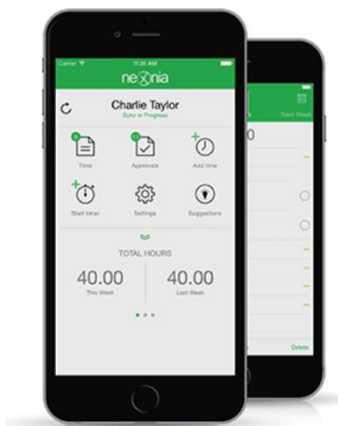


Subject: Welcome to Nexonia Timesheets and Time Off!

You've been invited to use Nexonia Timesheets and Time Off and we hope you'll love it as much as we do!

Employee Benefits:

- ✓ Tracking time can be time-consuming. Nexonia Timesheets allows you to easily manage timesheets online and on-the-go with your mobile device. Intuitive and powerful mobile apps let you conveniently track your hours from anywhere.
- ✓ Nexonia's easy-to-navigate web interface for Time Off allows for smooth and seamless time off submissions and approvals. Nexonia Time Off allows you to see how much vacation time you've accrued, used up, and have remaining for the year. Nexonia Time Off also integrates with Timesheets, so your paid time off is automatically tracked in your timesheets.
- ✓ Streamlined approval process.



Nexonia Timesheets on mobile app.
web.



Nexonia Time Off on the

Have questions about your Nexonia account? Visit our Help Center: help.nexonia.com.

Here you'll find a collection of resources, including common *how-to* articles, guides and videos. If you're new to Nexonia, check out [Submitting Timesheets on the Web](#) and [Submitting Time Off](#).

If you prefer live training, register for one of Nexonia's complimentary [webinars](#) to learn how to use Nexonia Timesheets and Time Off from a Trainer.

We're looking forward to serving you!
Your Nexonia Team