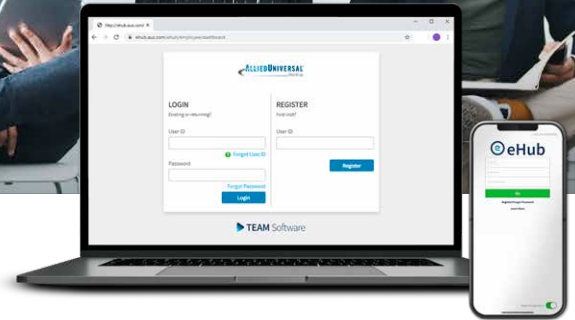# eHub Overview

What is eHub?

eHub is an important online resource available to all Allied Universal® employees. Viewed through the mobile app or by using your web browser, eHub allows you to keep track of your personal and job information.

Why should I use eHub?

Gain access to the following resources and more!

Employees

View Paystubs

View W2s & 1095cs

View Employee Information

Update Home Address & Phone Number

Enroll in Benefits

Access HR Reference Documents

Managers

View Client Invoices

Complete Inspections

Send Notifications Directly to Smart Phones

Notify When Extra Shifts Are Available

View Employee Work Schedules

How do I get eHub on my phone?

1. From your iOS or Android device, go to the **App Store** (iOS) or **Google Play** (Android) and search "**eHub**" and install the free app.

2. Select "**Register/Forgot Password**"

3. Enter your **Employee Number** as the *User ID* and "**eHub.aus.com**" as the *eHub Website*

4. Enter the information requested to validate your personal identification

5. Set your password (See details around password requirements below)

6. Create a PIN that enables you to login quickly when reopening the app

Search for "eHub"
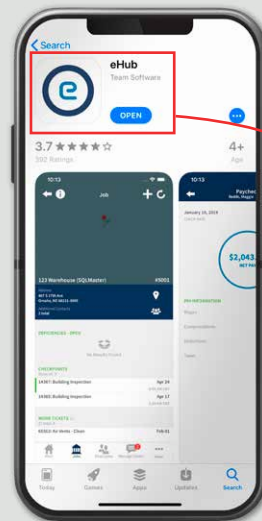
Select "Register/Forgot Password"
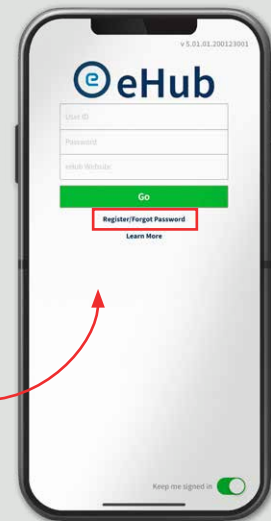
eHub App

How do I login to eHub from my computer?

1. From your desktop, open your web browser and go to "**ehub.aus.com**"

2. Locate the *REGISTER* side of the login area.

3. Enter your **Employee Number** as the *User ID* and then click **Register**.

4. Enter the information requested to validate your personal identification

5. Set your password (See details around password requirements below)

Go to "ehub.aus.com" to register your account
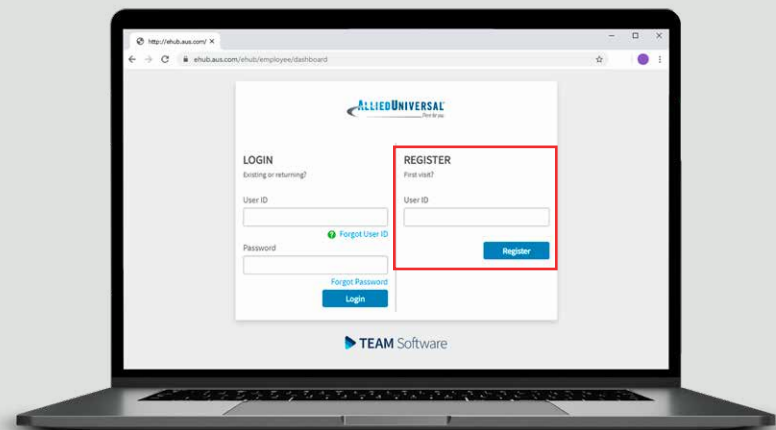
Password Requirements

1. Password length must be between 6 and 15 characters

2. Password must contain at least three of the four following items:

> Uppercase or capital letter (ex. A, B, C)

> Lowercase or small letter (ex. a, b, c)

> Number (ex.1, 2, 3)

> Special character (ex. #, %, *)

For password support and questions, please dial (484)-351-1568, and select option #1.

