

Who is this document for?

- ✓ Frontline/Hourly Associates

Frontline/Hourly Associates are now able to use PeopleHub to complete self-service activities! To update their personal data, Frontline/Hourly Associates will access Employee Central through the PeopleHub tile in the Compass Associate Portal (CAP). Paystubs and W2s continue to be available to Associates through the CAP and ESS Mobility portals as well. All self-service activities can be completed by the Manager on the Associate's behalf except for direct deposit (*HR can update if needed*) and tax updates.

**In this guide, learn how to do the following activities:**

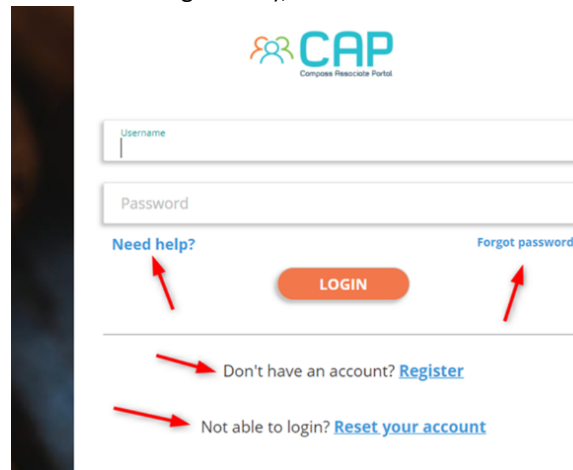
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## CREATE A COMPASS ASSOCIATE PORTAL ACCOUNT OR LOGIN

To update their personal data, Frontline/Hourly Associates will access Employee Central through the PeopleHub tile in CAP (Compass Associate Portal). Many Associates are already signed up for CAP. For those who are not, follow the instructions below to create an account!



- **To login** to or sign up for CAP, go to [CompassAssociate.com](https://CompassAssociate.com).
- **To enroll**, follow the steps below:
  1. Click the blue Register link found below the Login button.
  2. Enter your information to verify your employment.
  3. Provide the phone number (optional) and email address (required) you would like to use for your new Compass Associate Portal and Employee Self Service account and click Save.
  4. A welcome message will be delivered to the email account you chose with a **Complete Account Setup** link. Use this link to create your password and account reset security questions.
- **If the Frontline/Hourly Associate already has a CAP account but is having trouble logging in**, follow the steps below:
  1. If you forgot your password, use the Forgot Password link on the CAP login page
  2. If you cannot get that to work (don't remember answer to security question or if the email they had registered with is no longer valid), use the Reset Account link on the same login page



Once you have completed your account setup, you can login to CAP immediately. Your username for CAP is your personnel number and the password will be what you create during setup.

- Username Example: 123456

For additional questions, please visit the [CAP Login Help Page](#).

## VIEW PAYSTUBS & W2S

### Compass Associate Portal

- Hourly Associates without access to the Owner's Management Suite or a Compass Network ID will access paystubs and W2s via **CAP** (*directions to login or register found above*).
- They will **see a tab called Paystubs** at the top of the home screen that includes paycheck stubs for the current year and the previous three years
- CAP is accessible at the web address [compassassociate.com](https://compassassociate.com). It can be accessed on both a laptop/desktop or smartphone.
- Users with access to the Owners Management Suite (OMS) will access Paystubs there.

### ESS Mobility Portal

- In addition to OMS/CAP, all users will also have access to the **ESS Mobility Portal** for viewing paystubs from a smartphone or tablet.
- Hourly Associates without OMS access will use their CAP credentials to login.
- **Paystubs are located under the More menu** in ESS Mobility.
- The web address for accessing ESS Mobility from a smartphone is [ess.compassassociate.com](https://ess.compassassociate.com).
- Managers or hourly admins with access to the Owner's Management Suite will use their OMS credentials to log into ESS Mobility (no registration step is required).

**Note:** *If an Associate is already signed up for ESS, these credentials automatically work for CAP as well and vice versa.*

- ESS Mobility is more than just a way to view your paychecks from a mobile device. It is also a web-based MySTAFF companion for Managers and a mobile portal for Associates. Each version of the app offers unique features to a user based on their role.

#### *Manager Features:*

- Check Daily Labor Projections
- Review and Update Schedules from Phone
- Manage Associate Timesheets
- Publish Open Shifts to Associate Users
- View and Download Paycheck Stubs
- View and Download W2s

#### *Associate Features:*

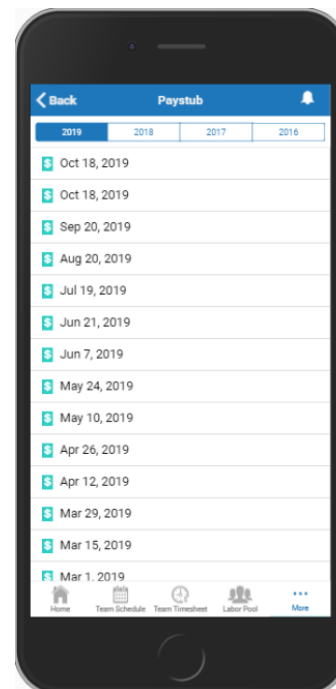
- Clock In & Out from Mobile Punch Menu
- View Personal Schedules and Timesheets
- Pick up Extra Hours Through the Labor Pool
- Review Personal PTO Balances
- View and Download Paycheck Stubs
- View and Download W2s

