TANDEM HR

PeopleHub

Employee User Guide

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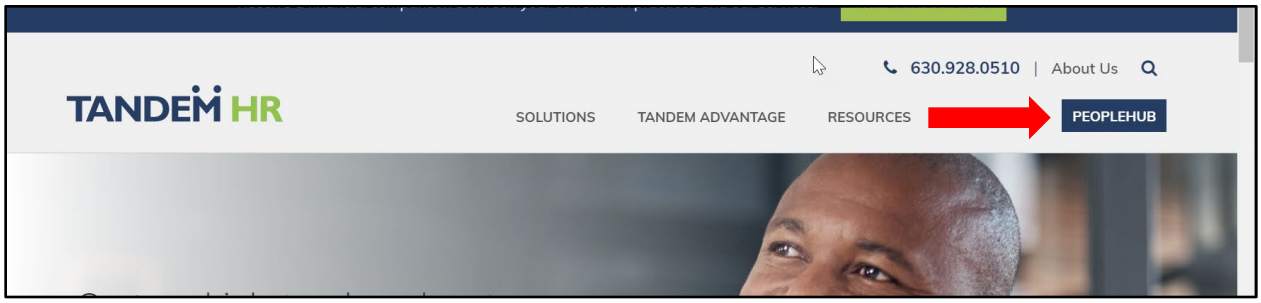
PeopleHub

The Tandem PeopleHub contains valuable HR, benefits, and payroll information. This online system is available to you anytime, anywhere you have internet access. The first time you visit the PeopleHub, you will need to register to create your account.

Visit TandemHR.com and click on the PeopleHub button at the top of the page. Then, click on the Employee Login button.



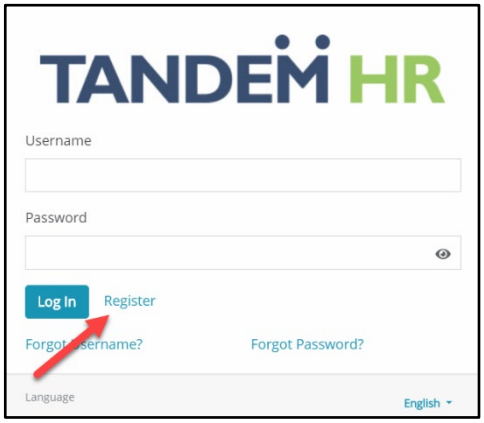
*Notice you will find these instructions and FAQs on the login page as well.

Registration Instructions

If this is your first visit to PeopleHub, you will need to create an account. After clicking on the Employee Login button, select “Register” on the bottom right-hand side of the screen.

The registration page will prompt you to enter the following information:

- Last name
- Social Security Number
- Create your own unique username using all lower case letters
- Create a secure password
- Confirm your password

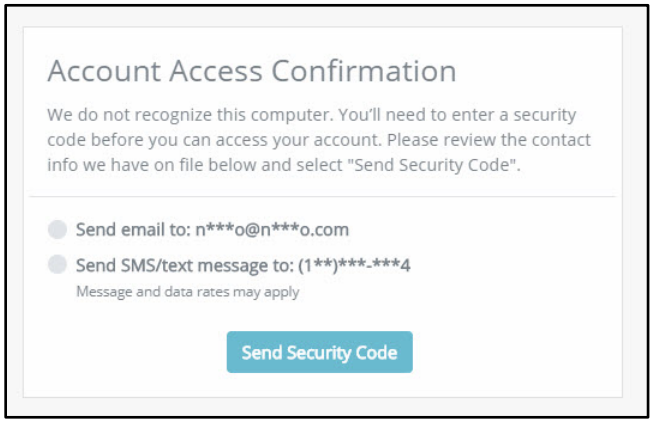


Click **REGISTER** and you will be redirected back to the login screen.

