

# The Hub User Guide

Hourly Workers

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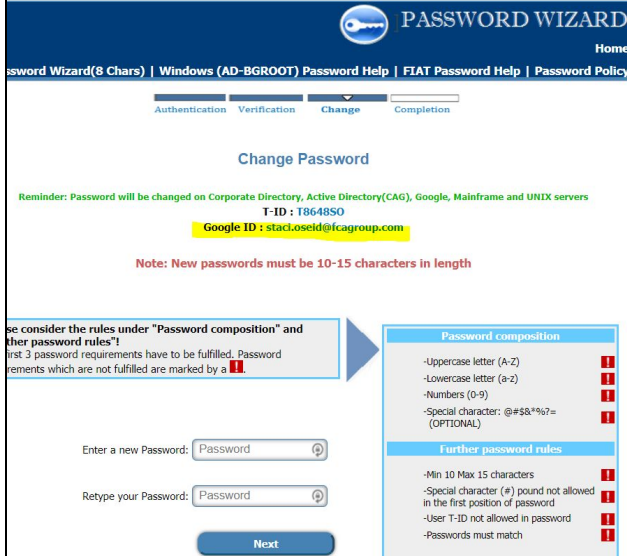

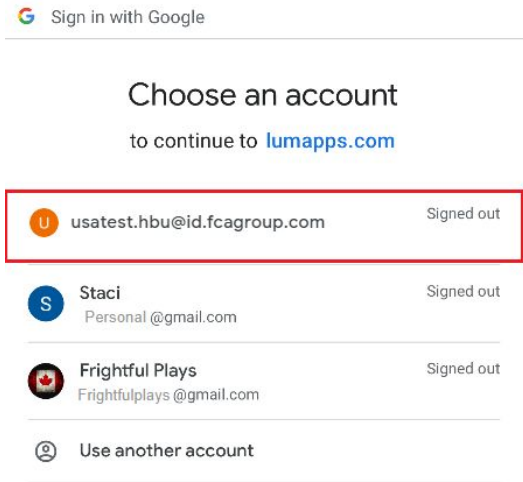
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[Signing out of Google](#)

If you have multiple profiles with “sync” disabled

If you have multiple profiles with “sync” enabled

## First Time Hub Login:

First time The Hub login	
<p><b>STEP 1:</b> (Skip to step 2 if you've already reset your password.)</p> <p>If you don't know your FCA Google ID, you can find it by going to Password Wizard at <a href="https://fca.fyi/password">https://fca.fyi/password</a></p> <p>Follow the steps to reset your password and get to this page to see your FCA google ID:</p>	
<p><b>STEP 2:</b> Go to <a href="https://thehub.fcagroup.com">https://thehub.fcagroup.com</a></p>	
<p><b>STEP 3:</b> Choose your FCA google account (for most, this will be firstname.lastname@id.fcagroup.com) and proceed to Step 5</p> <p>If your FCA Google account is not listed, select <b>Use another account</b> and proceed to Step 4</p>	

**STEP 4:** Enter your FCA Google ID where it says “Enter your email” and click **Next**

to continue to [fcaapps.com](#)

[Forgot email?](#)


usatest.hbu@id.fcagroup.com

[Forgot email?](#)


[Create account](#) [Next](#)

**STEP 5:** Enter your password and click **Next**

Hi Usa Test



 usatest.hbu@id.fcagroup.com

To continue, first verify it's you



[Forgot password?](#) [Next](#)

**STEP 6:** Click on **I Agree** to accept Terms of use:

  
Welcome  
 usatest.hbu@id.fcagroup.com

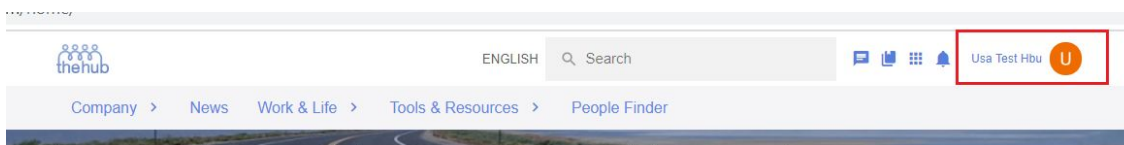
We publish the [Google Terms of Service](#) so that you know what to expect as you use our services. By clicking 'I Agree,' you agree to these terms.