### Want to Learn More About ESS Mobility?

[ESS Mobility User Manual for Managers](#)

[ESS Mobility Registration Guide for Associates](#)

[ESS Mobility Bookmarking on a Smartphone](#)



## ADD OR UPDATE PAYMENT INFORMATION

You can add, change, or delete your bank account information for direct deposit for your paycheck. You may have two accounts for direct deposit.

**Note:** Only the Associate and Human Resources can view or edit your bank account information.

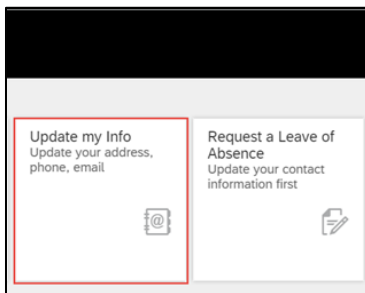
### STEP A LOGIN TO PEOPLEHUB

1. Login to Compass Associate Portal (CAP) at [CompassAssociate.com](https://CompassAssociate.com)
2. Click on the PeopleHub icon under Applications on the Dashboard screen



### STEP B NAVIGATE TO PAYMENT INFORMATION

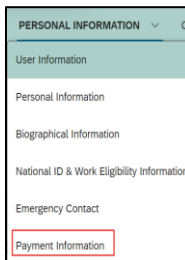
1. Click on the Update My Info tile



2. Click the down arrow next to Personal Information



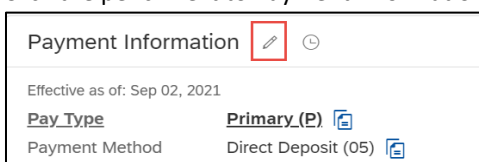
3. Click Payment Information



### STEP C ADD OR UPDATE PAYMENT INFORMATION

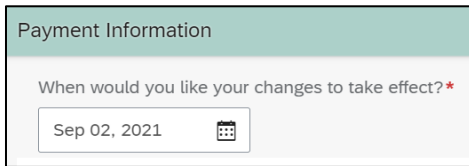
Click the pencil to add, change, or delete your bank account information.

1. Click the pencil next to Payment Information



2. Enter the date you want the change to take effect

**Note:** The date must be today's date or a future date.

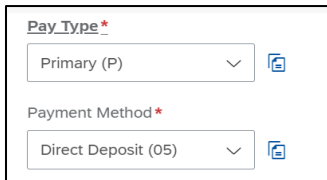


Payment Information

When would you like your changes to take effect? \*

Sep 02, 2021

3. Select Primary as the pay type
4. Select Direct Deposit as payment method



Pay Type \*

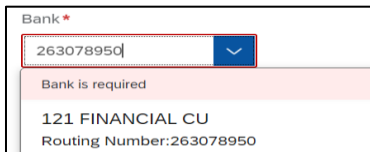
Primary (P)

Payment Method \*

Direct Deposit (05)

**Note:** Bank Country/Region defaults to USA. You can change this by clicking the drop-down arrow and selecting the country.

5. Enter the routing number in the Bank field and select the bank name with the routing number



Bank \*

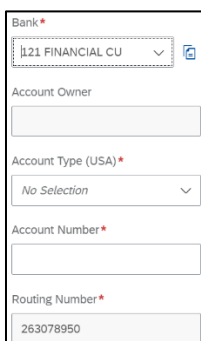
263078950

Bank is required

121 FINANCIAL CU  
Routing Number:263078950

**Tip:** Always enter the routing number in the Bank\* field to find the correct bank branch. The routing number will then automatically populate in the Routing Number field for you.

6. The routing number will automatically be entered in the Routing Number field for you



Bank \*

121 FINANCIAL CU

Account Owner

Account Type (USA) \*

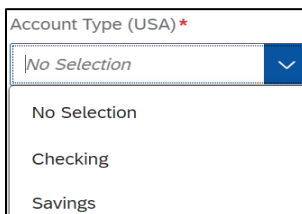
No Selection

Account Number \*

Routing Number \*

263078950

7. Select Checking or Savings in the Account Type field



Account Type (USA) \*

No Selection

No Selection

Checking

Savings

- Enter your account number in the Account Number field

Account Number \*

12345666

- Click **Save**

## STEP D ADD A SECOND BANK ACCOUNT

*Optional: You may add a second bank account and designate a set dollar amount to be sent to this account each pay period. Start by clicking the pencil next to Payment Information or you can add the secondary account at the same time you are adding your primary account.*

