

The Hub User Guide (English)

Hourly Workers

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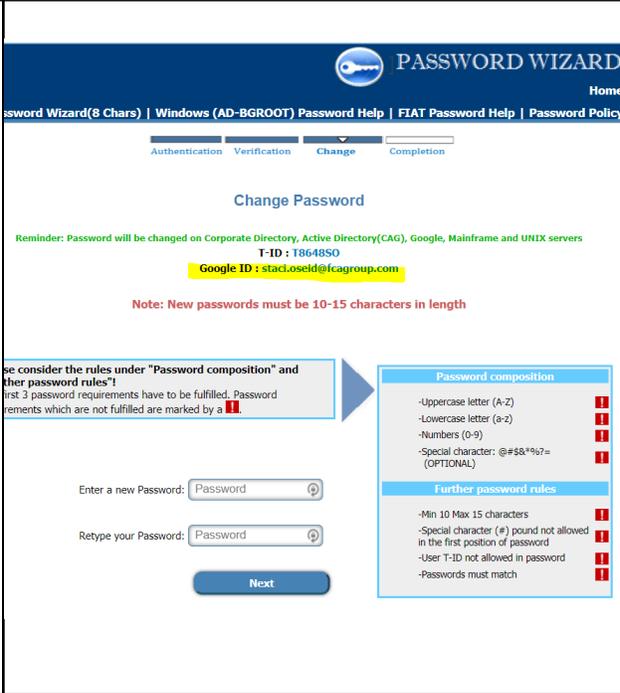
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[If you have multiple profiles with “sync” enabled:](#)

First Time Hub Login:

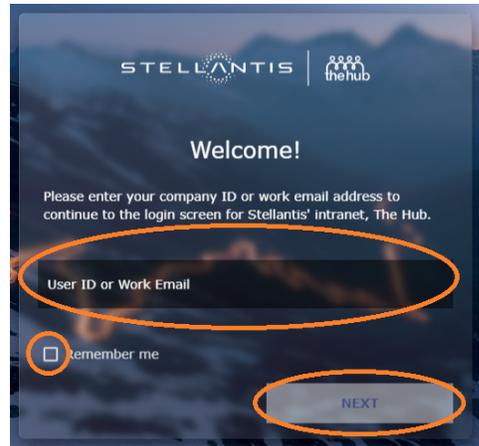
NOTE: If you are trying to access The Hub from your mobile device, that device MUST have a pin/password set up. If you do NOT have a pin/password, you will NOT be able to login to your Stellantis Google account.

First time The Hub login	
<p>STEP 1: (Skip to step 2 if you've already reset your password.)</p> <p><i>If you don't know your company provided Google ID, you can find it by going to the FCA Group Directory at stla.fyi/directory and enter your name, CID or TID in the search bar. Then, click on your CID and you will find your Google ID at the top of the page in the 'email' field.</i></p> <p>Go to Password Wizard at https://stla.fyi/password. Follow the steps to reset your password and get to this page to see your Google ID:</p>	
<p>STEP 2: Go to https://stla.fyi/hub or https://thehub.stellantis.com</p>	

STEP 3: Enter your “User ID or Work Email” (Google ID)

When on a personal device, check the “Remember me” box.

Then select the “NEXT” button.

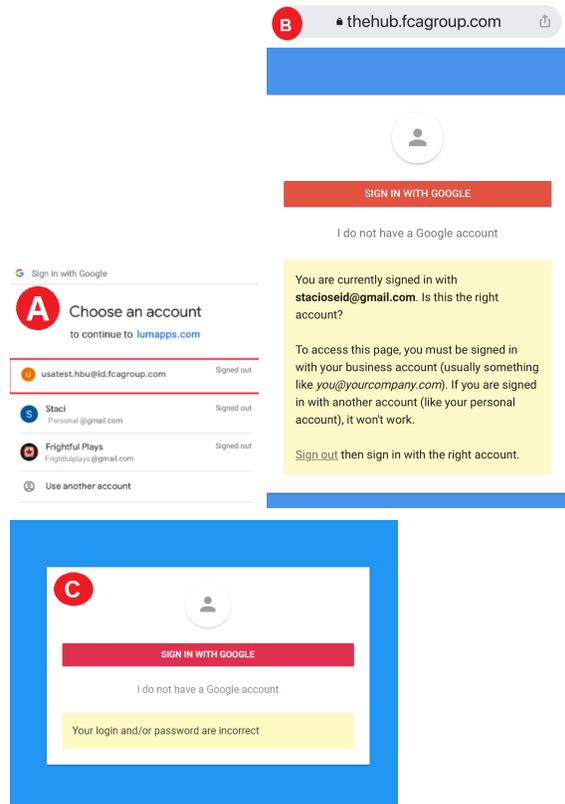


STEP 4: If you are presented with SCREEN A choose your company provided Google account (for most, this will be first.lastname@id.fcagroup.com) and proceed to Step 5.

