts**.

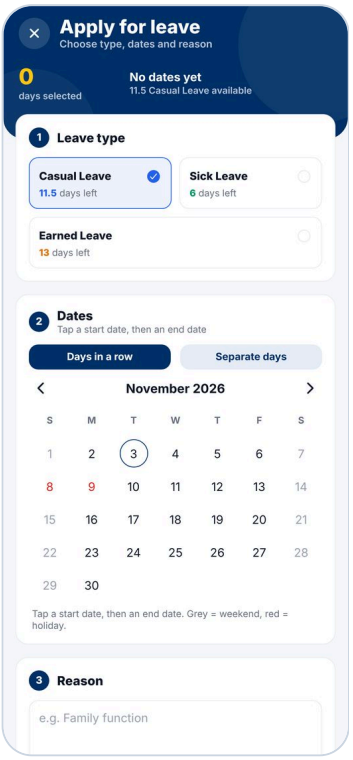


Attendance: the month at a glance; tap a day for details.

3. Leave

1. Press **Apply for leave** on Home (or the **Leave** tab).
2. Choose the **leave type**. The days left are shown for each.
3. Pick the **dates**: **Days in a row** (tap the first and last day) or **Separate days**. Half days where your company allows them.
4. Write the **reason** and send. (A document such as a medical certificate can be added on the web, under My leave.)

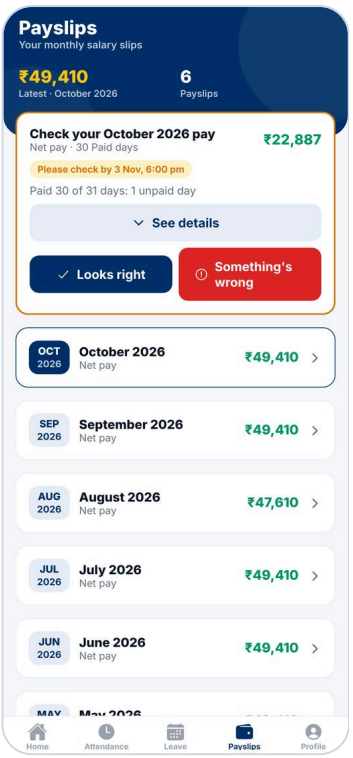
- You are told when it is approved or rejected. Cancel a request that is still waiting from the Leave tab.
- **Short leave**: come late, leave early or step out for a few hours.
- **Comp-off**: worked on a weekly off or holiday? Ask for it on the Leave tab; use it within the days shown.
- Tap a balance to see how it is worked out: opening, earned, taken and lapsed.
- The holiday list: **Profile** › **Holiday list**.



Apply for leave: type, dates and reason.

4. Payslips and your money

- The **Payslips** tab lists every month. Tap one for the details and the PDF.
- When salary is locked, you are asked to **check your month** before it is paid: **Looks right**, or **Something's wrong** with what is wrong. HR answers before paying.
- You get a notification on the day salary is paid.



Payslips: check the month, then every payslip.

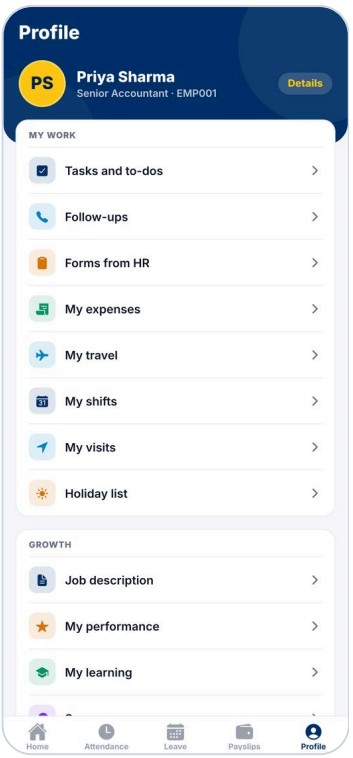
Expenses and travel

- **Profile** › **My expenses**: a new claim with one line per expense and a photo of each bill. If an approver changes the amount, you are asked to agree.
- **Profile** › **My travel**: ask for a work trip before you go, with an advance if you need one.

5. Everything else, under Profile

What you see depends on what your company uses.