Multi Factor Authentication

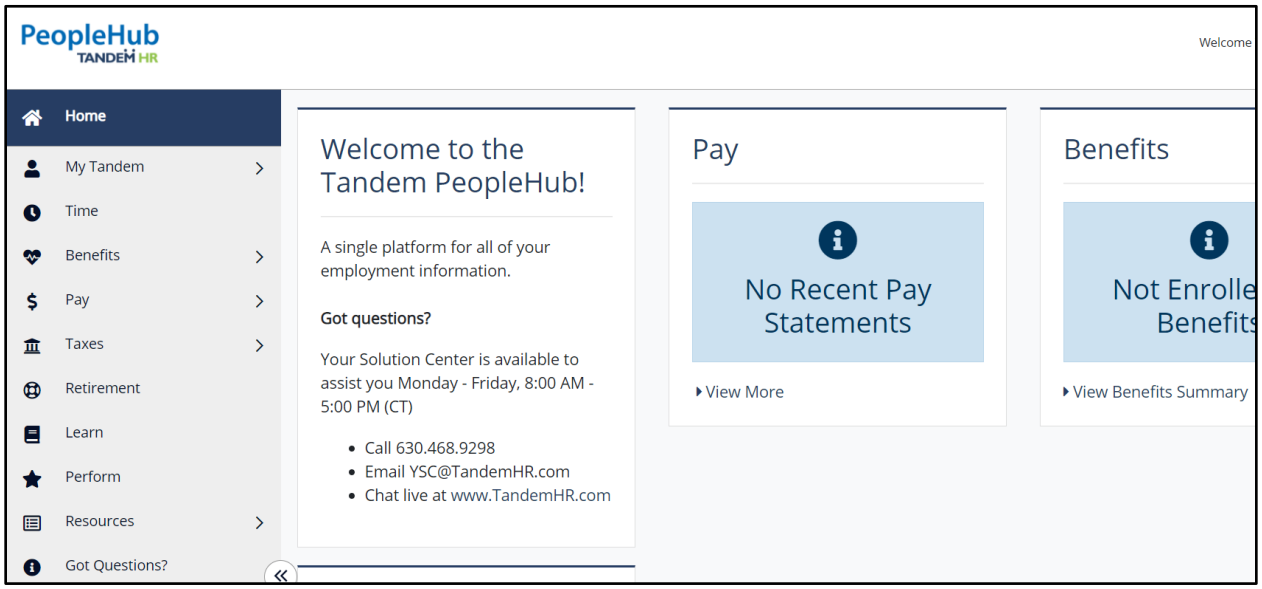
After you login with your username and password, a window appears prompting you to send a security code to the email address or a text message to the mobile number listed in your system profile. Please select the option easiest for you to gain the security code, then press “Send Security Code”.

Once you have received the security code, enter it into the Security Code box on your screen.



Dashboard

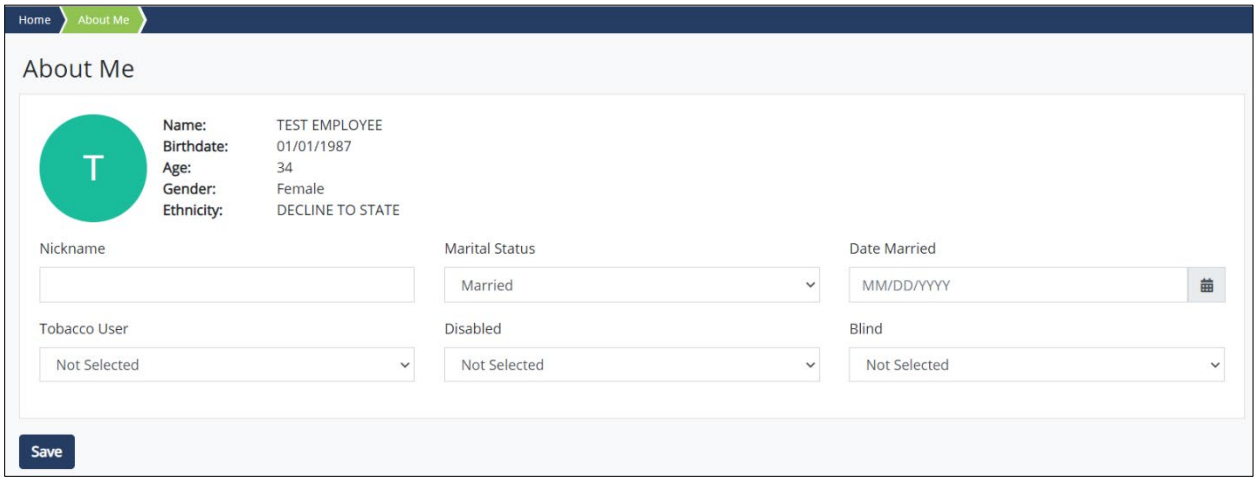
The first screen you will see upon login is the dashboard which contains information like pay, benefits, paid time off or new messages.



