

The Hub User Guide

Hourly Workers

Table of Contents:

[First Time Hub Log-In](#)

[Setting up 2-Step Verification](#)

[Ongoing Log-In to The Hub](#)

[Common HR Tasks](#)

Check your pay

Check your hours worked

Check and enter your vacation time/view hours worked/SUB benefits

[Employee Central](#)

[Signing Out of The Hub and Google](#)

[Signing out of Google](#)

If you have multiple profiles with “sync” disabled

If you have multiple profiles with “sync” enabled

First Time Hub Login:

: jfghja YH Y<i V`c[]b`	
<p>GH9D'WQ[] q [Á Á c] Á GÁ [~ q ^ Á q ^ á á Á ^ . ^ Á [~ Á æ • , [á É Á Á GÁ [~ Á [} q Á] , Á [~ Á Ö Ö Ö [[* ^ Á Ö É Á [~ Á & æ Á á á Á Á [á * Á Á æ • , [á Á ã æ á Á æ Á @ • K D & æ É á æ • , [á Á Á Á Ø , Á @ Á c] • Á Á Á ^ Á [~ Á æ • , [á Á á Á * ^ Á Á c Á á æ ^ Á Á Á Á [~ Á Ö Ö Á [[* ^ Á Ö Á</p>	
<p>GH9D' & K Ö [Á Á @ • K D @ @ à É & æ ! [~] É [{</p>	
<p>GH9D' K Ö q [• ^ Á [~ Á Ö Ö Á [[* ^ Á & & ~ } á q Á [• É c Á á Á Á á • q æ ^ É æ q æ ^ Ö á É & æ ! [~] É [{ D á á Á] [& ^ á Á Á Ú c] Á Á Á GÁ [~ Á Ö Ö Ö [[* ^ Á & & ~ } á Á [á á c á É Á • ^ & á g Y U b c h Y f U W V i b h á á Á [& ^ á Á Á Ú c] Á</p>	

to continue to [fcmapps.com](#)

Enter your email

[Forgot email?](#)

GH9 D') K0) c!Á [~ |Á æ • , [|á } á & |á /BYI h

GH9 D' * .Á |á } Á =5 [fYYÁ Á & ^] cÁ ^ | { • Á - Á ~ • ^ K

Google

Welcome

usatest.hbu@id.fcagroup.com

We publish the [Google Terms of Service](#) so that you know what to expect as you use our services. By clicking 'I Agree,' you agree to these terms.

You are also agreeing to the [Google Play Terms of Service](#) to enable discovery and management of apps.

And remember, the [Google Privacy Policy](#) describes how Google handles information generated as you use Google services. You can always visit your [Google Account](#) (account.google.com) to take a [Privacy Checkup](#) or to adjust your privacy controls.

[I agree](#)

Ÿ [~ Á |á ^ Á [* * ^ á } á @ ~ |á ^ Á [~ |Á æ ^ á @ Á]] ^ | Á @ & | } ^ | Á - Á @ Á ~ á Á @ { ^ } æ ^ Á

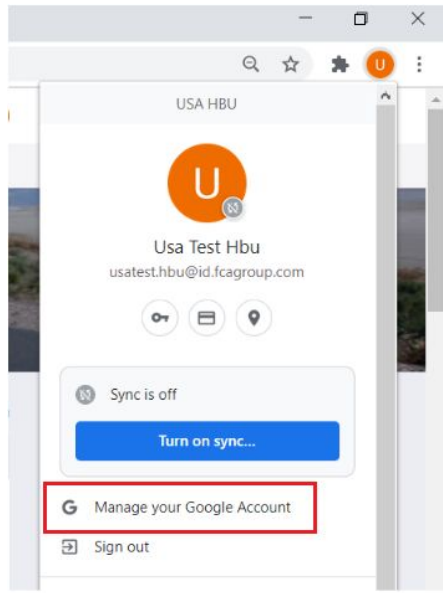

 ENGLISH

[Usa Test Hbu](#) 

