# 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



YOUR CLEAN START EACH DAY

- ✓ 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

Everything You Need to Know

Blinds/Drapes∕\	Window Sills: Dust and cobweb free
Score	Needs Improvement (2)
Status	Open 😽
Created By	Olsheske, Jennifer #4940
Created Date	December 18, 2017
Notes 2nd floo	r east window by tree has greasy prints
Section	Office Areas
Area	Conference Room / Training Rooms

## 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.

## 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 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.