- Click **Add** at the bottom left of the screen

Payment Information

Pay Type \*  
Primary (P)

Payment Method \*  
Direct Deposit (05)

Purpose

Bank Country/Region \*  
United States (USA)

Bank \*  
121 FINANCIAL CU

Account Owner

Account Type (USA) \*  
Checking

Account Number \*  
12345666

Routing Number \*  
263078950

Currency \*  
US Dollar (USD)

Add

- Select **Secondary** as the Pay Type
- Select Direct Deposit as payment method

Pay Type \*  
Secondary (S)

Payment Method \*  
Direct Deposit (05)

**Note:** Bank Country/Region defaults to USA. You can change this by clicking the drop-down arrow and selecting the country.

- Enter the routing number in the Bank field and select the bank name with the routing number

Bank \*

263078950

Bank is required

121 FINANCIAL CU  
Routing Number: 263078950

- The routing number will be automatically entered in the Routing Number field for you

- Select Checking or Savings in the Account Type field

- Add your account number in the Account Number field

- Enter the dollar amount to go into your Secondary account in the Amount field

- Click **Save**

## STEP E DELETE AN ACCOUNT

To delete an account, click the trash can next to the account. You must always have a primary account. If you want to delete the primary account, the system will prompt you to change your secondary account to a primary account before it saves your deletion.

- Click the **trash can** next to the bank account to delete

**Tip:** Your manager must contact Payroll to change your payment method to a Pay Card. Payroll will update your record after the change is processed.

## STEP F

## VIEWING YOUR PAYMENT INFORMATION

Your primary account will remain visible in your profile.

1. To see your secondary account, click **Show More**

Payment Information [edit] [refresh]

Effective as of: Sep 02, 2021

<b>Pay Type</b>	<b>Primary (P)</b> [edit]
Payment Method	Direct Deposit (05) [edit]
Purpose	-
Bank Country/Region	United States (USA) [edit]
Bank	121 FINANCIAL CU [edit]
Account Owner	-
Account Type (USA)	Checking
Account Number	12345666
Routing Number	263078950
Currency	US Dollar (USD) [edit]

Show More

2. To go back to viewing the primary account only, click **Show Less**

Payment Information [edit] [refresh]

Effective as of: Sep 02, 2021

<b>Pay Type</b>	<b>Primary (P)</b> [edit]
Payment Method	Direct Deposit (05) [edit]
Purpose	-
Bank Country/Region	United States (USA) [edit]
Bank	121 FINANCIAL CU [edit]
Account Owner	-
Account Type (USA)	Checking
Account Number	12345666
Routing Number	263078950
Currency	US Dollar (USD) [edit]

<b>Pay Type</b>	<b>Secondary (S)</b> [edit]
Payment Method	Direct Deposit (05) [edit]
Purpose	-
Bank Country/Region	United States (USA) [edit]
Bank	121 FINANCIAL CU [edit]
Account Owner	-
Account Type (USA)	Savings
Account Number	12345678
Routing Number	263078950
Amount	50
Currency	US Dollar (USD) [edit]

Show Less



## ADD OR UPDATE CONTACT INFORMATION

Follow the steps below to add or update your email address, phone number, and mailing address. Make sure to keep these details up to date to ensure you are receiving important company communications!

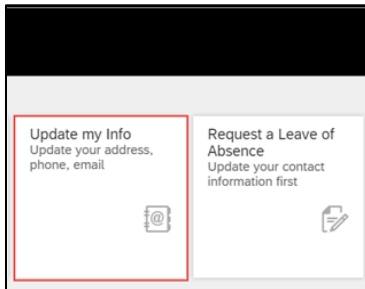
### STEP A LOGIN TO PEOPLEHUB

1. Login to Compass Associate Portal (CAP) at [CompassAssociate.com](https://CompassAssociate.com)
2. Click on the PeopleHub icon under Applications on the Dashboard screen

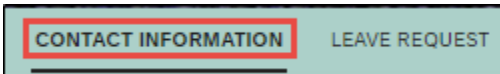


### STEP B NAVIGATE TO CONTACT INFORMATION

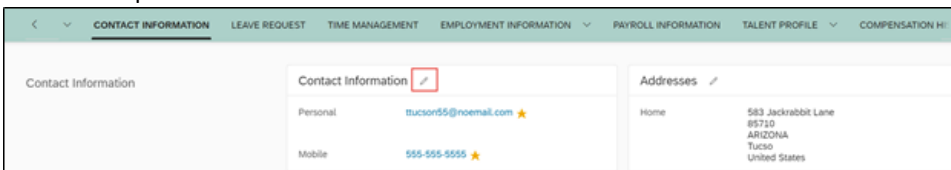
1. Click on the Update My Info tile



2. Click on Contact Information



3. Click on the pencil next to Contact Information



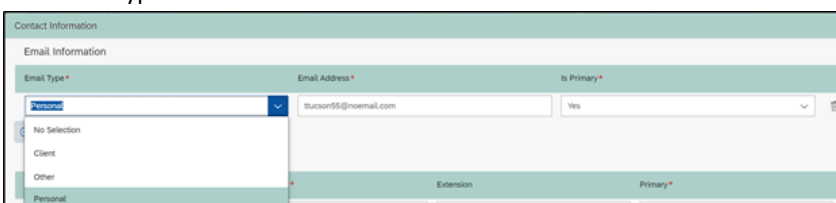
### STEP C ADD OR UPDATE YOUR CONTACT INFORMATION

Follow the steps below to add or update your email address, phone number, or mailing address.