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.

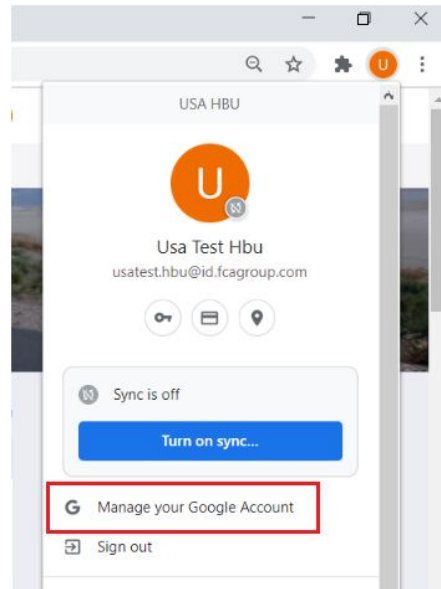

[I agree](#)

You will be logged in and should see your name in the upper right corner of The Hub homepage.



## Setting up 2-Step Verification after initial login

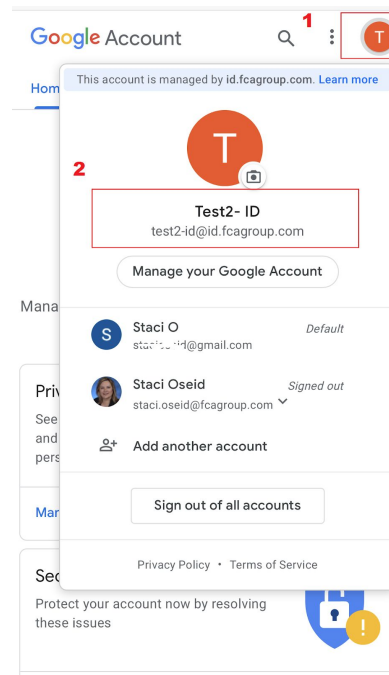
2-Step verification is required to secure your identification and must be completed within the first 30 days of your first login or you will be locked out of your account. Here are the steps to setting this up for the first time.

2-Step Verification set up	
<p><b>Step 1:</b> If already signed into your browser with your FCA Google Account, click your account in the top right corner of your browser and select <b>Manage your Google Account</b> and skip to Step 4</p>	
<p><b>Step 2:</b> If you are not signed in with your FCA Google Account Go to <a href="https://myaccount.google.com/">https://myaccount.google.com/</a></p>	

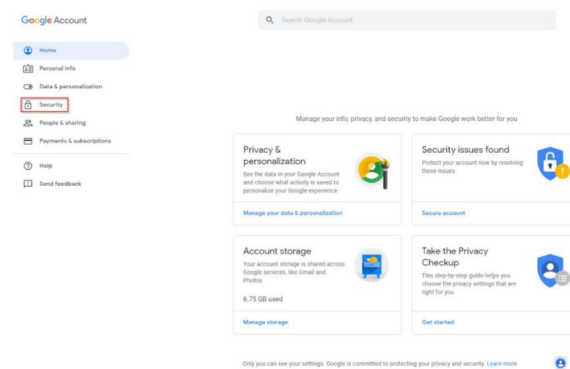
**Step 3:** Verify you are signed in with your FCA Google Account or select the correct account by

- 1 - Selecting the image in the top right corner
- 2 - Checking the account name

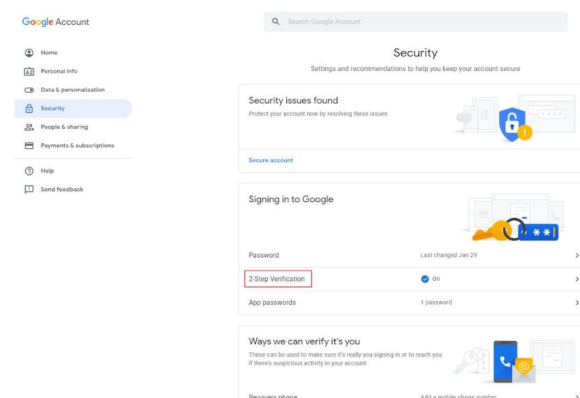
If not your FCA Google account, choose your FCA Google Account