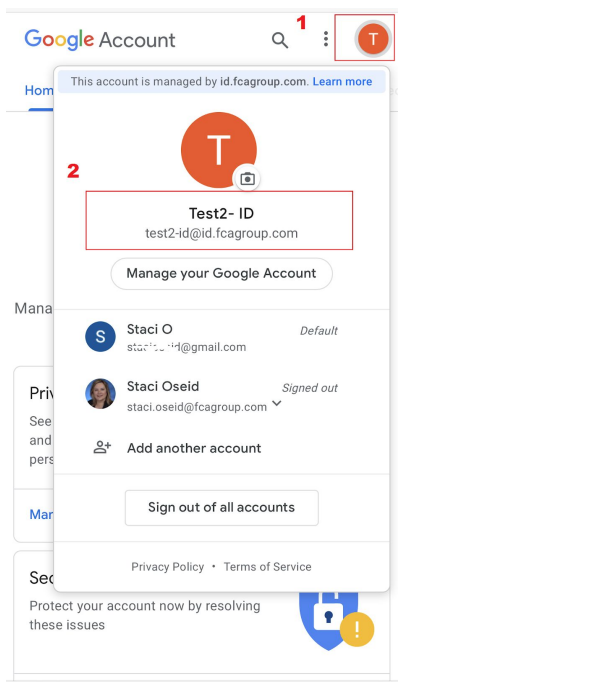
[Company](#) > [News](#) [Work & Life](#) > [Tools & Resources](#) > [People Finder](#)

Setting up 2-Step Verification after initial login

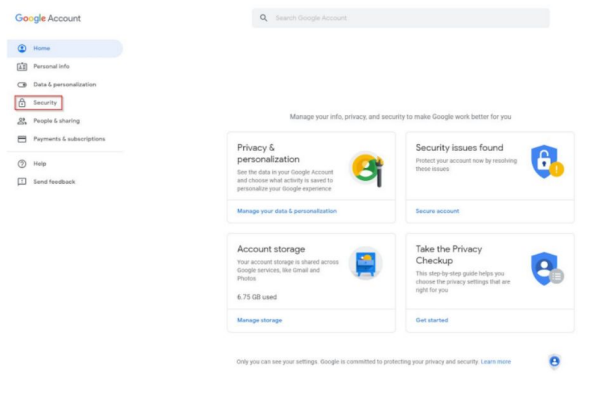
GÜc\ Á\iãBca} ÁÁ^~ a^aÁ Á^&|Á[~|Á^} cãBca} Á) aÁ ~ •ó^Á&{ }|^c^áÁ ã@ Á@Áá•Á
 HÉÁæ•Á-Á[~|Áá•ó[*á Á|Á[~ Á] Á^Á[& ÁáÁ~ ó-Á[~|Áá&~ } dP^|Áá^Á@Ác} •Á Á^cá * Á
 c@ Á] Á|Á@Áá•Á Á È

2-Step Verification set up	
<p> Á GhYd'%Áá^aa^Áã}^a^Á ç Á[~ Ái[, •^ Á , ã@ Á[~ ÁÖÖÁ[[* ^Á&~ } d&Á Á[~ Á æ&~ } ó Á@Á] Áá @& ! ^Á-Á[~ Á à , •^ Áá a^Á^&óÁ UbuYnci f; cc[~Y 5Wci bhæ aÁ\á Á Á </p>	
<p> GhYd' & 'Á[~ Á^Á[óã}^a^Á Á ã@ Á[~ ÁÖÖÁ Ö[[* ^Á&~ } ó[Á Á @ç •K@ ^æ&~ } d[[* ^Á&{ ÉÁ </p>	

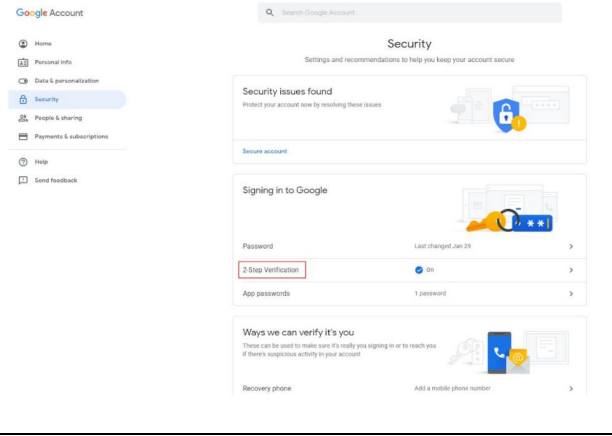
GHYd' .Á^iã Á[~ Á^Áã } ^áÁ Á á@Á[~ !Á
ÔÔÔÔ [[* ^ÁÔ& } ^Á !Á ^Á &@Á ! ! ^Á &Á
ã& } ^Á Á
Á
FÁU ^Á &ã * Á @Á æ ^Á Á @Á] Áã @Á ! } ^Á Á
GÁÔ @Á ã * Á @Á & } ^Á æ ^Á Á
Á
GÁ [^Á [~ !Á ÔÔÔÔ [[* ^Á & } ^Á & [• ^Á [~ !Á
ÔÔÔÔ [[* ^Á Ô& } ^Á



