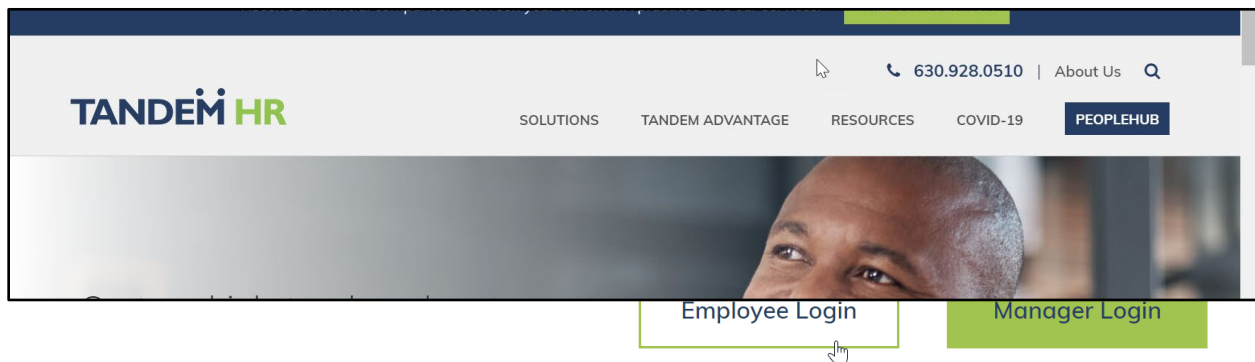


PeopleHub System Access & Navigation

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. If you already have an account, skip the registration instructions below and go directly to Multi Factor Authentication.

Registration instructions

1. Visit www.TandemHR.com and click on the PeopleHub button on the upper right-hand side of the home page.



Whenever you login, you may notice important announcements in the gray bar including scheduled maintenance times, W-2 arrivals and other important information.

2. To proceed, click on the Employee Login button.

3. Select "Register" on the bottom right-hand side of the login screen.

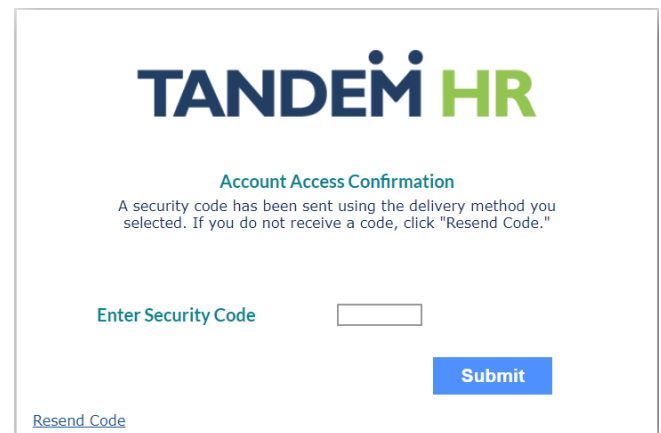
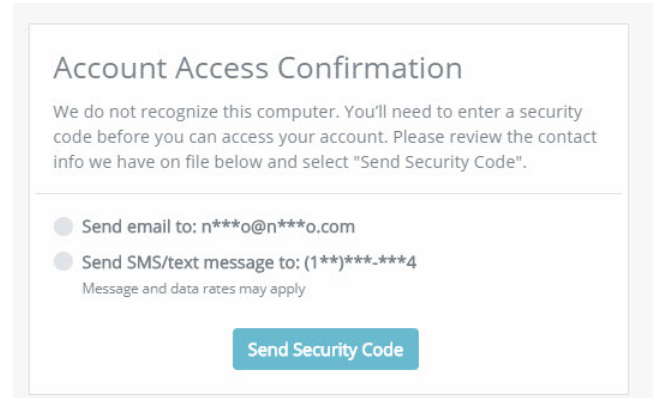
4. The registration page will prompt you to enter the following information:

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

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

Multi Factor Authentication

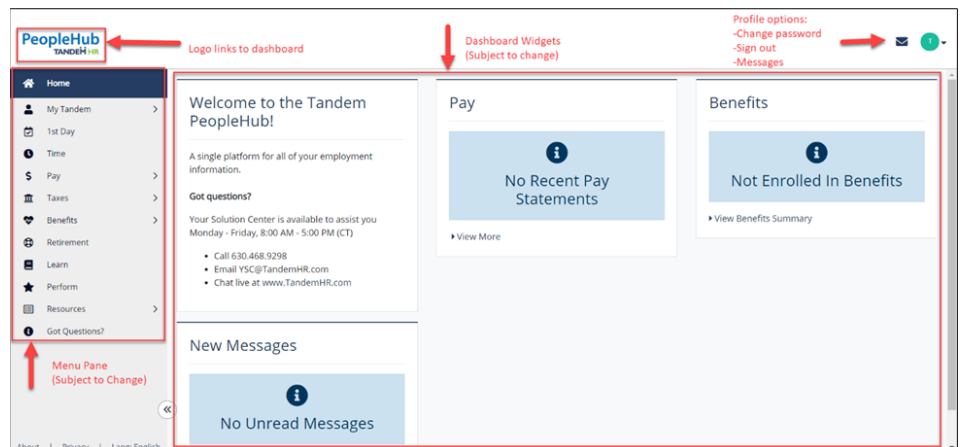
1. After you login with your username and password, a window appears prompting you to send a security code to the email address or a text message to the mobile number listed in your system profile. Please select the option easiest for you to gain the security code.
2. Then press "Send Security Code".
3. Once you have received the security code, enter it into the Security Code box on your screen.



Dashboard

After logging in, users will immediately see the dashboard screen. The dashboard contains the following information:

- Any maintenance related information
- Paycheck information
- Benefit plan information
- New messages
- How to contact Your Solution Center



Menu Navigation

Use the menu pane on the left to navigate between menu options. **Please note this list may contain menu options not available to your organization. If the option is not applicable to you, it will not appear in your personal menu.*

My Tandem: Personal information, employment data, contact information, address on file, emergency contacts, and voluntary trackable veteran statuses and driver's license information

Time: Time & attendance software through Tandem Time

Pay: Paycheck information and history for years serviced by Tandem HR including check stubs, payroll summary, direct deposit information, PTO balances, and information on the Advance program

Taxes: W-2 and withholding forms for current and previous years of employment through Tandem HR

Benefits: Benefits enrollment, confirmations, summary, flexible spending account information, a list of dependents and beneficiaries, and links to the Employee Assistance Program (EAP) and the discount program

Retirement: Direct access to your 401(k) retirement account

Learn: Online education and training through Tandem Learn












Perform: Performance management system through Tandem Perform

Resources: Documents, forms, and system tutorials

Got Questions?: Click here to chat with Your Solution Center specialists during regular business hours

For additional assistance contact:



	Home
	My Tandem
	Time
	Benefits
	Pay
	Taxes
	Retirement
	Learn
	Perform
	Resources
	Got Questions?

Your Solution Center

Monday – Friday

8:00AM – 5:00PM CST

630-468-9298

YourSolutionCenter@TandemHR.com

Chat live at TandemHR.com

Got Questions?