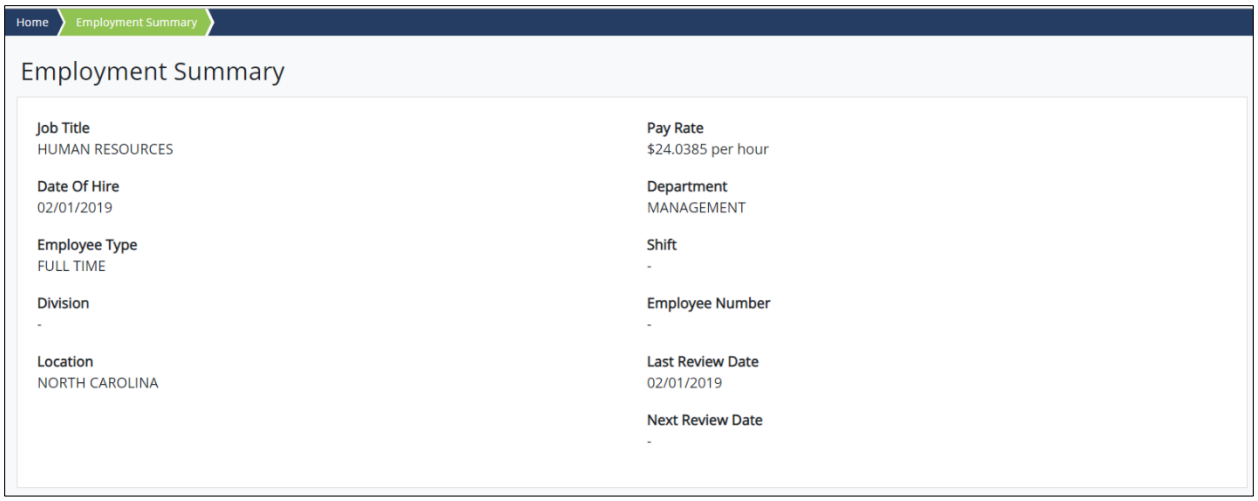
My Tandem

The My Tandem menu contains the following submenus:

About Me:
Name, birthdate, age, gender, ethnicity, nickname, marital status, date married, tobacco user, disabled, blind