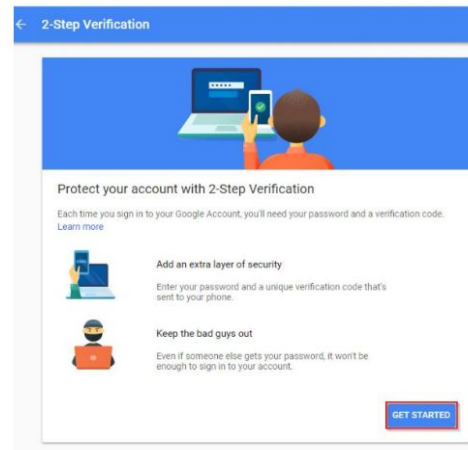
**Step 4:** Click **Security**



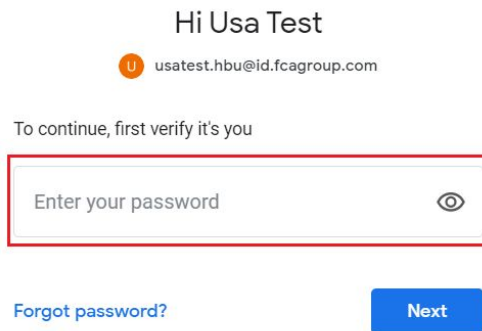
**Step 5:** Then, click **2-Step Verification**



**Step 6: Click Get Started**

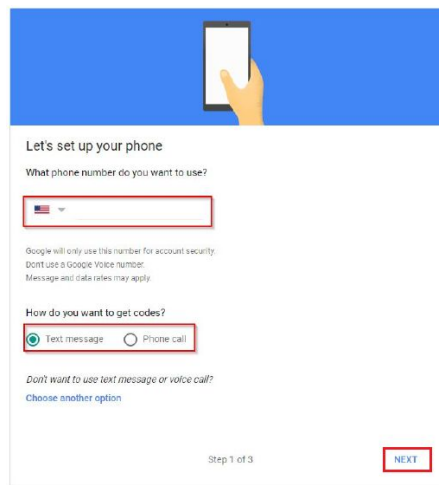


**Step 7:** The system will prompt you to enter your password again, to verify that it is really you.  
Please enter your password again, then click Next.

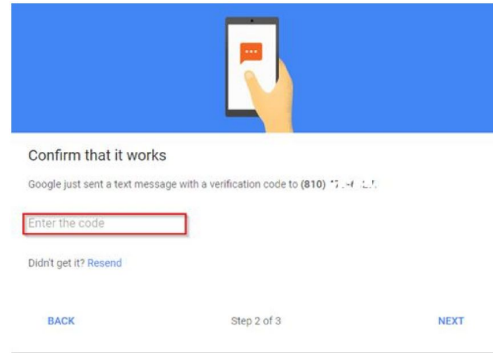


Choose how you will receive verification. You have multiple options to finish setting up 2-Step Verification, but it's recommended that you select either the Text message or Phone call option.

**Step 8:** Enter your mobile phone number and choose the option of getting your code by text message or phone call, click **Next**



**Step 9:** Enter the code you received and click **Next**



Confirm that it works

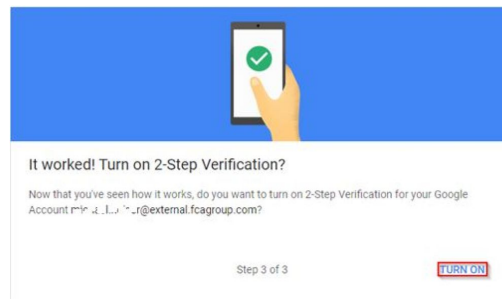
Google just sent a text message with a verification code to (810) 714-1111.