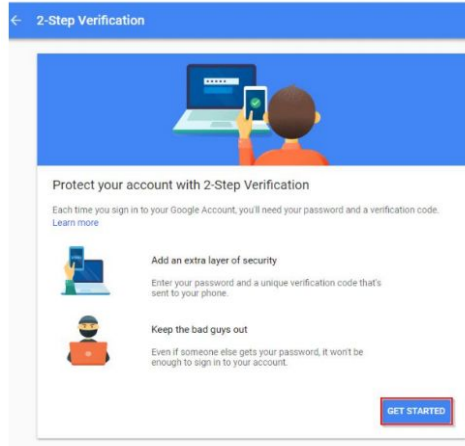
GHYd' (.ÁÔ|& /GYW f]mi'



GHYd') .V@} &Á &GHYd' J Yf]ZWHjcb

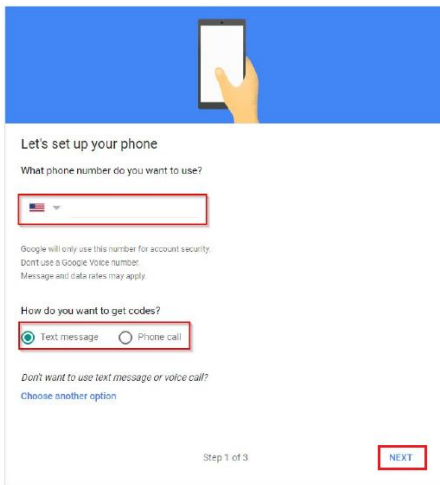


GhYd* .Á|æ Á YhGHUfHYX

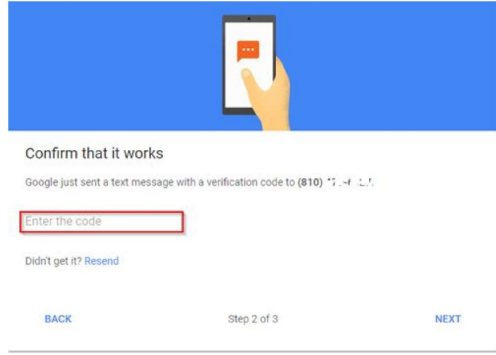


GhYd+.Á@Á•c{ Á q|Á|{ } cÁ[~ Á| Á} c:Á
^ [~ |Á æ•, [|áÁæ æ| ÉÁ Á|á Á@Á|Á Á|Á
^ [~ ÉÁ
Ú|Áæ^Á} c:Á [~ |Á æ•, [|áÁæ æ| ÉÁ@ } Á|æ Á
P^cÉÁ

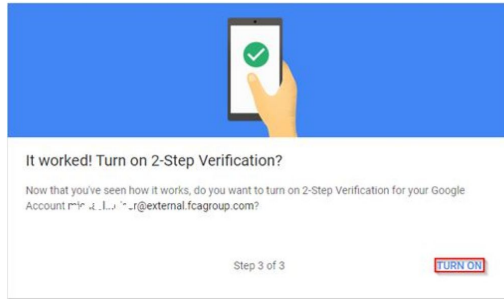
Ô@ [•^Á@, Á [~ Á q|Á|&^Á|á|áææ} ÉÁ [~ Á
@æ^Á ~ |c| ^Á] c| } •Á Áq á @^cá * Á] Á
GÉUc] Á|á|áææ} ÉÁ cÁq Á& { { ^} á|áÁ@æÁ
^ [~ Á|Á|&Á æ@|Á@Á^cÁ ^••æ^Á|Á
Ú@ } ^Áæ|Á] c| } ÉÁ
Á
GhYd, .Á) c:Á [~ |Á [á|Á|@ } ^Á { á|Á| áÁ
&@ [•^Á@Á] c| } Á Á^cá * Á [~ |Á| á|Á^ Á^cÁ
{ ^••æ^Á|Á|@ } ^Áæ|ÉÁ|æ ÁBYI hÁ



GHYd'-.Á) c'ÍÁ@Á&| á^Á[~ Á^&ã^áÁ) á&|Á
BYI h



GHYd'\$.Á @} Á ~ &&^..~ |Á^!ããÁ } Á @, •ÉÁ
&|Á } ÁHI FB'CBÁ



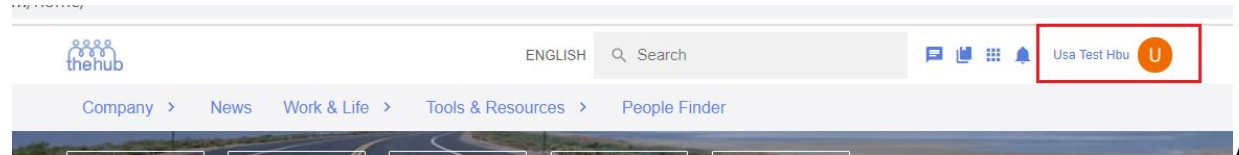
Á
@[ci h' Á[~ |ÁÔÔÔ[[*|^Á&& ~ } Á^ Á
•^|^&ã * Á[~ |Á![- á^ Á &c |^Á ã@ Á@Á] Á
, á á, Á
Á
Ô|Á } ÁG| b'ci h' Á&|Á&& ~ } Á