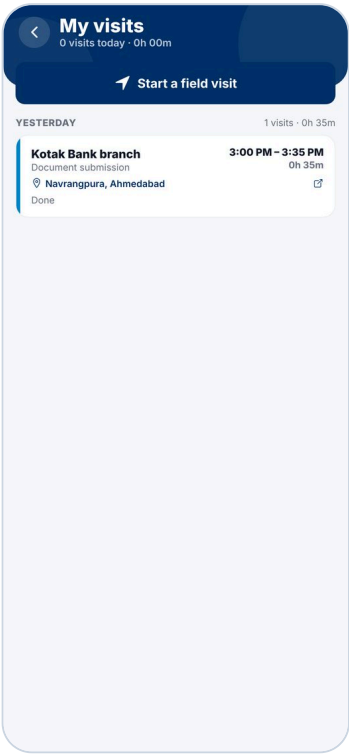
- **My letters**: appointment, confirmation, increment and other letters. A letter waiting for your signature: read it, **Sign**, and enter the code sent to your email.
- **My visits**: start and end a field visit with location and a photo.
- **Tasks and to-dos**, **Follow-ups**, **Forms from HR**.
- **Job description**, **My performance**, **My learning**, **Surveys**.
- **Announcements** and the **Employee handbook** (search it).
- **My concerns**: raise a grievance (you can keep your name hidden) or a POSH complaint, which only the Internal Committee sees. **My notices**: notices addressed to you, to read and answer.
- **Help and chat**: ask about your leave, payslip or attendance; answers come from your own records, or the question goes to HR.
- **People**: the staff directory.



Profile: your work, growth and company items.

Field visits

1. **Profile** › **My visits** › **Start a field visit**.
2. Check in at the client or site: write where and why; add a photo if asked.
3. When you leave, press **End visit**. The time and place are kept for your manager.



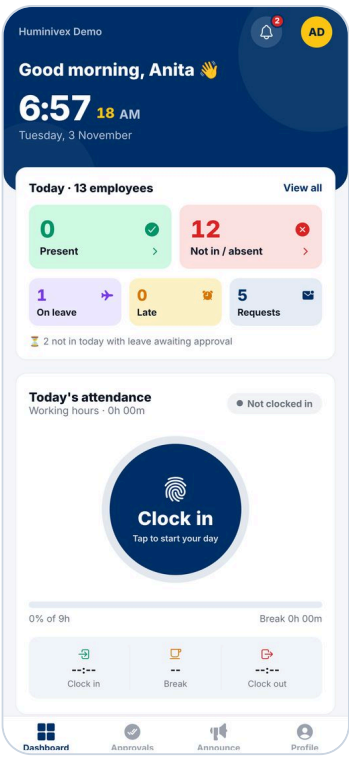
My visits: field visits with location and photo.

6. For team leaders, HR and owners

If you approve requests or manage people, **Profile** › **Admin panel** switches the app to the manager view. **My leave & payslips (employee view)** switches back.

- **Dashboard**: who is present, absent, on leave or late today, and requests waiting.
- **Approvals**: leave, attendance, shift and short leave requests.
- **Announce**: post news to everyone (if your role may).
- Under **Profile** in the admin view: Company settings, App usage, Team field visits, Leave calendar and the handbook.

> **Tip.** Admins and HR also get a **morning summary** of the day's attendance in the notifications.

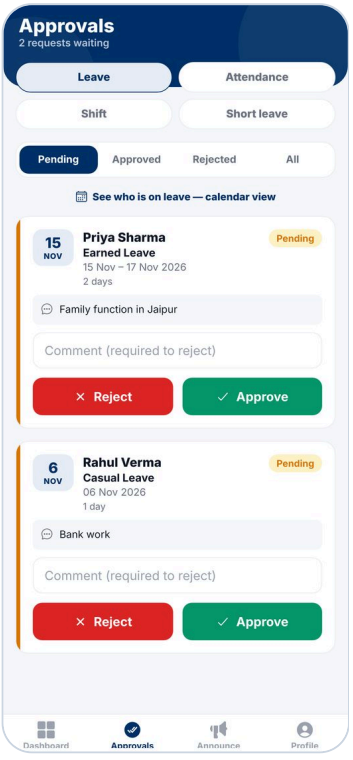


Admin panel: today's attendance and requests at a glance.

Approving

1. Open **Approvals**. Choose **Leave**, **Attendance**, **Shift** or **Short leave**.
2. Each request shows the dates, days and reason. **See who is on leave** opens the calendar.
3. **Approve**, or write a comment and **Reject**. The employee is told at once.

> **Tip.** Bigger jobs (payroll, letters, settings, reports) are done on the web at your company's address.



Approvals: approve, or reject with a comment.

7. Privacy and your account

- You see only your own records. A team leader also sees their team; HR sees everyone.
- Each company's data is kept in its own database. Nobody from HR Bingo or Huminivex will ever ask for your password or a code.
- **Delete my account** (Profile, or hrbingo.com/delete-account) asks your company to remove your login. Your employee record and payslips are kept as the law requires.
- Privacy policy: hrbingo.com/privacy.

Everything in the app is also under **My space** at your company's address in any browser, with the same login.

If something does not work

Problem	What to do
Company code not found	Check the spelling with HR: the first part of your company's address, without ".hrbingo.com".
Wrong email or password	Use the same as on the website. **Forgot password?** sends a reset link; if no email comes, ask HR to check the email on your login.
Too far from the office to clock in	Turn on location (precise location on Android), step outside for a better signal, or choose Work from home or Other location if allowed.
No notifications	Turn on notifications for HR Bingo in the phone's settings and allow it in battery saver. Sign out and in again.
A screen is missing	Your company may not use that part, or your role may not have it. Ask HR.