#### ADD OR UPDATE YOUR EMAIL ADDRESS

You may have several email addresses in your profile but only one (1) primary email address.

1. Select the type of email address



**Note:** You cannot change your company email address if you have one.

2. Select if this email address is your primary email address

The screenshot shows the 'Email Information' section of a profile. It includes a table with columns for 'Email Type', 'Email Address', and 'Is Primary'. The first row shows 'Personal' as the email type, 'ttucson55@noemail.com' as the email address, and 'Yes' as the primary status. A dropdown menu is open for the 'Is Primary' column, showing 'Yes' and 'No' options.

**Note:** You may only have one (1) primary email address. If you have one, your company email address is automatically added as the primary email.

3. Click **Add** to add another email address if needed

The screenshot shows the 'Email Information' section. The 'Add' button, located at the bottom left of the table, is highlighted with a red box.

4. Click **Save**

The screenshot shows two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a green box.

5. Click the **trash can** to delete an email address if needed

The screenshot shows the 'Email Information' section. The trash can icon, located at the bottom right of the table, is highlighted with a red box.

## ADD OR UPDATE YOUR PHONE NUMBER

You may have several phone numbers in your profile but only one (1) primary phone number.

1. Select the type of phone number

The screenshot shows the 'Phone Information' section. A dropdown menu is open for the 'Phone Type' column, showing options: Mobile, Compass Mobile, Home, Mobile, Office, Other, and Personal. The 'Mobile' option is selected.

2. Add or change the phone number
3. Select if this phone number is your primary phone number

**Note:** You may only have one (1) primary phone number.

4. Click **Add** to add another phone number if needed

The screenshot shows the 'Phone Information' section. The 'Add' button, located at the bottom left of the table, is highlighted with a red box.

5. Click **Save**

The screenshot shows two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a green box.

6. Click the **trash can** to delete a phone number if needed

## ADD OR UPDATE YOUR MAILING ADDRESS

You may update or add a home or mailing address.

1. Click the **pencil** next to Addresses

The screenshot shows a user interface with a navigation bar at the top containing 'CONTACT INFORMATION', 'LEAVE REQUEST', 'TIME MANAGEMENT', 'EMPLOYMENT INFORMATION', 'PAYROLL INFORMATION', 'TALENT PROFILE', and 'COMPENSATION HI'. Below the navigation bar, there are two main sections: 'Contact Information' on the left and 'Addresses' on the right. The 'Addresses' section is highlighted with a red box and contains a pencil icon. The 'Addresses' section shows a 'Home' address: 583 Jackrabbit Lane, 85710, ARIZONA, Tucson, United States.

2. Enter the effective date

The screenshot shows a form field with the text 'When would you like your changes to take effect? \*'. Below the text is a date picker showing 'Sep 02, 2021' and a calendar icon.

**Note:** The date must be today's date or a future date.

3. Select the **type** of address

The screenshot shows a dropdown menu titled 'Address Type \*'. The menu is open, showing options: 'No Selection', 'Home', and 'Mailing'. The 'No Selection' option is currently selected.

4. Add or update the address
5. Click **Save**

The screenshot shows a form titled 'Home' with the following fields: 'Country' (United States), 'Address Line 1' (583 Jackrabbit Lane), 'Address Line 2' (empty), 'ZIP' (85710), 'State' (ARIZONA), 'City' (Tucson), 'Rese' (empty), and 'County' (empty). At the bottom of the form are buttons for 'Add Addresses', 'Cancel', and 'Save'.

6. Click **Add Addresses** to add another address if needed

The screenshot shows a close-up of the 'Add Addresses' button, which is highlighted with a red box. To the right of the button are 'Cancel' and 'Save' buttons.

7. Click the **trash can** to delete an address if needed

## ADD OR UPDATE PERSONAL INFORMATION

Personal information includes information about you – your name, ethnicity, race, gender, disability and veteran status, biographical information, emergency contacts, and payment information. This document provides instructions on how to update your name, nationality and native language, ethnicity, disability, or veteran status. Emergency contact and payment information instructions can be found in separate Quick Reference Guides. Personal information also includes a minor’s work permit, which may be required in certain states (refer to the [Minor’s Work Permit Quick Reference Guide](#)).