Ongoing Log-In to The Hub

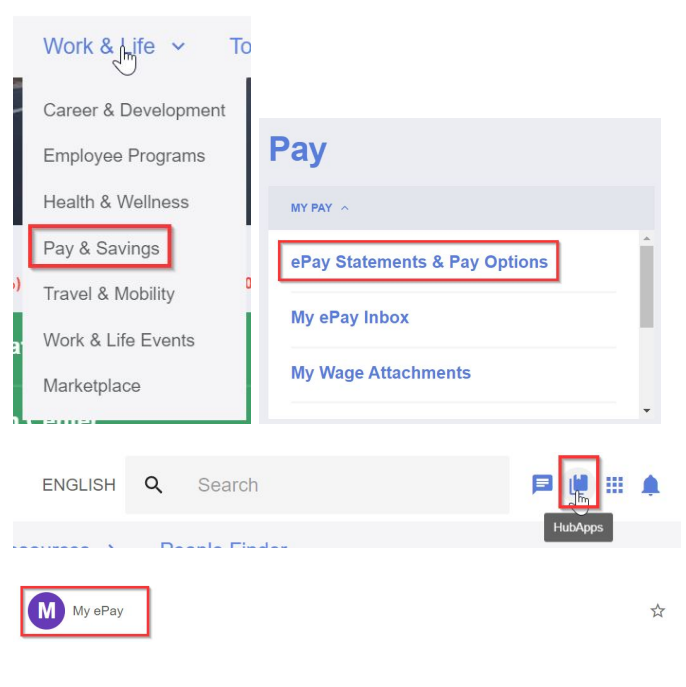
Ongoing Log-In to The Hub	
<p>GH9D'%'Ö [Á Á@] • @ @ à È&æ ! [~] È [{ ' .</p>	
<p>. GH9D'%'Ö [Á Á@] • ^ Á [~ ! Á Ö Ö Á [[* ^ Á æ & [~ } ó Á Ç Á [• È @ Á] Á ^ Á ã • ç æ ^ È ç æ ^ Ö ã È æ ! [~] È [{ D æ á Á] ! [& ^ á Á [Á Ç] Á Á Á G Á [~ ! Á Ö Ö Á [[* ^ Á æ & [~ } ó Á [ó Á ç á Æ • ^ ^ & Á g Y U b c h Y f U W W i b h æ á Á ! [& ^ á Á Á Ú ç] Á Á</p>	<p>Sign in with Google</p> <hr/> <p>Choose an account to continue to lumapps.com</p> <ul style="list-style-type: none"> usatest.hbu@id.fcagroup.com Signed out Staci Personal@gmail.com Signed out Frightful Plays Frightfulplays@gmail.com Signed out Use another account
<p>. . . GH9D'%'Ö [Á Á@] • ^ Á [~ ! Á Ö Ö Á [[* ^ Á æ & [~ } ó Á Ç Á [• È @ Á] Á ^ Á ã • ç æ ^ È ç æ ^ Ö ã È æ ! [~] È [{ D æ á Á] ! [& ^ á Á [Á Ç] Á Á Á . . . Á</p>	<p>to continue to lumapps.com</p> <p>Enter your email <input type="text" value="@fcagroup.com"/></p> <p>Forgot email?</p>