Enter the code

Didn't get it? [Resend](#)

[BACK](#) Step 2 of 3 [NEXT](#)

**Step 10:** When successful verification shows, click on **TURN ON**



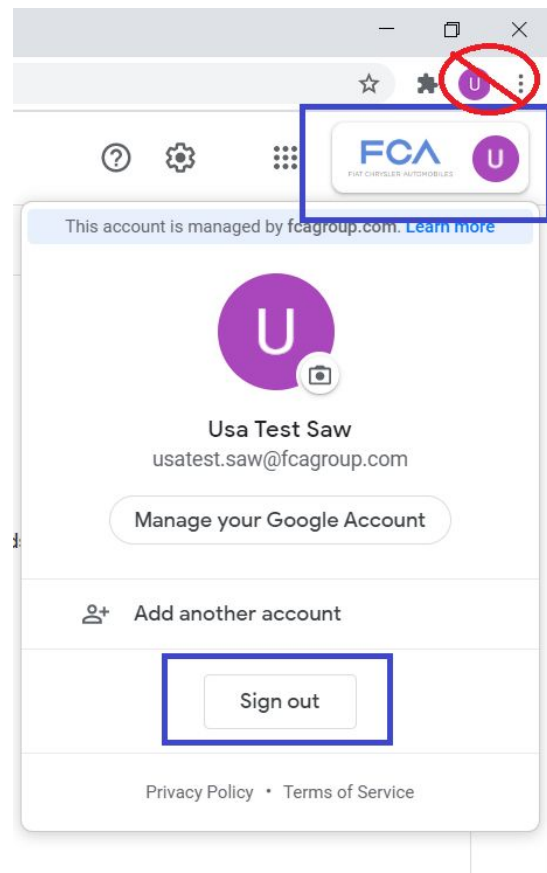
It worked! Turn on 2-Step Verification?

Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account [usatest.saw@external.fcagroup.com](#)?






Step 3 of 3 [TURN ON](#)

**Logout** of your FCA Google account by selecting your profile picture within the App window

Click on **Sign out** of all accounts



## Ongoing Log-In to The Hub

Ongoing Log-In to The Hub	
<b>STEP 1:</b> Go to <a href="https://thehub.fcagroup.com">https://thehub.fcagroup.com</a>	
<p><b>STEP 2:</b> Choose your FCA google account (for most, this will be <code>firstname.lastname@id.fcagroup.com</code>) and proceed to Step 4</p> <p>If your FCA Google account is not listed, select <b>Use another account</b> and proceed to Step 3</p>	<p>Sign in with Google</p> <p>Choose an account to continue to <a href="#">lumapps.com</a></p> <div><div> <code>usatest.hbu@id.fcagroup.com</code> Signed out</div><div> Staci Personal@gmail.com Signed out</div><div> Frightful Plays Frightfulplays@gmail.com Signed out</div><div> Use another account</div></div>
<b>STEP 3:</b> Enter FCA Google ID where it says “Enter your email” and click <b>Next</b>	<p>to continue to <a href="#">lumapps.com</a></p> <div><div>Enter your email</div><div>@fcagroup.com</div></div> <p><a href="#">Forgot email?</a></p> <div><div>Enter your email</div><div><code>usatest.hbu@id.fcagroup.com</code></div></div> <p><a href="#">Forgot email?</a></p> <div><a href="#">Create account</a><a href="#">Next</a></div>