**Note:** Some of your personal information and your payment information can only be edited and viewed by yourself and Human Resources.

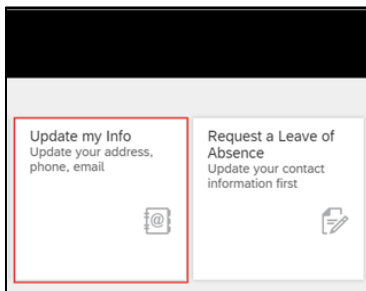
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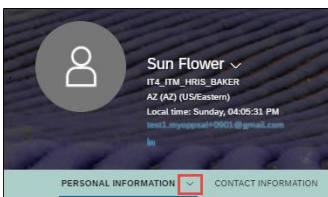


### STEP B NAVIGATE TO PERSONAL INFORMATION

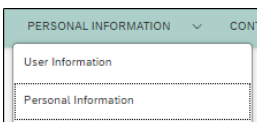
1. Click on the **Update My Info** tile



4. Click the **down arrow** next to Personal Information



5. Click on **Personal Information**



**Note:** Biographical Information and national ID are not editable and can only be viewed by the Associate and Human Resources.

- Click the **pencil** next to Personal Information

## STEP C

### ADD OR UPDATE YOUR PERSONAL INFORMATION

Follow the steps below to add or update information in the following areas: your name, nationality and native language, ethnicity, disability, or veteran status.

#### ADD OR CHANGE YOUR NAME

You may change your legal name and preferred name in this section. You will be asked to provide documentation to Human Resources for a legal name change.

- Enter the effective date of the change
- Change your first or last legal name
- Add or change a suffix, such as Jr., Sr. or PhD
- Add or change your preferred name or a nickname

**Note:** You will be asked to provide documentation for the legal name change. Once the change is verified by HR, your profile will be updated.

#### ADD OR UPDATE NATIONALITY AND NATIVE LANGUAGE

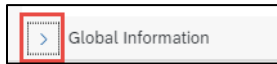
Nationality and native language are optional

- Click the drop-down arrow and select a nationality
- Click the drop-down arrow and select a native language

**Tip:** Employee Central is available in English, Spanish, and French.

## GLOBAL INFORMATION

Select the arrow next to Global Information to add or update ethnicity, disability, or veteran status. Global Information is only visible to the Associate and Human Resources.



### ADD OR UPDATE ETHNICITY

1. Click the down arrow
2. Select ethnicity

### ADD OR UPDATE DISABILITY

1. Click the down arrow
2. Add or change disability status

### ADD OR UPDATE VETERAN STATUS

1. Click the down arrow to select Veteran Status

2. Continue to make selections if you selected a Veteran category

3. Click **Save**

**Note:** You may also add or edit [Emergency Contacts](#) and [Payment Information](#) (direct deposit) in Personal Information. Refer to their respective Quick Reference Guides for details.

## ADD OR UPDATE EMERGENCY CONTACT INFORMATION

Follow the steps below to add, update, or delete an emergency contact. It is critical to keep this information up to date to for safety reasons!

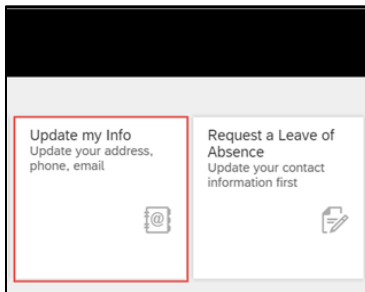
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2. Click on the PeopleHub icon under Applications on the Dashboard screen

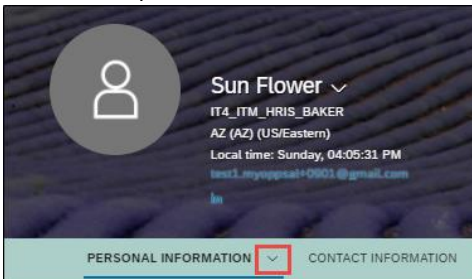


### STEP B NAVIGATE TO EMERGENCY CONTACT

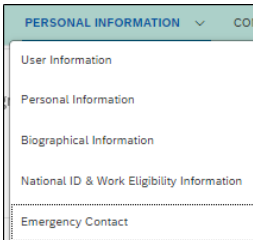
1. Click on the Update My Info tile



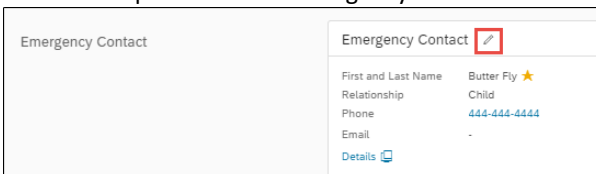
2. Click the drop-down arrow next to **Personal Information**



3. Select **Emergency Contact**



4. Click on the pencil next to Emergency Contact



## STEP C

### ADD, UPDATE, OR DELETE EMERGENCY CONTACT

Follow the steps below to either: add a new emergency contact, update an existing emergency contact, or delete an emergency contact.