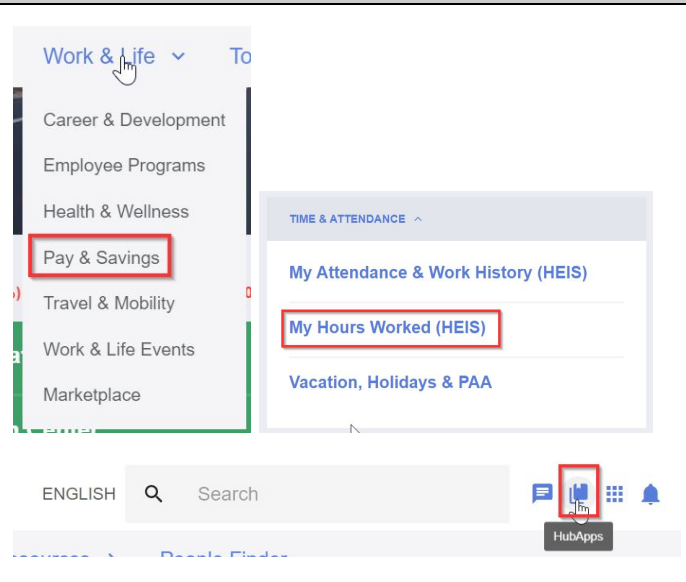
GH9D'(K0) e'Á[~|Á æ•, [lãÁ) á/ãÁ ÆYI h

Y[~Á q|Á^Á| **^á/Á) áÁ @~|áÁ^^Á[~|Á æ ^/Á @Á]] ^!Áã @Á|!} ^!Á -Á/@Á~ áÁ
@{ ^} æ^Ä



Common HR Tasks

Check Your Pay	
<p>Hover over the 'Work & Life' menu</p> <p>Click on 'Pay & Savings'</p> <p>Click on 'ePay Statements & Pay Options' in the 'My Pay' box</p> <p>-or-</p> <p>You can find 'My ePay' as a HubApp in the top section of the homepage of The Hub</p>	 <p>The screenshot shows the 'Work & Life' dropdown menu with 'Pay & Savings' selected. The 'My Pay' section is expanded to show 'ePay Statements & Pay Options'. The 'My ePay' HubApp is visible in the top section of the homepage.</p>

Check Hours Worked	
<p>Hover over the 'Work & Life' menu</p> <p>Click on 'Pay & Savings'</p> <p>Click on 'My Hours Worked (HEIS)' in the 'Time & Attendance' box</p> <p>-or-</p> <p>You can find 'HEIS' as a HubApp in the top section of the homepage of The Hub</p>	 <p>The screenshot shows the 'Work & Life' dropdown menu with 'Pay & Savings' selected. The 'TIME & ATTENDANCE' section is expanded to show 'My Hours Worked (HEIS)'. The 'HEIS' HubApp is visible in the top section of the homepage.</p>



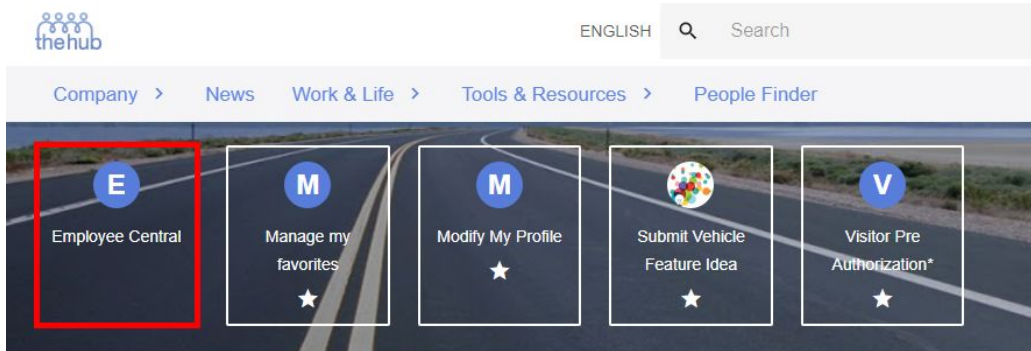
Check and Enter Vacation Time/View Hours Worked/SUB Benefits

You can check and enter vacation and PAA time, view your hours worked and access SUB Benefits via Employee Central. See detailed instructions on the next page.

Employee Central

Logging In

Access Employee Central from the Hub by clicking on the Employee Central HubApp at the top of the homepage of The Hub:



OR enter this **URL**:

<https://fca.fyi/EmployeeCentral>

OR point your phone camera here:



Login using your FCA TID and password

The login form contains the following elements: a 'User ID' label above a text input field containing 't0000:xx'; a 'Password' label above a text input field with a vertical cursor; a blue link that says 'Need help logging on?(Password Wizard)'; and an orange 'Sign in' button at the bottom.

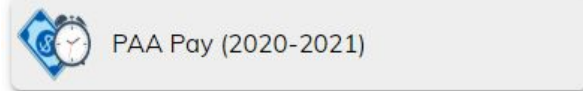
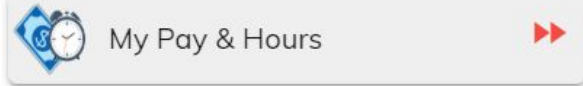
Finding Common Applications

Find the following commonly accessed functions in the **My Pay & Hours** menu:

View your pay statement
(Login using your FCA TID and password)