If your company provided Google account is not listed, select **Use another account (or Add account)** and proceed to Step 5a.

If you are presented with SCREEN B where your personal email is appearing instead of your company provided Google Account proceed to step 5b.

If you are presented with SCREEN C, this may mean you are already signed into your browser with a personal Google account proceed to step 5c.



STEP 5a: Enter your company provided Google ID where it says “Enter your email” and click **Next**

Proceed to Step 6.

Enter your entire Google ID including what comes after the @ sign.

If you don't know your company provided Google ID, you can find it by going to the FCA Group Directory at stla.fyi/directory and enter your name, CID or TID in the search bar.

to continue to tumapps.com

Enter your email

@fcagroup.com

[Forgot email?](#)

Enter your email

usatest.hbu@id.fcagroup.com

[Forgot email?](#)

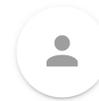
[Create account](#)

[Next](#)

STEP 5b: Select “**Sign Out**” to logout of Google from your personal account and then select or enter your company provided Google Account (as per the steps above).

Proceed to Step 5a.

thehub.fcagroup.com



SIGN IN WITH GOOGLE

I do not have a Google account

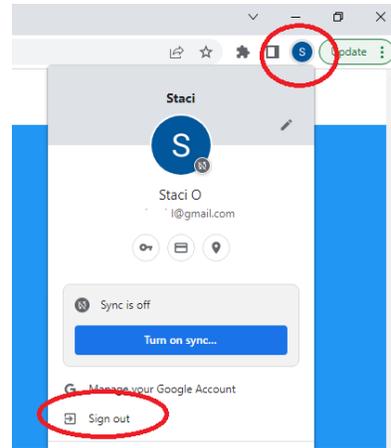
You are currently signed in with **stacioseid@gmail.com**. Is this the right account?

To access this page, you must be signed in with your business account (usually something like *you@yourcompany.com*). If you are signed in with another account (like your personal account), it won't work.

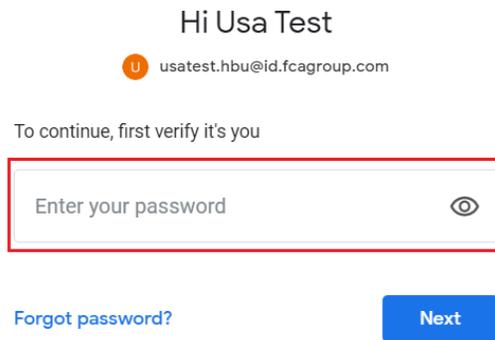
[Sign out](#) then sign in with the right account.

Step 5c: Click on your profile image at the top right of the browser and then select “Sign out”

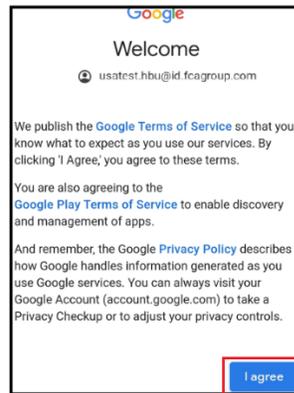
Proceed to Step 5a.



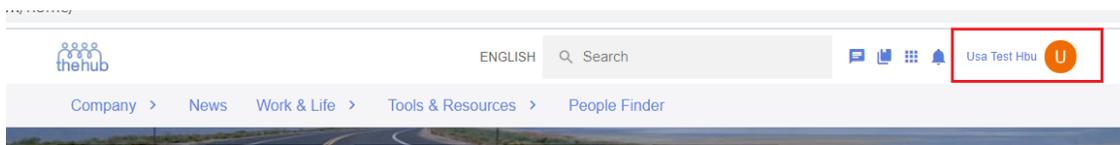
STEP 6: Enter your password and click **Next**



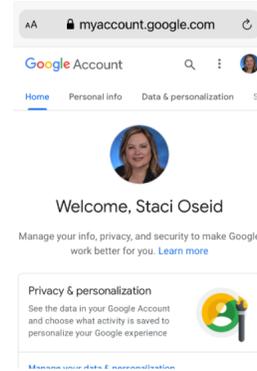
STEP 6a: Click on **I Agree** to accept Terms of use. (This will only occur once.)