#### ADD EMERGENCY CONTACT(S)

1. Add emergency contact's first and last name
2. Click the down arrow in **Relationship** and select their relationship to you

The screenshot shows the 'Emergency Contact' form. The 'Relationship' dropdown menu is open, displaying options: Child, Other, Parent, Sibling, and Spouse. The 'No Selection' option is highlighted with a red box.

3. Add their phone number and email address
4. Select if the contact is your primary contact

The screenshot shows the 'Emergency Contact' form with fields for First and Last Name, Relationship, Phone, Email, and Primary. The 'Relationship' dropdown menu is open, showing 'No Selection' as the selected option.

5. Select **Add Emergency Contact** to add additional contacts

The screenshot shows the 'Add Emergency Contact' button.

6. Click **Save** when you are finished adding contacts

#### UPDATE EXSISTING EMERGENCY CONTACT

1. Click Edit Details

The screenshot shows the 'Emergency Contact' form with fields for First and Last Name, Relationship, Phone, Email, and Primary. The 'Edit details' button is highlighted with a red box.

2. Edit the name, relationship, phone, email and primary (yes or no) for each contact
3. Click **Save**

#### DELETE AN EMERGENCY CONTACT

1. Click the **trash can** next to the emergency contact
2. Click **Save**



## ADD, UPDATE, OR DELETE A TAX FORM

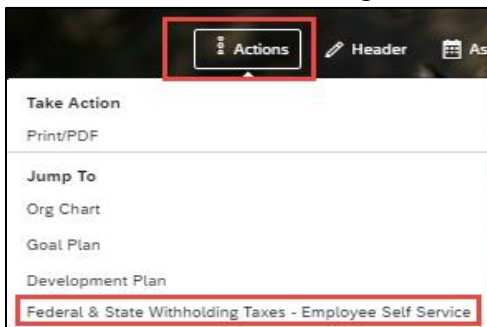
### STEP A LOGIN TO PEOPLEHUB

1. Login to Compass Associate Portal (CAP) at [CompassAssociate.com](https://CompassAssociate.com)
2. Click on the PeopleHub icon under Applications on the Dashboard screen



### STEP B ADD, UPDATE, OR DELETE YOUR FORMS

1. Click **Actions** (at the top of the page)
2. Click **Federal & State Withholding Taxes - Employee Self Service**



3. Click the form you want to update under **Tax Authority**

Selection and Overview				
Delete	Tax Authority	Filing Status	Valid From	Valid To
	Federal	Single	12/21/2014	12/31/9999
	North Carolina	Single	12/21/2014	12/31/9999

## FEDERAL TAX FORM (W4)

1. Add or update information in the **Personal Information** fields

2. Add or update information in the next section

- Complete the **Claim Exemption** fields if you are claiming exemption from withholding

**W-4 Information**

Total credits for dependents:  USD

Other Income:  USD

Additional Deductions:  USD

Filing Status:

\* If married, but legally separated, or spouse is a nonresident alien, select the "Single" option.

Your last name differs from that shown on your social security card.  
\* You must call 1-800-772-1213 for a replacement card.

Additional amount, if any, you want withheld from each paycheck:  USD

Use Higher Withholding Rates Schedule:

**Note:** Any changes will begin with today's date. Past or future start dates cannot be entered.

**Validity**

From Today

From Date

- Click **Save** in the top left corner under W-4 at any time to save your changes

Federal & State Withholding Taxes - Employee Self Service

**W-4**

Save

## STATE TAX FORM

- Click the state name under Tax Authority
- Add or update the information in the form
- Click **Save**

Selection and Overview				
Delete	Tax Authority	Filing Status	Valid From	Valid To
	Federal	Single	12/21/2014	12/31/9999
	North Carolina	Single	12/21/2014	12/31/9999

## TO DELETE

- Click the trash can under **Delete** to remove a tax form

## REQUEST A LEAVE OF ABSENCE

Follow the instructions below to submit a Leave of Absence request. You may submit more than one request at a time if needed. Your manager may also submit a request for you.

Confirm your address, personal phone number, and personal email address in Contact Information **before you begin**. You will need to add a personal phone number (this can be the same number as your home phone or mobile number, but needs to be listed as a personal phone number). The Leave of Absence Team will use this phone number contact you during your leave of absence. Refer to the [Update your Personal Contact Information Quick Reference Guide](#) to update this information.