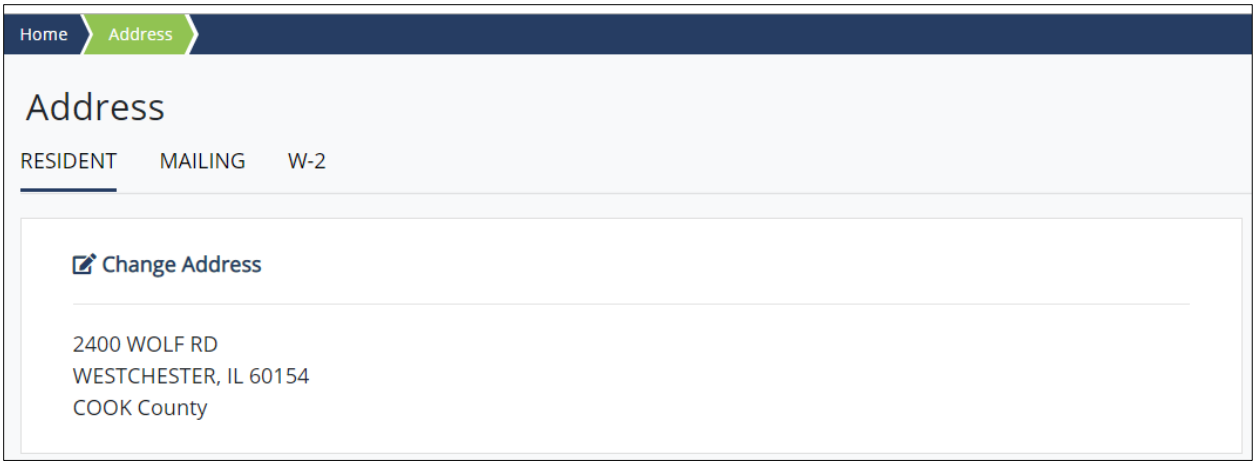


Employment Summary:
Job title, date of hire, employee type, division, location, pay rate, department, shift, employee number, last review date, next review date.



Contact Info:
Personal email, work email, home phone and cell phone.

Address:
Resident address, mailing address, W-2 address.
System defaults to resident address if others are left blank.



Emergency Contacts:
List of emergency contacts and specific contact information. Simply click the person's name to make edits to contact information.

Veteran Status:
Veteran, Vietnam veteran, disabled, newly separated, other protected, service medal veteran.

Driver's License:

Time

The Time menu directly links to the online timekeeping system.

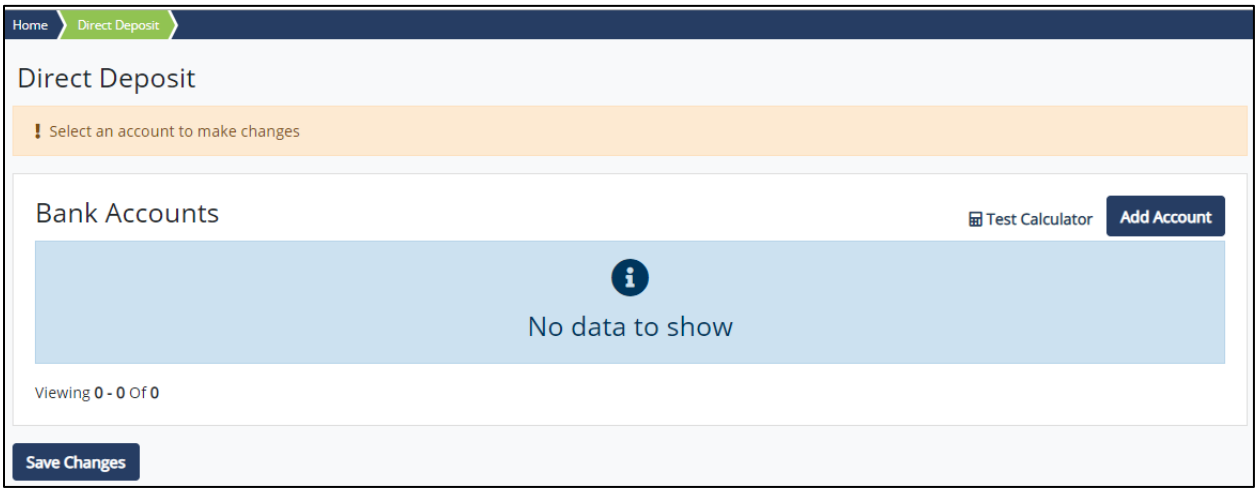
Pay

The pay menu contains the following submenus:

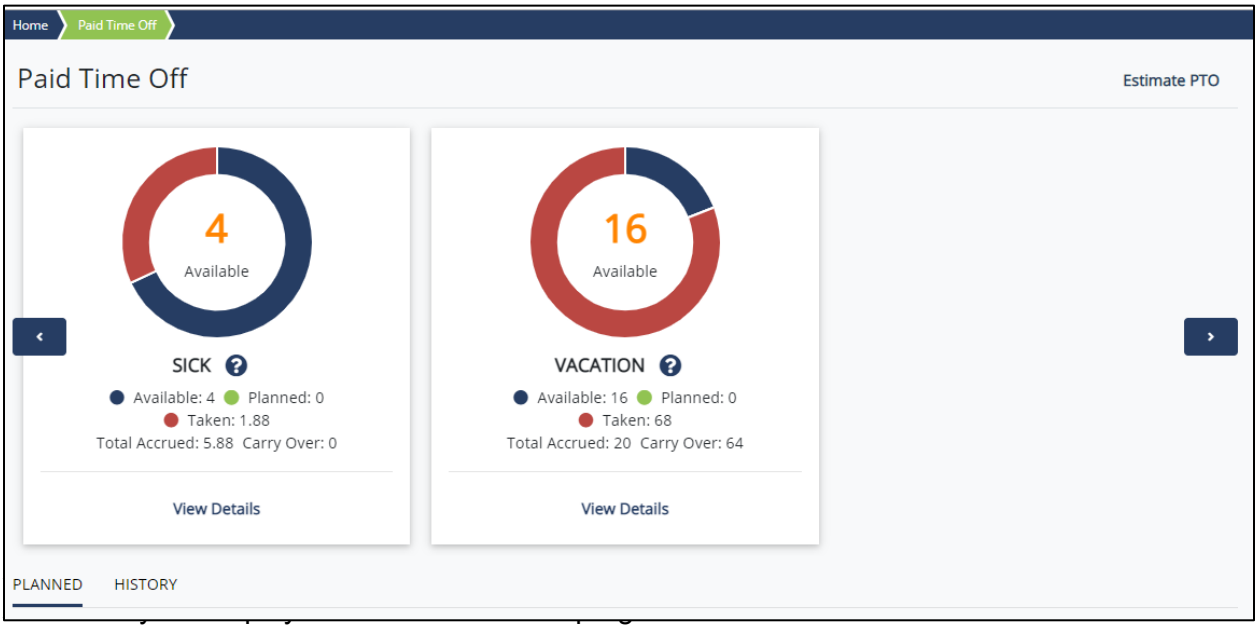
History:
List of paycheck stubs for a select year. Check stubs are printable.

Summary:
Total earnings, taxes withheld, and deductions for a select year. Pay history under this submenu is your current pay rate, and any pay changes.

Direct Deposit:
List of bank accounts, deposit methods, and amounts. New accounts take up to 7 business days to go through the pre-notification process prior to becoming an active account.



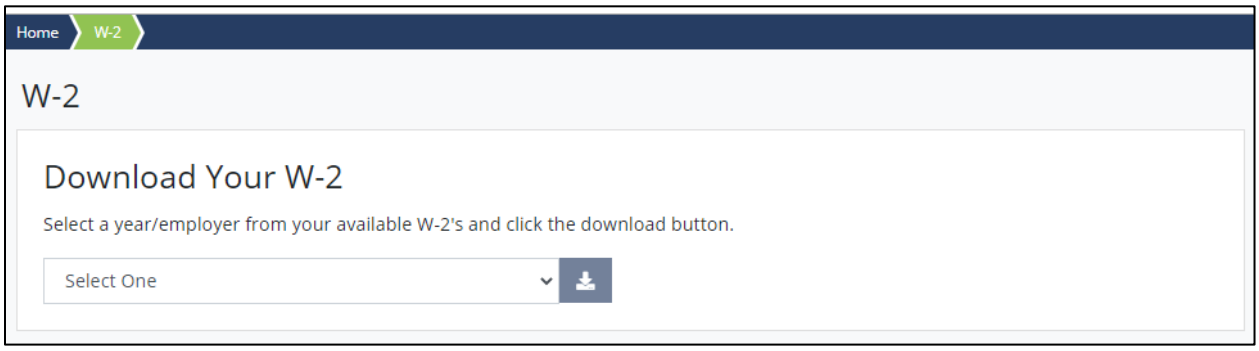
Paid Time Off:
View of current available, planned, taken, and carryover paid time off totals.