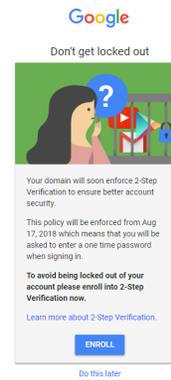
If step 5a was taken above, you will be logged in and should see your name in the upper right corner of The Hub homepage.



If [step 5b](#) was taken above, you will be shown a screen with your Google Account. From there you will have to go to the url : <https://thehub.fcagroup.com>



If you receive the Google 2-Step Verification screen (right) go to the next section.



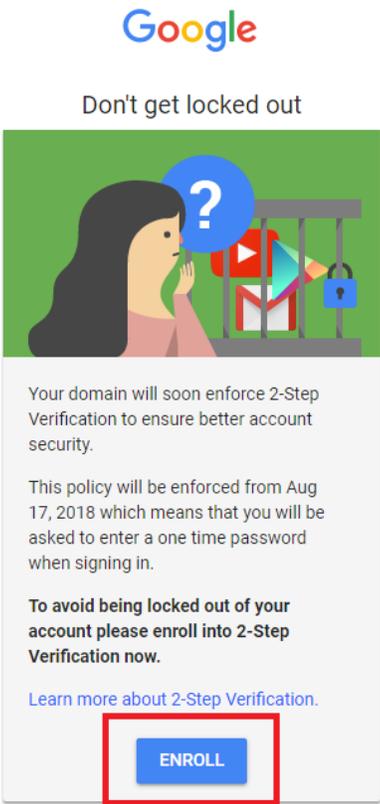
Setting up 2-Step Verification

2-Step verification is required to secure your identification and must be completed within the first 180 days of your first login or you will be locked out of your account.

NOTE: If you are trying to access The Hub from your mobile device, that device must have a pin/password set up. If you do NOT have a pin/password, you will NOT be able to login to FCA Google account.

2-Step Verification set up

Step 1a: If you are prompted to complete 2-Step Verification during your login, Select **Enroll**.



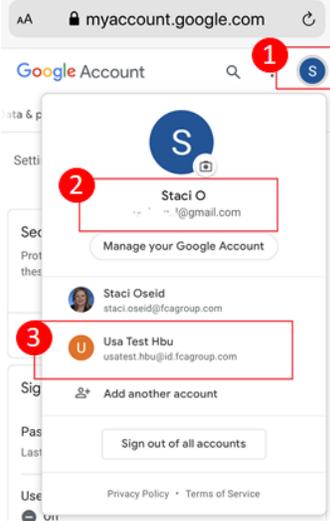
The image shows a Google notification card. At the top is the Google logo. Below it is the text "Don't get locked out". The main graphic shows a woman looking at a smartphone with a question mark icon. Below the graphic, the text reads: "Your domain will soon enforce 2-Step Verification to ensure better account security. This policy will be enforced from Aug 17, 2018 which means that you will be asked to enter a one time password when signing in. To avoid being locked out of your account please enroll into 2-Step Verification now." There is a link "Learn more about 2-Step Verification." and a blue "ENROLL" button highlighted with a red box. At the bottom is a link "Do this later".

Step 1b: If you have already logged into your account successfully and want to set up 2-Step Verification follow these steps.



Go to <https://myaccount.google.com/security>

Step 2: Verify you are signed in with your FCA Google Account or select the correct account by



