

PeopleHub

Employee User Guide



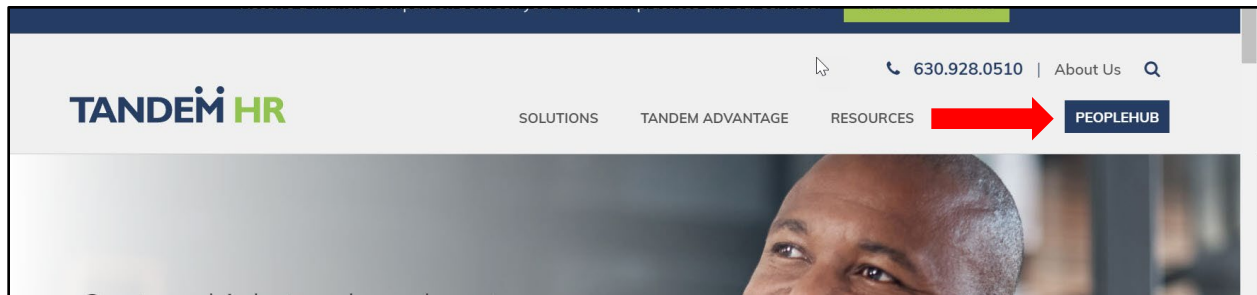
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PeopleHub

The Tandem PeopleHub contains valuable payroll, benefits, and other HR information. This online system is available to you anytime, anywhere you have internet access. The first time you visit 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.



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”.

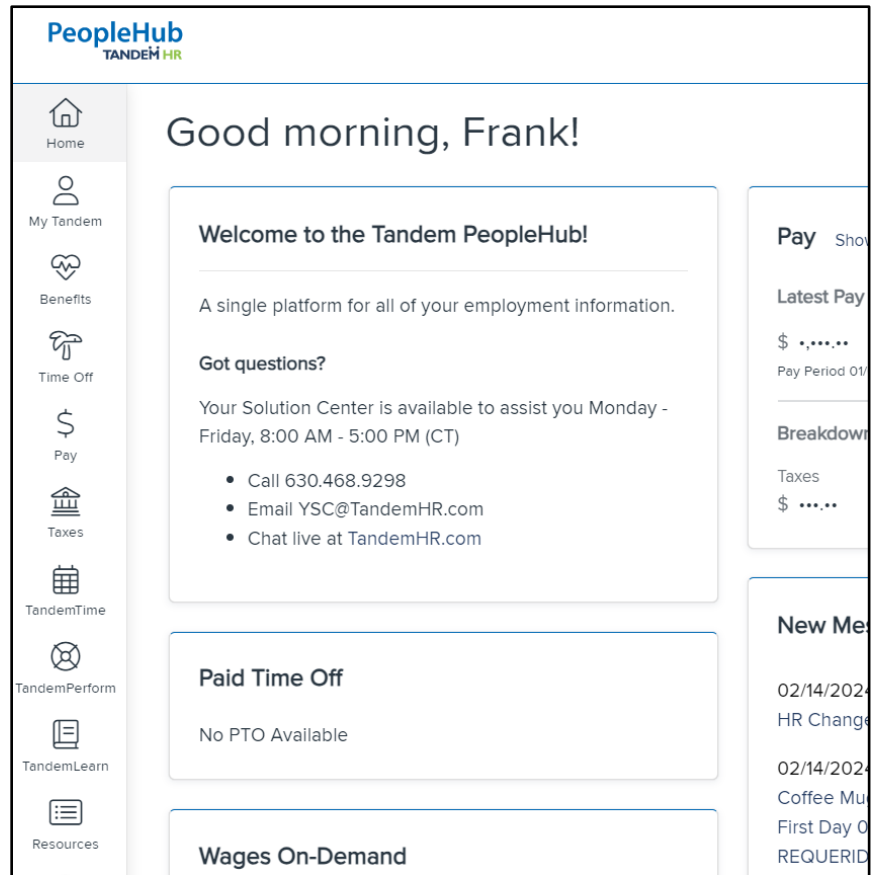
Once you have received the security code, enter it into the Security Code box on your screen.

Dashboard

The first screen you will see upon login is the dashboard which contains a navigation menu on the left and other messaging within.

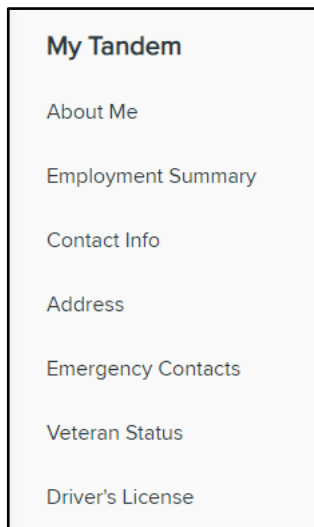
If your organization does not use Tandem Time or Tandem Perform systems, those links will not work.

If your organization uses our Tandem Time & Attendance system, your time off is tracked in that module and your “Time Off” menu option will have no data.



My Tandem

The My Tandem menu contains the following submenus:



About Me:

Name, birthdate, age, gender, preferred name, nickname, marital status, date married, tobacco user, disabled, blind

Employment Summary:

Employee ID, position, annual salary, pay rate, PTO approver, manager, last hire date, original hire date, last review date, next review date, employee number, employee type, location, department, division, shift, project, work group, benefit group

Contact Info:

Personal email, work email, home phone and cell phone.

You may update these fields in the portal at any time.

Tandem HR will use your preferred email address to communicate payroll, benefits, or HR news as needed.


Address:

Resident, mailing, and W-2 addresses.

Tandem HR will mail to your resident address as needed if others are left blank.