Attendance and Hours Worked

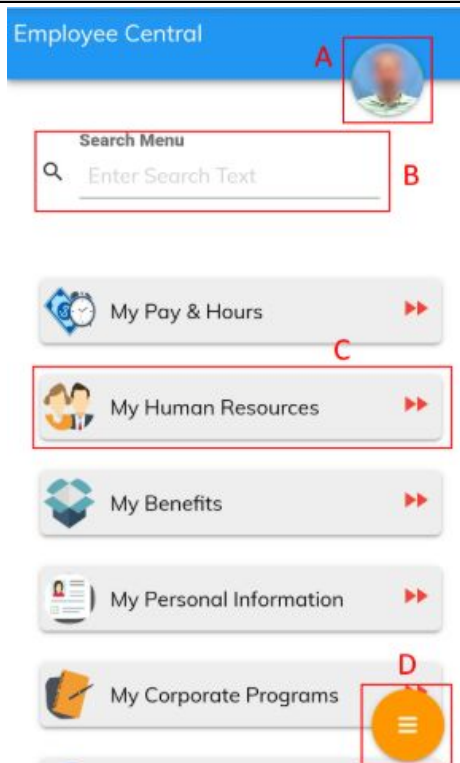
Vacation pay and PAA pay requests (US)
Vacation pay deferrals and payment of PAA (Canada)




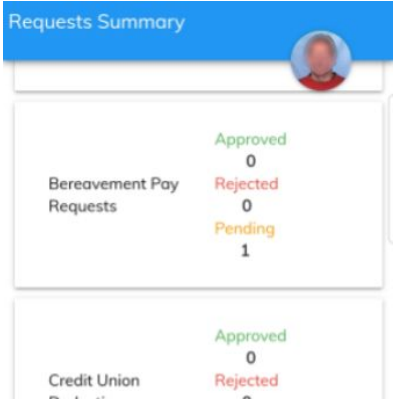
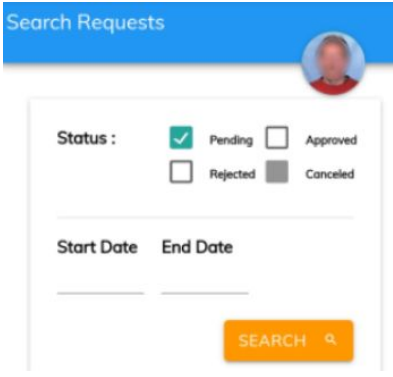
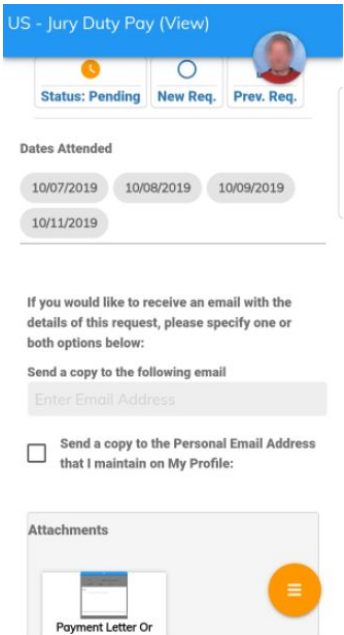
Main Menu

The following features are available:

- A. Tap your corporate directory picture to view your profile information or **Log Out**.
- B. **Search** option – enter search criteria; results will appear automatically. Use this option to quickly navigate to an application if you know what you need.
- C. **Menu** – click on the menu items to browse through the available applications
 - My Pay & Hours
 - View My Hours Worked
 - View My Pay Statement
 - Vacation Pay & PAA Pay
 - My Benefits
 - Supplemental Unemployment Benefits (SUB)
- D. Through the **Context** menu you can navigate to your Request History, find Help Contacts, and go **Home**



Checking Request Status and History

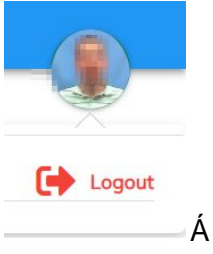
<p>From the Context menu tap Requests</p>	 <p>Requests</p>
<p>The Request Summary page will display and show a summary view of all kiosk requests you have submitted, in “card” format.</p> <p>Tap on any application card to see your requests for that application.</p>	
<p>The Search Requests page with any pending requests will be displayed by default. Click the Search icon to find any historical requests.</p>	
<p>Tap on any of the request cards to view the details of that request. You will see the View page of the request, where you can see what you previously submitted, and preview your attached files.</p>	

Home Page and Logging Out

From the **Context** menu tap **Home** to return to the home page.



For security purposes, when you are finished, tap your profile picture to **Logout**.