**STEP 4:** Enter your password and click **Next**

Hi Usa Test

 usatest.hbu@id.fcagroup.com

To continue, first verify it's you

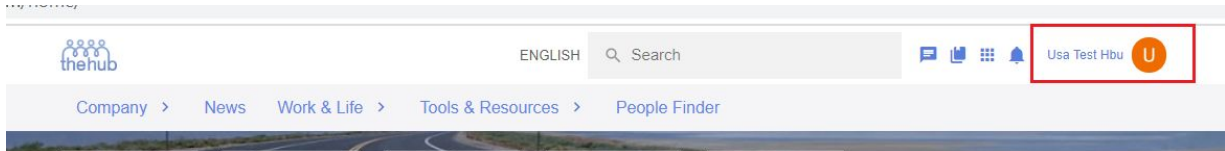
Enter your password



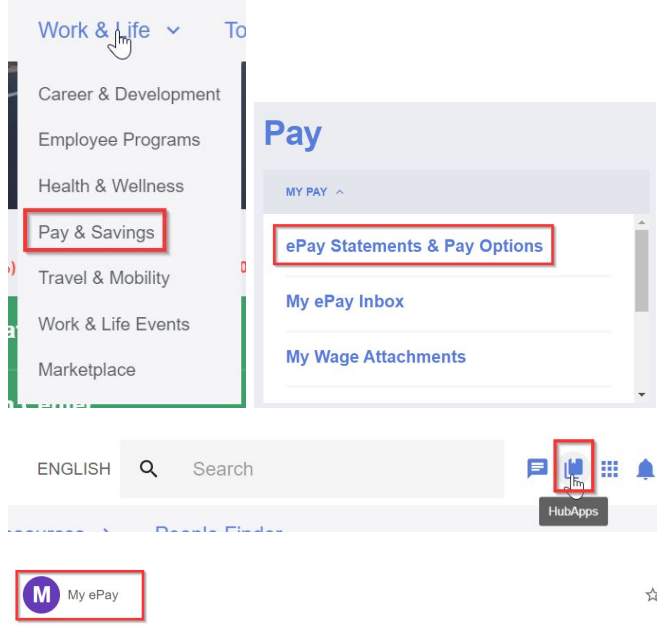
[Forgot password?](#)

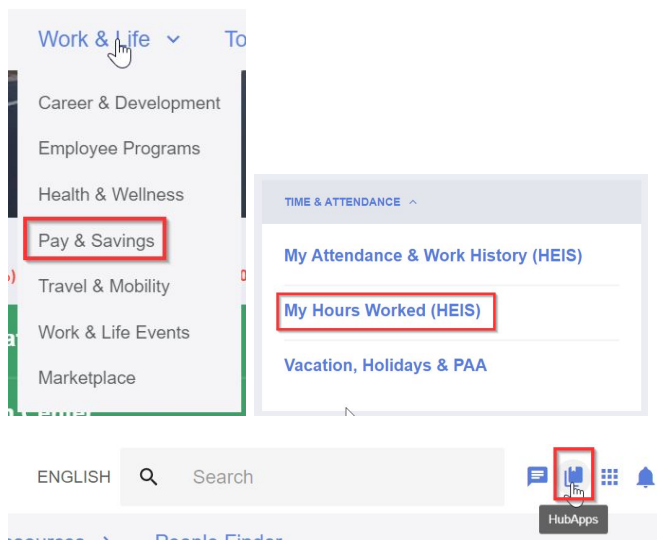
**Next**

You will be logged in and should see your name in the upper right corner of The Hub homepage.



## Common HR Tasks

Check Your Pay	
Hover over the 'Work & Life' menu	
Click on 'Pay & Savings'	
Click on 'ePay Statements & Pay Options' in the 'My Pay' box	
-or-	
You can find 'My ePay' as a HubApp in the top section of the homepage of The Hub	

Check Hours Worked	
Hover over the 'Work & Life' menu	
Click on 'Pay & Savings'	
Click on 'My Hours Worked (HEIS)' in the 'Time & Attendance' box	
-or-	
You can find 'HEIS' as a HubApp in the top section of the homepage of The Hub	

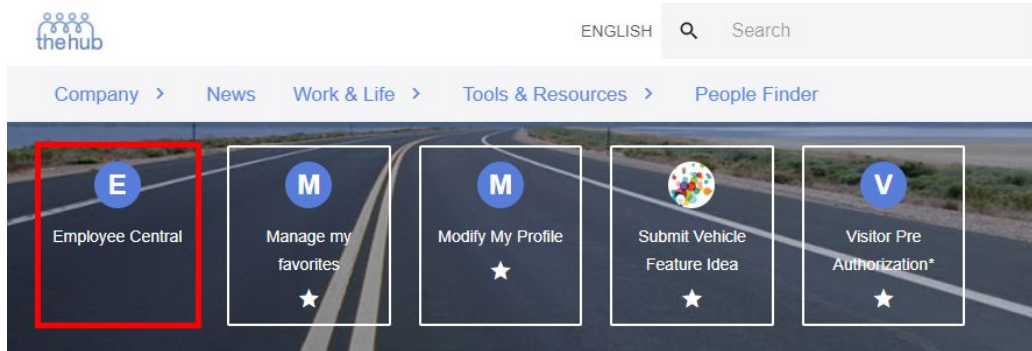
### Check and Enter Vacation Time/View Hours Worked/SUB Benefits

