

## You can use eHub to:



## Additional Questions?

If you ever have any questions or need something clarified, please reach out to our Human Resources team!

Office: (414) 847 - 3155

- ✓ View Paystubs
- ✓ View W2s
- ✓ View Hours worked
- ✓ View Employee information
- ✓ Update your address
- ✓ Update your phone number
- ✓ Vacation and sick time balances
- ✓ Open/Closed deficiencies
- ✓ Inspections

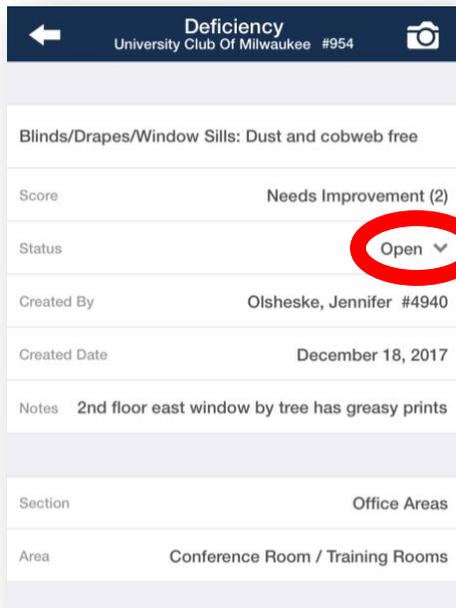
EHUB

**MC**  
**MAHLER CLEAN**

**YOUR CLEAN START EACH DAY**

**EHUB**

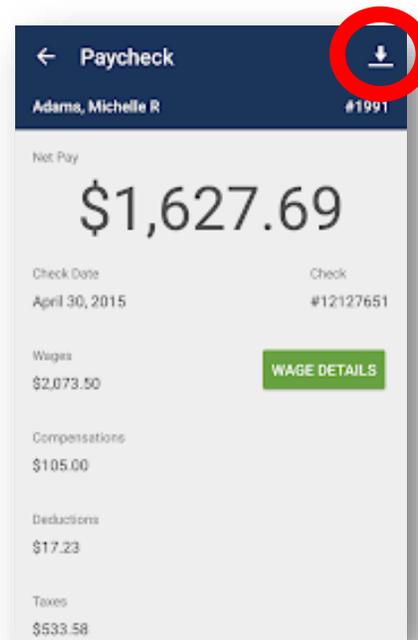
*Everything You Need to Know*



## Where do I find my Paystub?

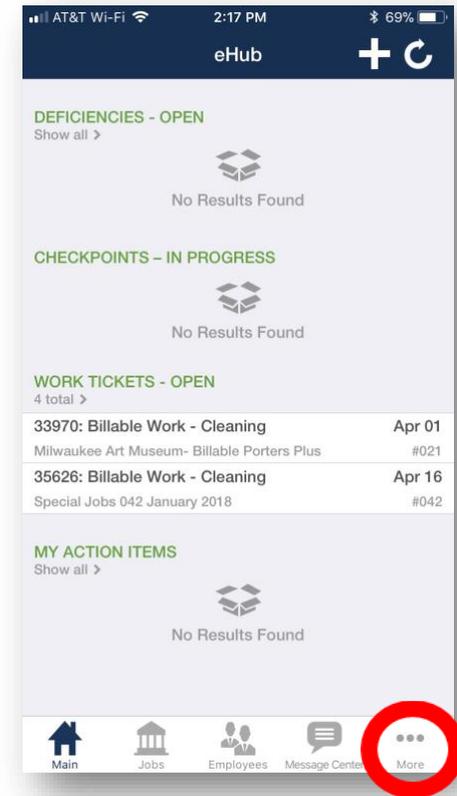
On the main screen:

- Click on the paycheck that you are looking to view.
- In the upper RIGHT corner, click on the downward-facing arrow.
- This will download your paystub.



Printing your paystub:

- In the upper RIGHT corner, click the upward-facing arrow.



## Viewing/Closing Deficiencies

On the main screen:

- Click on each deficiency for more details.
- Change the status from “OPEN” to “CLOSED”.
- Click on the **disc icon** in the upper RIGHT corner.

## Viewing Your Hours & More

On the main screen:

- Click on the ●●● symbol in the bottom RIGHT corner.
- “MY eHUB” will show your Personal Information, Timekeeping, and Tax Forms.