Taxes

The taxes menu contains the following submenu:

W-2:
Download a printable W-2 for a given year of employment



Withholding:
Shows current filing status for both federal and state taxes. To change withholding amounts, click “Update Forms” in the top right corner.

Benefits

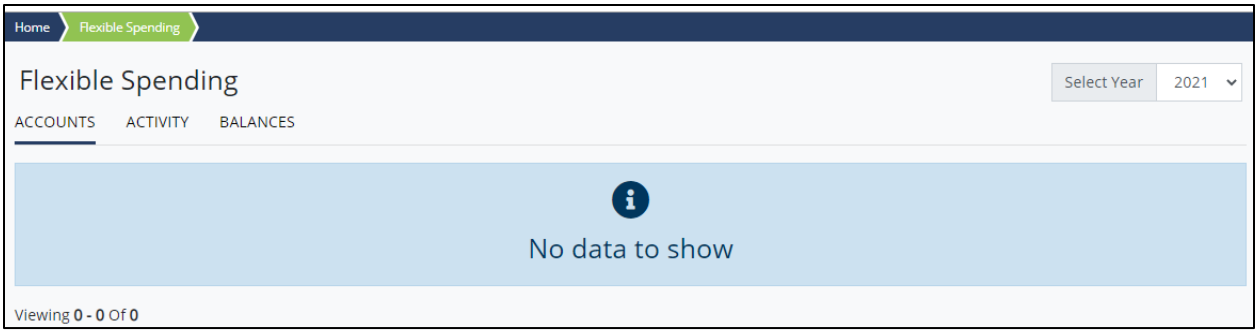
The benefits menu contains the following submenus:

Benefits Enrollment:
Direct link to benefits enrollment process. Opens workflow in a new window.

Benefits Confirmations:
Confirmation of benefits enrollment with effective date.

Summary:
List of the plans in which colleague is currently enrolled.

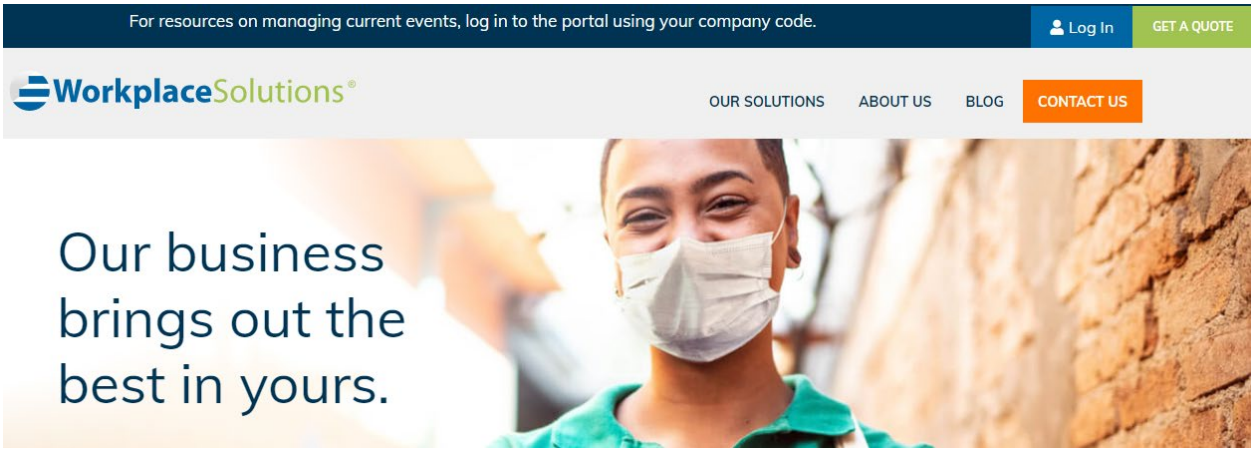
Flexible Spending:
FSA account activity and balances.