My Tandem > About Me

Personal



Frank TIAFOE

Birthdate: January 1, 1998 Age: 26 Gender: Male

Personal Information ✎ Edit

Legal Name	Preferred First Name
FRANCES TIAFOE	Frank
Nickname	Marital Status
Frank	Single
Date Married	Tobacco User
-	No
Disabled	Blind
No	No

Contact Info

Email
Please choose your preferred email to use for notifications such as time-off requests, password resets, forgotten usernames, and multi-factor authentication.

Personal Email Use as Preferred Email

Work Email Use as Preferred Email

Phone

Home Phone

Cell Phone
 ...

Address

RESIDENT MAILING W-2

⚠ Changing your address may have tax implications.
Please review your tax withholdings [here](#).

[✎ Change Address](#)

2400 WOLF RD
WESTCHESTER, IL 60154
COOK County

Emergency Contacts:

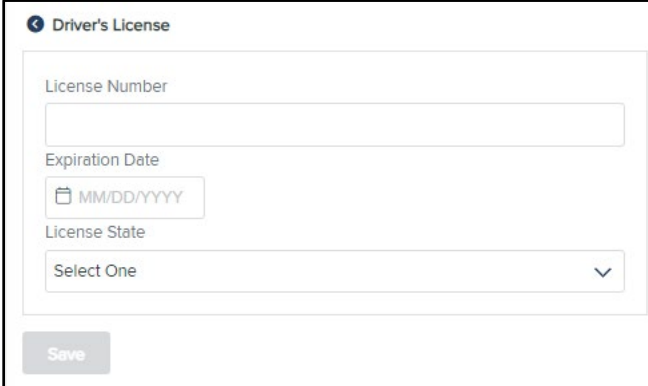
List of emergency names and contact information. Simply click the person's name to make edits to contact information or click Add Contact to add someone new.

Veteran Status:

Veteran, Vietnam veteran, disabled, newly separated, other protected, service medal veteran statuses may be toggled "on" and "off" as needed in this section.

Driver's License:

You may add your driver's license information in this area when needed by your employer.



The screenshot shows a form titled "Driver's License" with a back arrow icon. It contains three input fields: "License Number" (a text box), "Expiration Date" (a date picker showing "MM/DD/YYYY"), and "License State" (a dropdown menu with "Select One" and a downward arrow). A "Save" button is located at the bottom left of the form.

Benefits

The benefits menu contains the following submenus and information is available for those benefits offered by your employer:

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.

Omega Benefits:

A direct link into your account on our FSA/HSA vendor's website.

Flexible Spending:

View 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.

Retirement Summary		Select Year	2021
Description	Amount		
Base Earnings	\$0.00		
Elective Contribution (Pre-Tax)	\$0.00		
Catch-Up Contribution (Pre-Tax)	\$0.00		
Employee Contribution (Post Tax)	\$0.00		
401K Loan Payments	\$0.00		
Roth Contribution	\$0.00		
Roth Catchup	\$0.00		

Retirement Portal

A direct link into your account on our 401(k) vendor's website.

Dependents/Beneficiaries:

List of dependents and beneficiaries for your elected benefits.

Employer Assistance Program (EAP):

Direct link to our EAP vendor's website featuring work-life resources. Use access code **worklife** for online resources.

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. If your organization uses Tandem Time to manage your time and attendance then this area will be blank. You will find your PTO information under Tandem Time.

Paid Time Off Estimate PTO [Request Time Off](#)

PLANNED HISTORY

Search

Type	Start Date	End Date	Requester	Status	Hours	Approver	Actions
You have no planned time off...							

Wages On Demand:

Access to earned wages prior to your pay date and information on the employee financial wellness program.

Taxes

The taxes menu contains the following submenu:

W-2:

Download a PDF of your W-2 for any given year of employment where Tandem HR managed your payroll.

Download Your W-2

Select a year/employer from your available W-2's and click the download button.

Select One

Withholding:

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

Withholding Update Forms

Federal Tax	IL State Tax - Resident
Allowance 0	Basic Personal Allowances 0
Filing Status Single or withhold at Single rate (pre 2020)	Additional Allowances 0

1095-C:

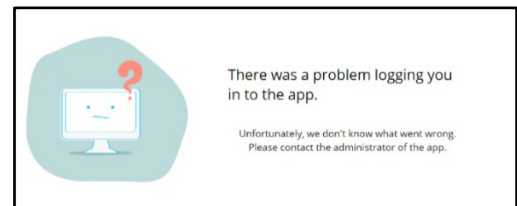
Download a PDF copy of your 1095-C, [if applicable to you](#).

Tandem Time

If your organization uses Tandem HR's time & attendance system, this link will lead you directly into your Tandem Time account to log your hours, check your PTO balance, and much more. For more information on this system, please see our Tandem Time Employee Guide on the [Employee Resources](#) web page. If your organization does not use Tandem Time, you will not be able to log in.

Tandem Perform

If your organization uses Tandem HR's performance management system, this link will lead you directly into your Tandem Perform account. If your organization does not use Tandem Perform, you may see an error message.



Tandem Learn

Access to the Tandem Learn online education and training system.

Resources

The resources menu contains company and individual documents applicable to you. Each company will decide what they will store in this section, but the most commonly stored items include your company's employee handbook, labor law posters, and benefits plan summaries.

Got Questions?

This link will open a live chat conversation with a Your Solution Center representative. These professionals are available Monday through Friday between 8:00 AM and 5:00 PM (CST) to help answer any questions you have on the portal, payroll, benefits, or other HR questions. They are also available via phone and email:

Your Solution Center
Monday – Friday
8:00 AM – 5:00 PM (CST)
630.468.9298
YSC@TandemHR.com
Chat live at TandemHR.com