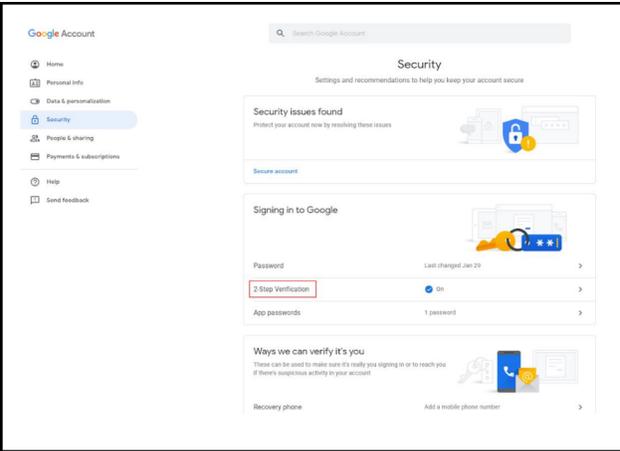
The image is a screenshot of the Google Account selection page in a browser. The address bar shows "myaccount.google.com". The page title is "Google Account". There are three red numbered callouts: 1 points to the account selection icon in the top right, 2 points to the "Staci O" account entry, and 3 points to the "Usa Test Hbu" account entry. The "Staci O" account entry includes a profile picture, name, email address, and a "Manage your Google Account" button. The "Usa Test Hbu" account entry includes a profile picture, name, email address, and an "Add another account" button. There is also a "Sign out of all accounts" button at the bottom.

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

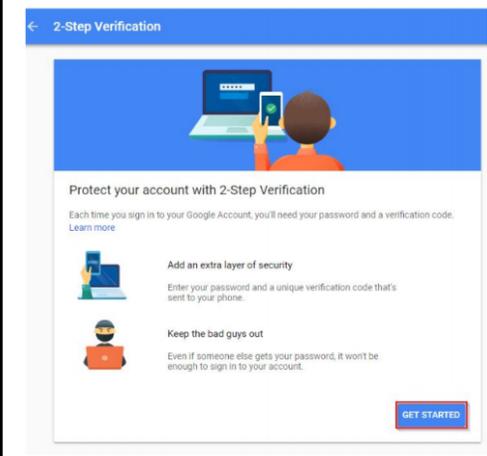
If not your FCA Google account then:

- 3 - Choose your FCA Google Account

Step 3: Then, click 2-Step Verification

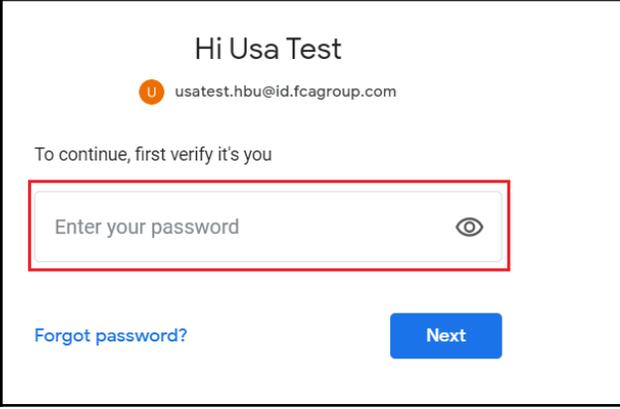


Step 4: Click Get Started



Step 5: 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**.

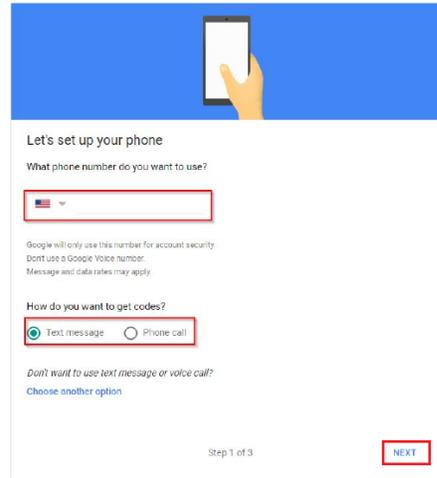


Step 6: Enter your phone number

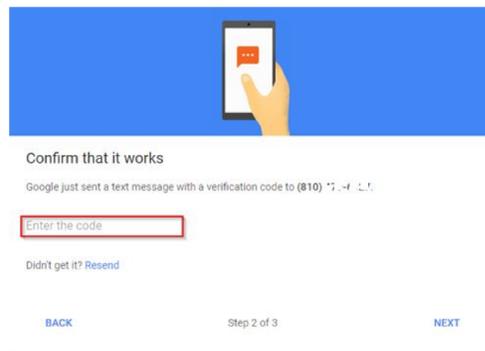
Step 7: Choose how you will receive verification.

You have multiple options to finish setting up 2-Step Verification, but it's recommended that you use a mobile phone number and Text message. If you choose a land line you must choose a phone call.