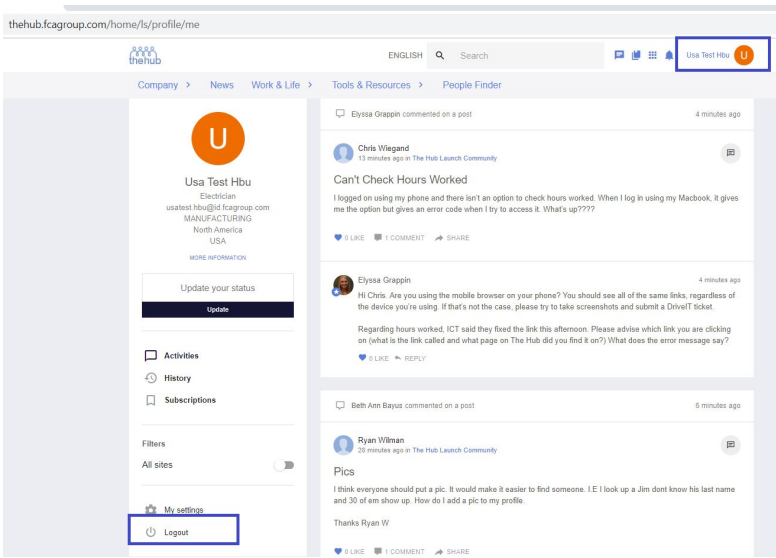
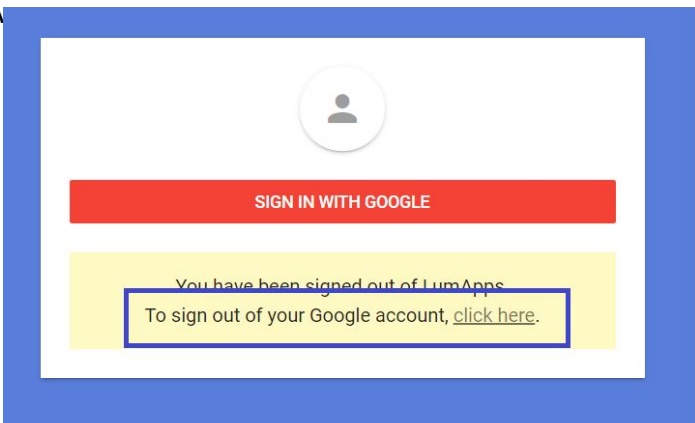


Á

Signing out of The Hub & Google

Y @} Å[] ^Á•q *Á@Á~ àÈÅÅ Å [] | :ca Å Á}• ^Á[^Áœ^Á[Å] | ^Á **^åÅ ~ Å -Á V@Á~ àÈÅ ~ Å [Å [[* ^Á ^Á | | | , q * Å @ Å c } • Å ^ | | , ÈÅ [^ Å [Å & Å • Å @ Å [Å [[* ^Á Å] | Å Å } • Å ^ • Å ^ • Å @ Á ~ àÈÅ @ ^ Å ^ Å } • d ~ & Å } • Å Å & Å } Å [Å | Å | [] ^ | | Å ** q * Å [^ Å - Å [[* ^ Å [c Å Å Å [Å ^ • Å | Å & Å Å Å | & Å [^ | Å { } ^ c Å | Å @ } ^ c Å | Å [^ Å Å ^ Å ^ [^ | Å [| • Å Å] Å ! ^ • q * Å @ Å q å [, Å ^ Å Å Å [^ Å @ Å q Å q Å Å • Å d Å Å