Employee Last Name:_____

Employee First Name:_____

User ID (Employee Number):_____

Password:_____

Employee Document and Paystub Access

Today everyone is trying to go green…and so are we! Effective immediately, Allied Universal® is making your paycheck stub available by our secure employee self-service portal and mobile app. On eHub, full portal instructions will be available on the Home page.
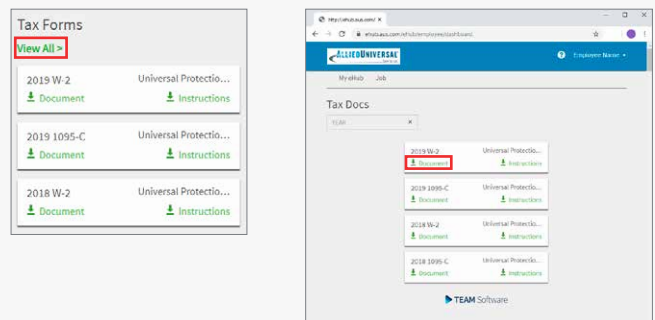
Viewing Paystubs

1. Under *Paychecks*, click **View All**.

2. Click on the paycheck number you would like to see.

3. Click the **Download** button to view and print your stub.

Paystubs are not available on eHub until Wednesday prior to payday.
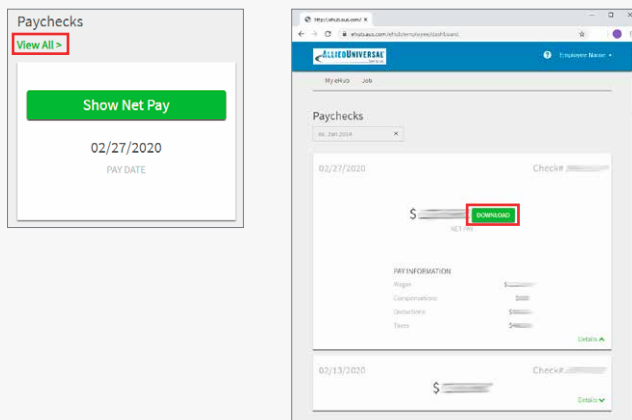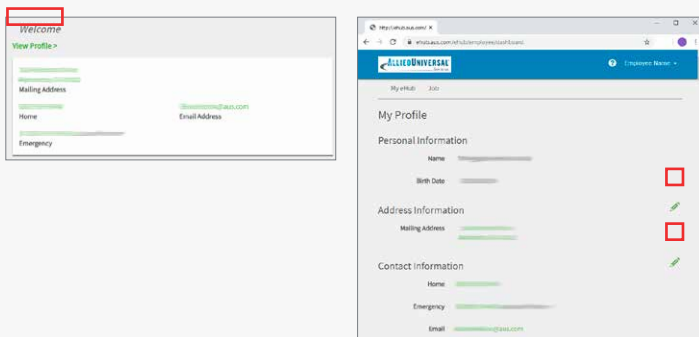
Viewing a W2

1. Under *Tax Forms*, click **View All**.

2. Select the W2-Year you want to view or print by clicking **Document**

Updating Personal Information

1. Click on **View Profile**.

2. Use the *Pencil Icons* to edit your personal information and then click **Submit**.

You will need to do this individually for your *Address Information* and *Contact Information*.

Logging Out

1. Click on the *white dropdown arrow* next to your name, located in the top right corner of eHub.

2. Select **Log Out**.

ehub.aus.com

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There for you.