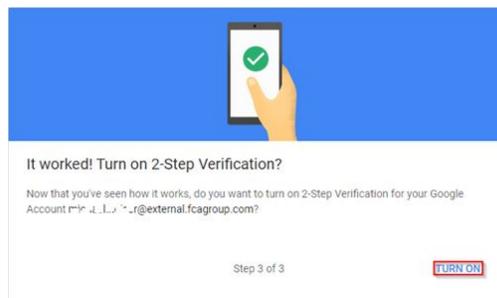
click **Next**



Step 8: Enter the code you received and click **Next**



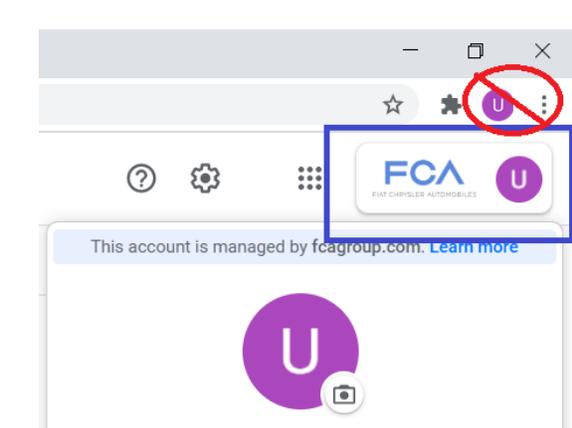
Step 9: When successful verification shows, click on **TURN ON**



If using a shared PC be sure to properly logout of Google

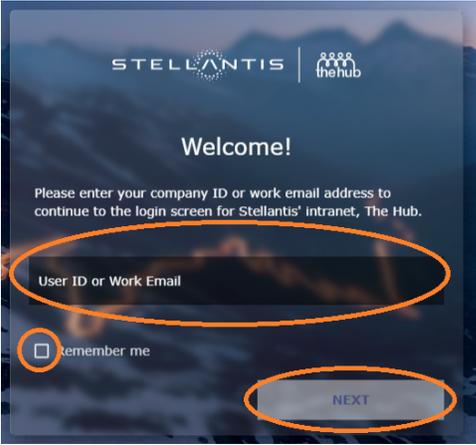
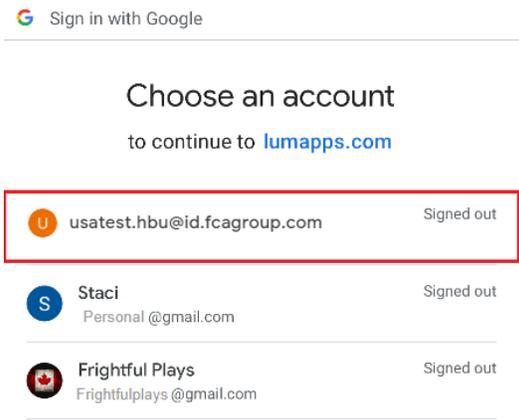
Logout of your FCA Google account by selecting your profile picture within the App window

Click on **Sign out** of all accounts



Ongoing Log-In to The Hub

NOTE: If you are trying to access The Hub from your mobile device, that device **MUST** have a pin/password set up. If you do **NOT** have a pin/password, you will **NOT** be able to login to FCA Google account.

Ongoing Log-In to The Hub	
<p>STEP 1: Go to https://stla.fyi/hub or https://thehub.stellantis.com</p>	
<p>STEP 2: Enter your “User ID or Work Email” (Google ID)</p> <p>When on a personal device, check the “Remember me” box.</p> <p>Then select the “NEXT” button.</p>	
<p>STEP 3: 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 Use another account and proceed to Step 3</p>	

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

to continue to [rumapps.com](#)

Enter your email @fcagroup.com

[Forgot email?](#)

Enter your email usatest.hbu@id.fcagroup.com

[Forgot email?](#)