Retirement Summary:
Displays base earning, elective contribution (pre-tax), catch-up contribution (pretax), employee contribution (post tax), 401(k) loan payments, Roth contribution, and Roth catchup for a given year.

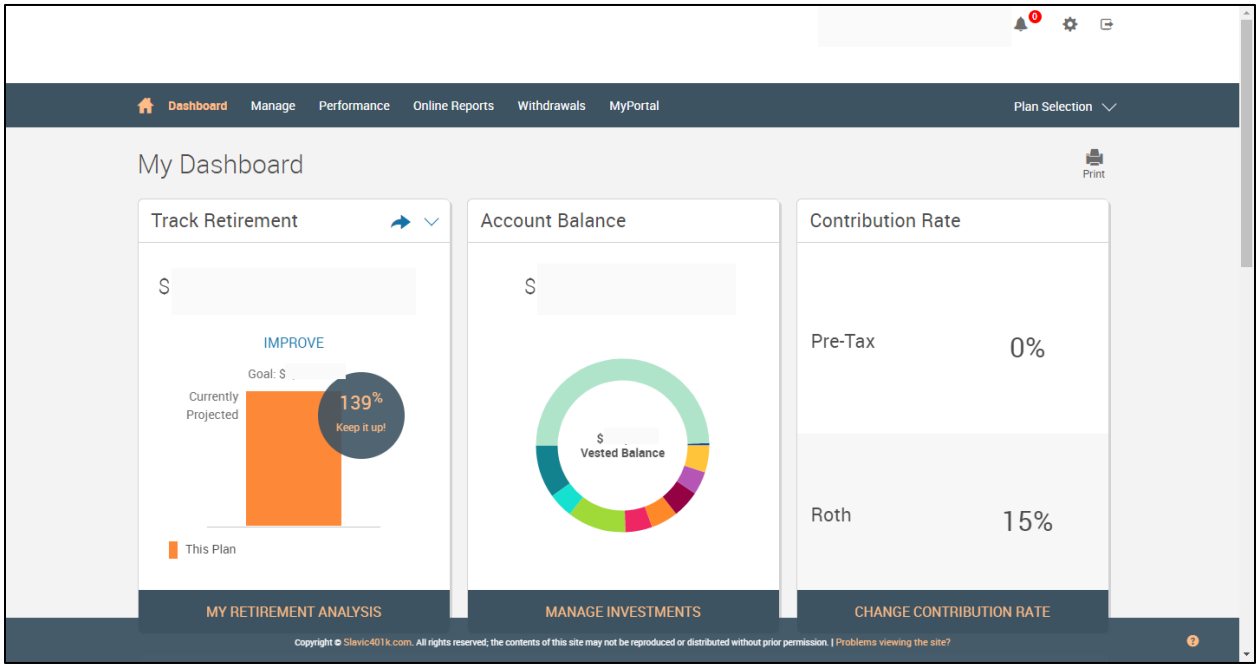
Dependents/Beneficiaries:
List of dependents and beneficiaries.

Employer Assistance Program (EAP):
Direct link to the Workplace Solutions EAP website featuring work-life resources. Login by clicking 'Employee Services' and using the login **tandem**.



Retirement

Information regarding your Slavic401k retirement plan.



Learn

Access to the Tandem Learn online education and training system.

Perform

Access to the Tandem Perform performance management system for goal tracking and performance reviews.

Resources

The resources menu contains the following submenus:

Documents:
May include personal, benefit, HR, or general documents. General, HR, and benefit forms will be updated by Tandem HR. Personal employee forms can be added by managers.

Forms:
Universal forms

Tutorials:
Short video guides on navigating various Tandem HR technologies.

Discount Program:
Informational flyer on discounts on products and services

Got Questions?
Your Solution Center is available
Monday – Friday from 8:00 AM – 5:00 PM (Central)
630.468.9298
YSC@TandemHR.com
Chat live at TandemHR.com