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

A screenshot of the login interface. It has a light gray background. At the top is the label 'User ID' above a text input field containing 't0000xx'. Below that is the label 'Password' above a text input field with a single character 'l'. Under the password field is a blue link that says 'Need help logging on?(Password Wizard)'. At the bottom is an orange button with the text 'Sign in' in white.

## 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)



My Pay & Hours



View My Pay Statement



View My Hours Worked/Work  
History



Vacation Pay (2020-2021)



PAA Pay (2020-2021)

## 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**

Employee Central

A



Search Menu



Enter Search Text

B



My Pay & Hours



C



My Human Resources



My Benefits



My Personal Information




My Corporate Programs

D



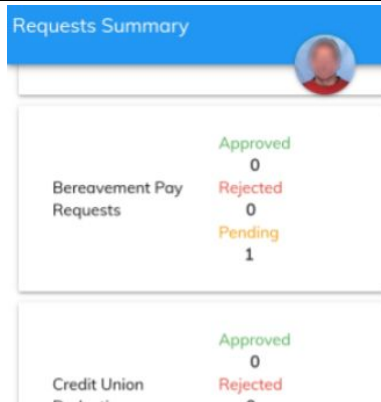
## Checking Request Status and History

From the **Context** menu  tap **Requests**

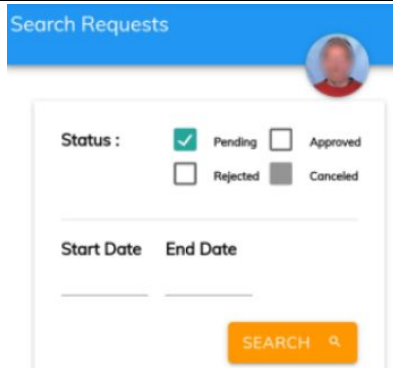


The **Request Summary** page will display and show a summary view of all kiosk requests you have submitted, in “card” format.

Tap on any application card to see your requests for that application.



The **Search Requests** page with any pending requests will be displayed by default. Click the **Search** icon to find any historical requests.



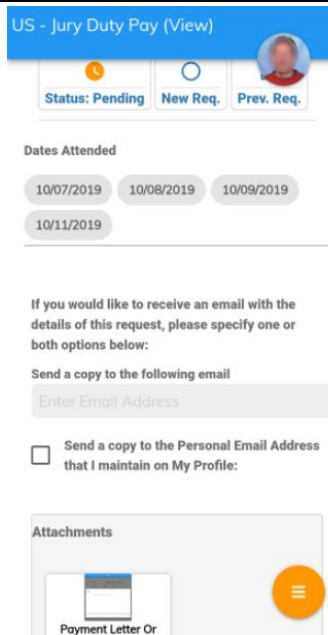
Search Requests

Status : ☒ Pending ☐ Approved ☐ Rejected ☐ Canceled

Start Date End Date

SEARCH

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.



US - Jury Duty Pay (View)

Status: Pending New Req. Prev. Req.