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

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

Hi Usa Test

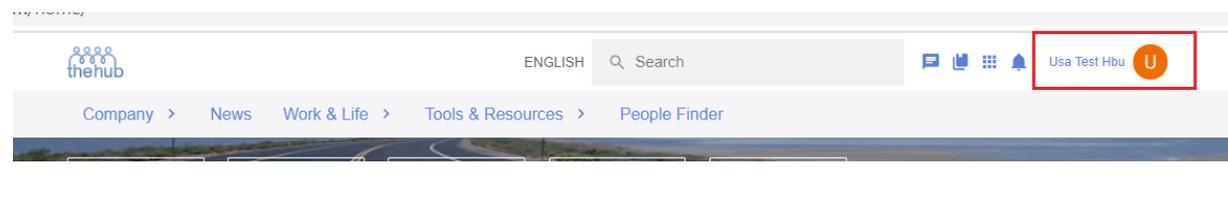
 usatest.hbu@id.fcagroup.com

To continue, first verify it's you

Enter your password 

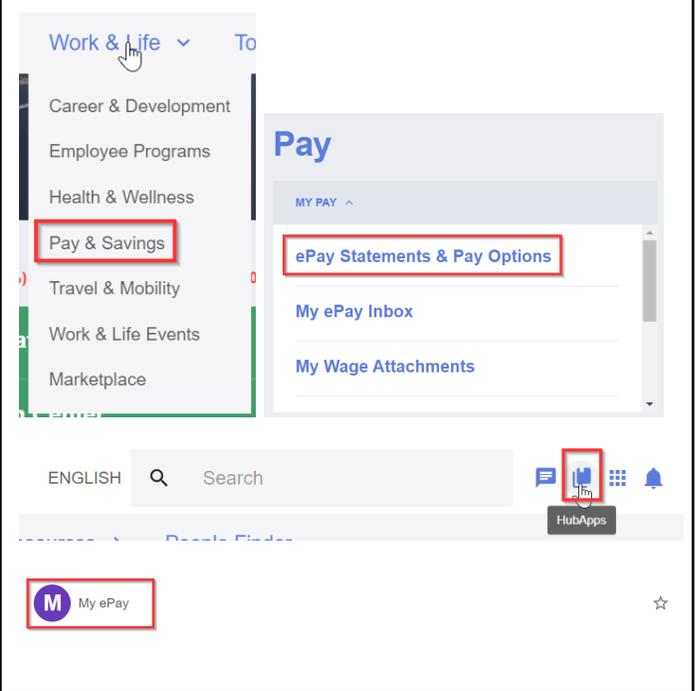
[Forgot password?](#) [Next](#)

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

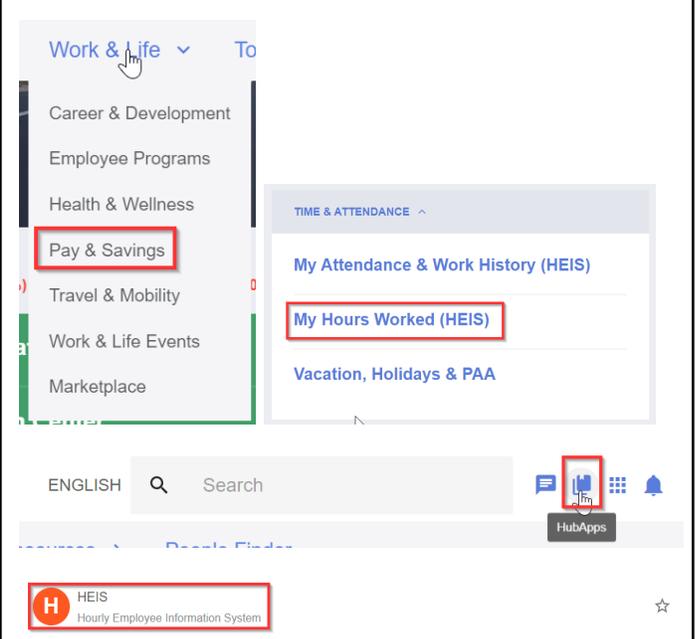


Common HR Tasks

Check Your Pay

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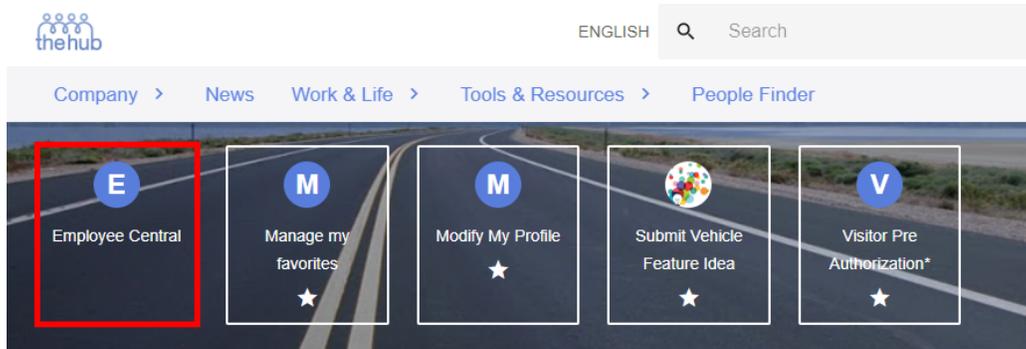
Check and Enter Vacation Time/View Hours Worked/SUB Benefits

