

PeopleHub Employee Guide

Example 4, Internal HR Portal Guide: employee guide to the HR portal at Ridgeway Logistics, a fictional company.

Guide version: 1.1 **Owner:** HR Operations

Who this is for

All employees. Managers have a separate approvals guide.

BEFORE YOU START

Sign in at peoplehub.ridgeway.example with your company single sign-on, and set up the authenticator app if you have not already.

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Task 1: Request time off

☐ 1. Go to Time Off > New request.

☐ 2. Choose Vacation, Sick or Personal.

☐ 3. Pick your dates. Your remaining balance shows in hours under the calendar.

- ☐ 4. Add a note for your manager (optional) and click Submit.

Result: the request shows "Pending manager approval" and you get a confirmation email. Managers respond within 2 business days.

FIGURE 1

New request form with the balance panel highlighted.

Policy reference: Time Off Policy HR-104.

Task 2: Update direct deposit

- ☐ 1. Go to Pay > Direct Deposit > Edit.

- ☐ 2. Enter the 6-digit code from your authenticator app.

- ☐ 3. Enter the routing and account numbers and click Save.

Result: a banner confirms the change.

Changes saved before Wednesday 5:00 PM apply to that week's pay run.

SECURITY NOTE

HR never asks for bank details by email or chat.

Task 3: Download a pay stub

Pay > Pay Stubs > choose the date > Download PDF.

Troubleshooting

SYMPTOM	FIX
You don't have access to this page	Contact the IT Service Desk at extension 4357.
My time-off balance looks wrong	Email hr@ridgeway.example with the dates in question.
Code rejected	Check your phone's clock is set automatically, then request a new code.