Dates Attended

10/07/2019 10/08/2019 10/09/2019 10/11/2019

If you would like to receive an email with the details of this request, please specify one or both options below:



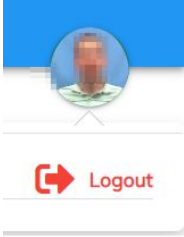
Send a copy to the following email

Enter Email Address

☐ Send a copy to the Personal Email Address that I maintain on My Profile:

Attachments

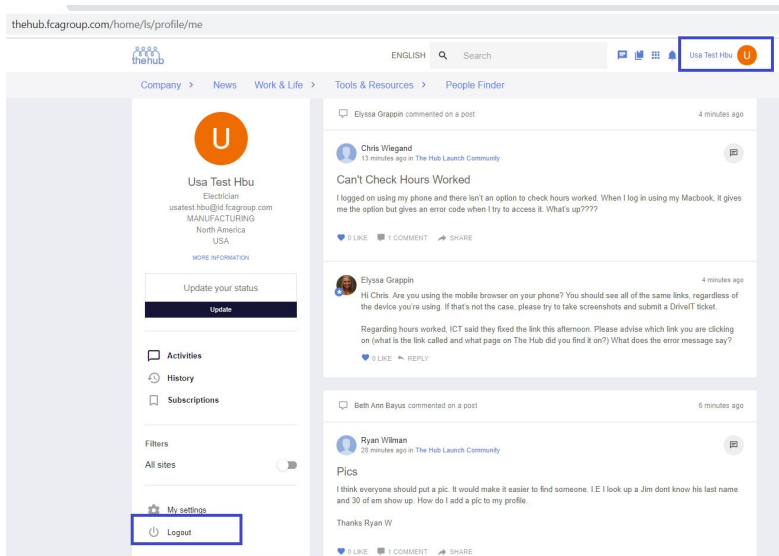
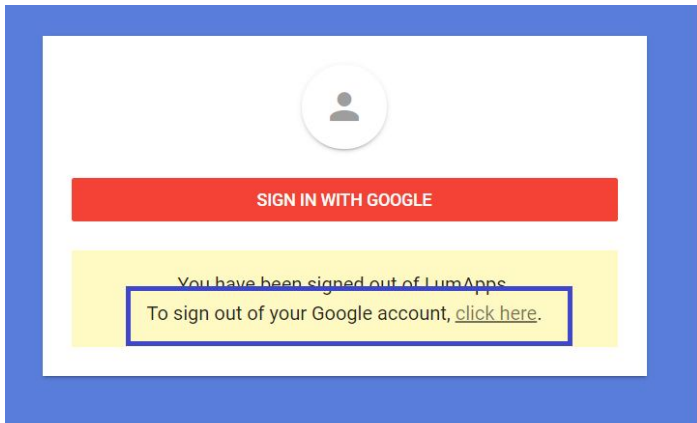
Payment Letter Or

Home Page and Logging Out	
From the <b>Context</b> menu  tap <b>Home</b> to return to the home page.	 Home
For security purposes, when you are finished, tap your profile picture to <b>Logout</b> .	

## Signing out of The Hub & Google

When done using The Hub, it is important to ensure you have not only logged out of The Hub, but also Google by following the steps below. If you also access other Google applications besides The Hub, there are instructions in section two for properly logging out of Google. Note: It's also best practice to lock your computer whenever you leave your workstation. Pressing the Window Key + L does this easily and instantly.

## Signing out of The Hub

Signing out of The Hub	
You must complete all 3 steps to be completely logged out.	
<ol style="list-style-type: none"><li>1. Select your profile in the top right corner of The Hub</li><li>2. Select <b>Logout</b></li></ol>	 A screenshot of the 'thehub.fcagroup.com/home/ls/profile/me' page. The user's profile 'Usa Test Hbu' is shown. In the top right corner, a blue box highlights the user's profile icon and the text 'Usa Test Hbu'. In the bottom left corner, a blue box highlights the 'Logout' button under the 'My settings' section.
<ol style="list-style-type: none"><li>3. At the bottom of the message select <b>click here</b> to logout of Google</li></ol>	 A screenshot of a Google sign-in screen. At the top is a red button that says 'SIGN IN WITH GOOGLE'. Below it is a yellow box containing the text 'You have been signed out of LumApps'. At the bottom of the yellow box, there is a blue box highlighting the text 'To sign out of your Google account, click here.'