Signing out of The Hub

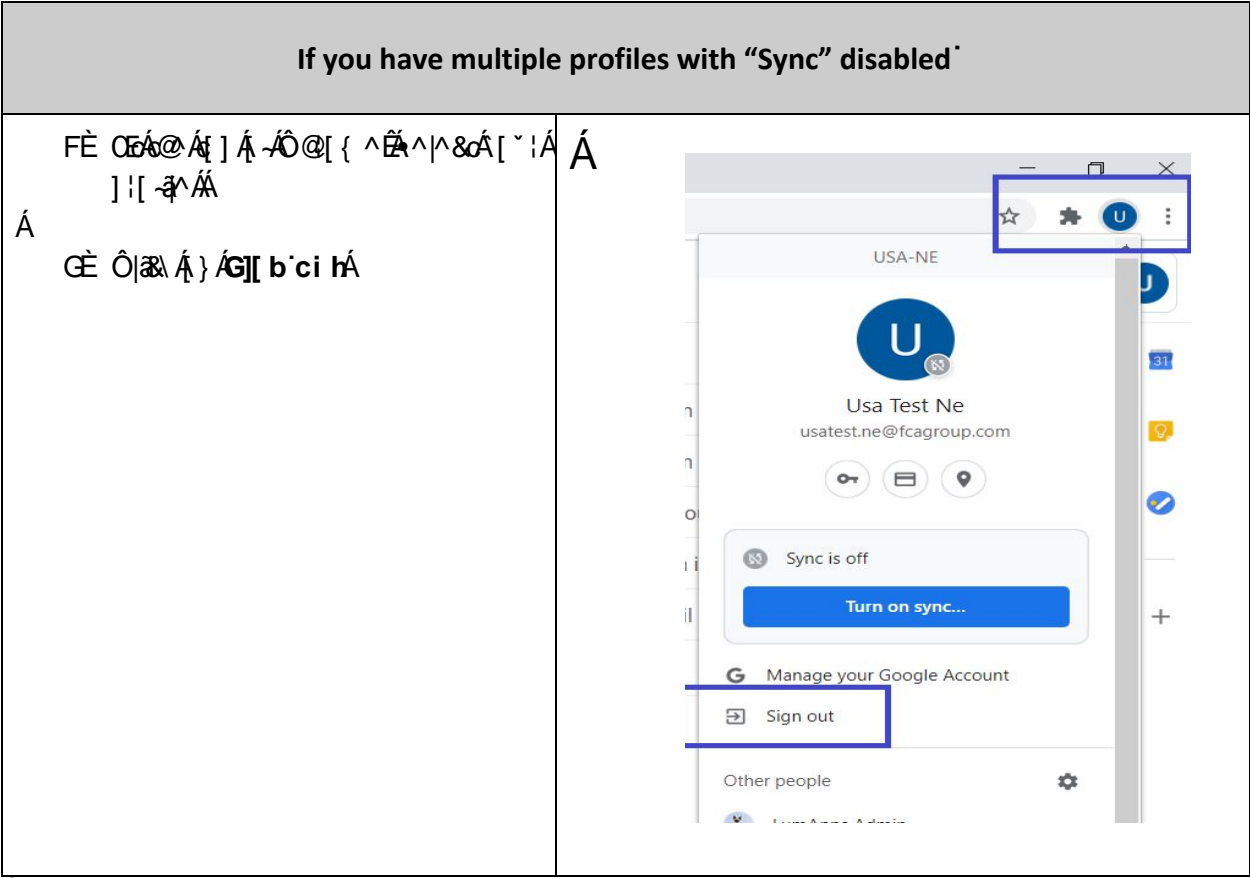
Signing out of The Hub	
<p>Y [^ Á ~ • Å { } ^ c Å Å Å Å } • Å Å Å { } ^ c Å ** ^ å Å ~ Å</p>	
<p>Á Á ÈÅ ^ Å & Å [^ Å q Å Å @ Å q] Å Å @ Å } ^ Å - Á @ Á ~ à Å Á Á ÈÅ ^ Å & Å [ci Å Å</p>	<p>Á</p> 
<p>Á Á Á ÈÅ Å @ Å [Å { Å - Å @ Å { ^ • • q * Å ^ Å ^ Å & Å Å Å ^ Å q Å [^ Å - Å [[* ^ Å</p>	<p>Á</p> 

Á
Á

Signing out of Google

Ø[{ Á ã @ Á } ^ Ö [[* | ^ Á } | ð } Á Ö ã ^ Ö (a | Ö Á } á ð Ì & Ì Á • ^ Á @ Á • d ~ & ç } • Á ^ [, Á Á • á } Á ~ Ö [& ^ á Á Á @ Á } | ð } ^ Á ^ Á • Á • d ~ & ç } • Á ð ^ á Á } Á [^ | Á [, • ^ | Á ^ ç • • Ì [ç Á ^ [~ Á } Á ã | Á ^ á Á Á [* [~ Á @ Á ~ á Á [~ Á ç ^ Á] ^ } É Á

Á
Á



Á
Á
Á
Á
Á
Á
Á
Á

If you have multiple profiles with "sync" enabled:

<p>FÈ Ø[{ Á ã@ Á^ Ö[[* ^Á æ] ææ } Á ~ &@æ Ö: ã^ Æ T æÖæ } áæ Á !Á *[[* ^È { Æ ^ ^&Á [~ !Á] ! æ Á æ ç !^ Á ã@ Á @ Á Ç] Á ã á [, Á</p> <p>Á</p> <p>GÈ Ô æ Á } Á G[[b'ci h Á -æ Á æ&[~ } • Á</p>	<p>Á</p>
---	----------

If you need further assistance, please contact: tie line 874-6000, Local (586) 274-6000 or toll free (800) 332-9978 or open an incident to configuration item "Workforce Portal-N-P " via [Drive IT](#).

This guide is accurate as of 07/09/20. For the latest version, click on the [Help & FAQ](#) link at the bottom of The Hub homepage after login.