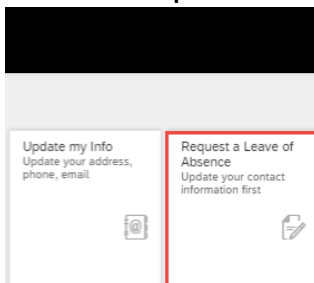
### STEP A LOGIN TO PEOPLEHUB

1. Login to Compass Associate Portal (CAP) at [CompassAssociate.com](https://CompassAssociate.com)
2. Click on the PeopleHub icon under Applications on the Dashboard screen



### STEP B NAVIGATE TO LEAVE OF ABSENCE REQUESTS

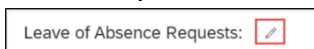
1. Click on the **Request a Leave of Absence** tile on the Home page



2. Click on **Leave Request**



- 3.
4. Click on the **pencil**



### STEP C COMPLETE THE LEAVE OF ABSENCE REQUEST

1. Enter the Leave Start Date
2. Enter the Expected Leave End Date
  - a. The system will calculate the number of days requested

3. Confirm your address is correct under Address Information. If your address is not correct, go to Contact Information to update your address.

▼ Address Information

Address 1

Address 2

City

County

State

Zip

Country

Confirm Current Address

4. Confirm permission for the company to use your personal email address to contact you during your Leave of Absence. If your email address is not correct, go to Contact Information to update your email address.
  - a. Confirm

▼ Email Information

Email Address

Confirm Permission to use Email Address

5. Confirm phone number under Phone Information. If your phone number is not correct, go to Contact Information to update your phone number.

▼ Phone Information

Personal Phone Number

Confirm Phone

**Note:** You must confirm an email address or phone number for Compass to use to contact you during a Leave of Absence before you can submit the request.

## STEP D FILL OUT LEAVE DETAILS

1. Select Yes (Y) for a continuous leave or No (N) for an intermittent leave
  - a. Add the last day worked in Step 3 for a continuous leave

Leave Details

Is this a continuous leave? (No return to work until the leave is completed)

Yes (Y)

2. Select if the Leave of Absence is to care for a family member
  - a. Select No if the leave of absence is for yourself

Care for Family member

No (N)

- b. Select Yes if the leave of absence is to care for a family member

Care for Family member

Yes (Y)

- c. Select the family member's relationship to you

Family Member Relationship

Spouse (S)

Child (C)

Domestic Partner (DP)

Grandchild (GC)

Grandparent (GP)

In Law (IL)

In loco Parentis (ILP)

- d. If a child or grandchild is selected, enter the child's name and birthdate

Child

Child Name \*

Child Birthdate \*

- e. If an adult is selected, enter the family member's name

Family Member Name

3. Enter last day worked when you request a continuous leave

**Leave Details**  
 Is this a continuous leave? (No return to work until the leave is completed)  
 Yes (Y) [dropdown]  
 Care for Family member  
 No (N) [dropdown]  
 Enter last day worked \*  
 Sep 30, 2021 [calendar icon]

4. Select Yes (Y) if Leave of Absence request is due to workers compensation injury and enter the workers compensation claim number if you know it; select No (N) if it is not due to a workers compensation injury *(optional)*

Workers Compensation  
 Yes (Y) [dropdown]  
 Workers Compensation Claim Number  
 [text input]

5. Select Yes (Y) if you recently joined Compass as part of a new contract with the client at your work location; select No (N) if this is not applicable

Did your location become part of Compass Group in the past 12 months  
 No Selection [dropdown]

6. To add another leave of absence request, click **Add Leave of Absence Request**
7. Click **Save to submit your request**

Add Leave of Absence Request [button]    Cancel [button]    Save [button]

**Note:** You can click 'Add Leave of Absence Request' to add a second Leave of Absence request if needed.

## STEP E CONFIRM YOUR REQUEST

You will be asked to confirm your leave of absence request before it goes to the Leave of Absence Department for review

1. Add a comment *(optional)*
2. Click **Confirm** to submit your request

Please confirm your request  
 Submitting Create Leave of Absence Requests (10000660) request for Tilly Tucson.  
 Enter your comment here [text input]  
[Show workflow participants](#)  
 Cancel [button]    Confirm [button]

**Tip:** You can click on 'Show workflow participants' to see who will approve the request. The approver is a member of the Leave of Absence team.

## ADD OR UPDATE A WORK PERMIT

You can add or update your work permit in PeopleHub. You will need to upload a copy of the work permit into your PeopleHub profile. Your manager will validate the work permit dates.

*Tip: Have your work permit available when you login.*

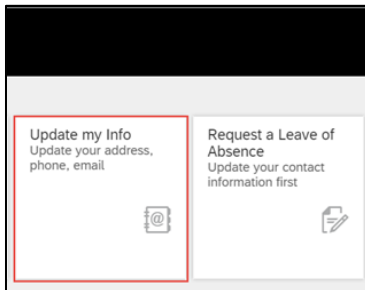
### STEP A LOGIN TO PEOPLEHUB

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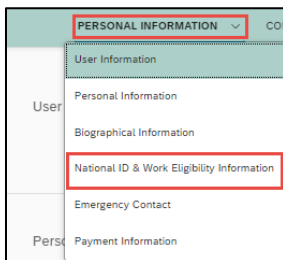