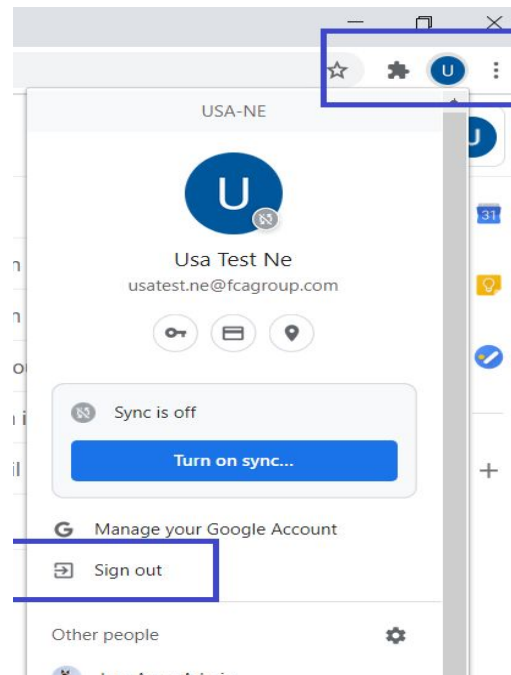


## Signing out of Google

From within any Google application (Drive, Email, Calendar, etc.), use the instructions below to sign out. Proceed to the applicable set of instructions based on your browser settings. Note: you also will need to logoff The Hub if you have it open.

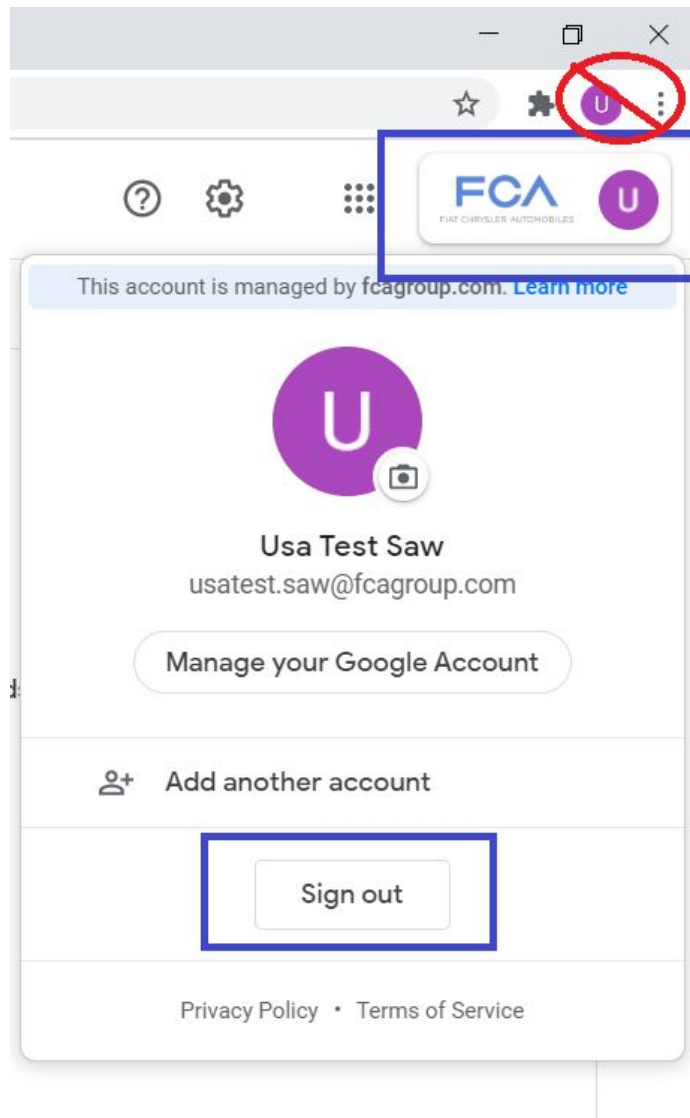
### If you have multiple profiles with “Sync” disabled

1. At the top of Chrome, select your profile
2. Click on **Sign out**



**If you have multiple profiles with “sync” enabled:**

1. From within any Google application such as Drive, Mail, Calendar or google.com, select your profile picture within the App window
2. Click on **Sign out** of all accounts



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.