### STEP B NAVIGATE TO WORK ELIGIBILITY INFORMATION

1. Click on the Update My Info tile

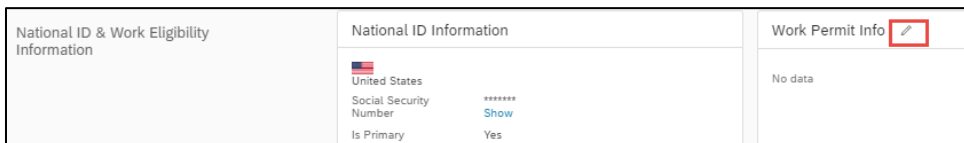


2. Click drop-down arrow next to **Personal Information**
3. Click **National ID & Work Eligibility Information**

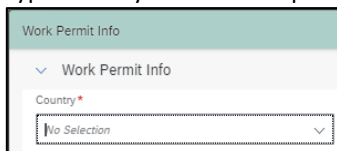


### STEP C ENTER WORK PERMIT INFO

1. Click pencil next to **Work Permit Info**



2. Type country for the work permit



3. Click drop-down arrow in the **Document Type** box
4. Select **Minors Work Permit**

The screenshot shows the 'Work Permit Info' form. The 'Country' dropdown is set to 'United States'. The 'Document Type' dropdown is open, showing options: 'No Selection', 'Document Type is required', 'L-1A', 'L-1B', 'LPR', and 'Minors Work Permit'. The 'Minors Work Permit' option is highlighted with a red box.

5. Type in:
  - Document Title
  - Document Number
  - Issue Date
  - Issue Place
  - Issuing Authority
  - Expiration Date

The screenshot shows the 'Work Permit Info' form with the following values: Country: United States, Document Type: Minors Work Permit, Document Title: Washington High School, Document Number: AD23408234-1, Issue Date: Aug 31, 2021, Issue Place: Charlotte, NC, Issuing Authority: Washington School District, Expiration Date: Aug 30, 2022, Validated: No.

## STEP D UPLOAD YOUR WORK PERMIT

1. Click **Upload**

The screenshot shows the 'Work Permit Info' form with the 'Issue Date' field set to 'Aug 31, 2021' and the 'Validated' field set to 'No'. The 'Upload' button is highlighted with a red box.

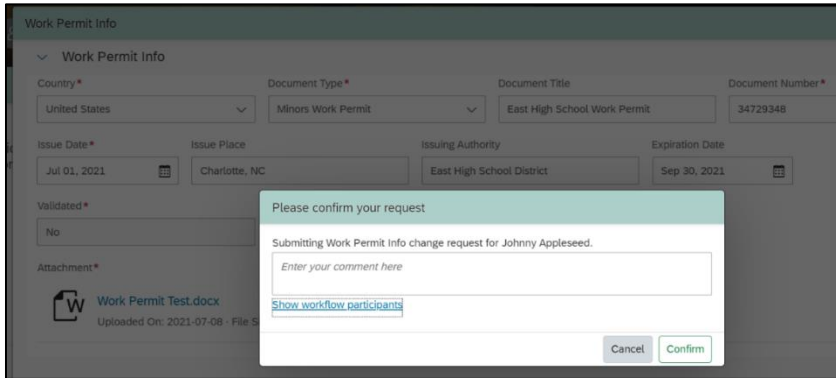
2. Select your work permit document
3. Click **Upload**
4. Click **Save**

The screenshot shows the 'Work Permit Info' form with an attachment added. The attachment is named 'Work Permit Test.docx' and was uploaded on 2021-09-19 with a file size of 11804 bytes. The 'Upload' button is highlighted with a red box.



## STEP E CONFIRM YOUR REQUEST

1. A confirmation box will pop-up. Entering a comment is optional. Click **confirm**.



**Note:** This sends your work permit information to your manager for review. After your manager reviews your work permit and confirms it is valid, the Validated field will change to Yes in the Work Permit Info section of your profile in Employee Central.

National ID & Work Eligibility Information	National ID Information	Work Permit Info
	<ul style="list-style-type: none"> <li>United States</li> <li>Social Security Number ***** <a href="#">Show</a></li> <li>Is Primary Yes</li> </ul>	<ul style="list-style-type: none"> <li>Country United States</li> <li>Document Type Minors Work Permit</li> <li>Document Title Washington High School</li> <li>Document Number AD23408234-1</li> <li>Issue Date Aug 31, 2021</li> <li>Issue Place Charlotte, NC</li> <li>Issuing Authority Washington School District</li> <li>Expiration Date Aug 30, 2022</li> <li>Validated <b>Yes</b></li> <li>Attachment <a href="#">Work Permit Test.docx</a></li> </ul>

## STEP F DELETE OR ADD A WORK PERMIT

If needed:

1. Click **Trash Can** next to the work permit to delete
2. Click **Add Work Permit Info** to add another work permit