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

User ID

t0000xx

Password

|

[Need help logging on?\(Password Wizard\)](#)

Sign in

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)

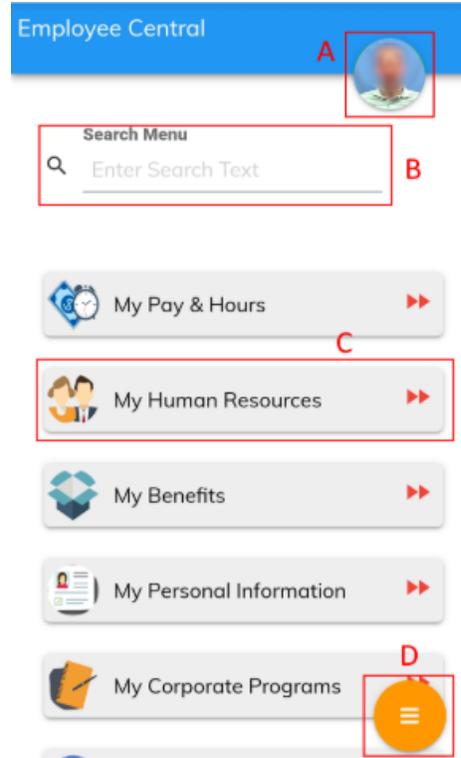


PAA Pay (2020-2021)

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**



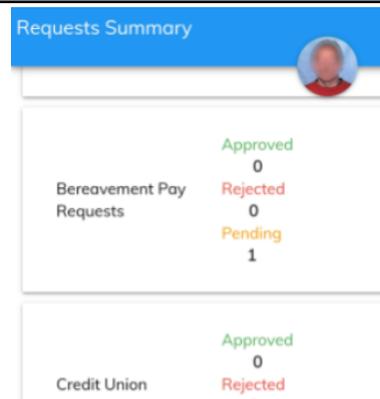
Checking Request Status and History

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

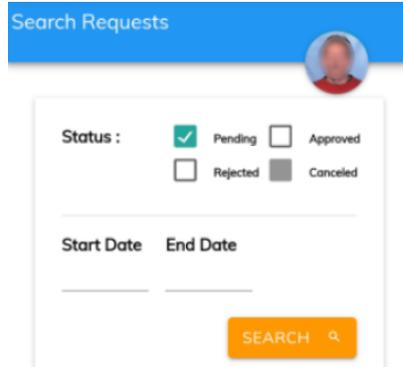


The **Request Summary** page will display and show a summary view of all kiosk requests you have submitted, in “card” format.

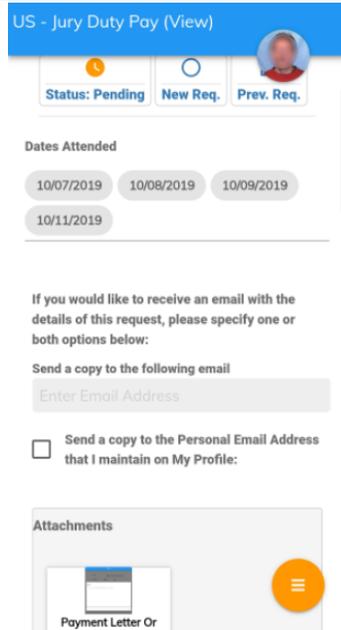
Tap on any application card to see your requests for that application.



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

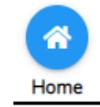


Tap on any of the request cards to view the details of that request. You will see the View page of the request, where you can see what you previously submitted, and preview your attached files.

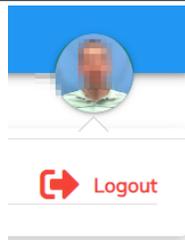


Home Page and Logging Out

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

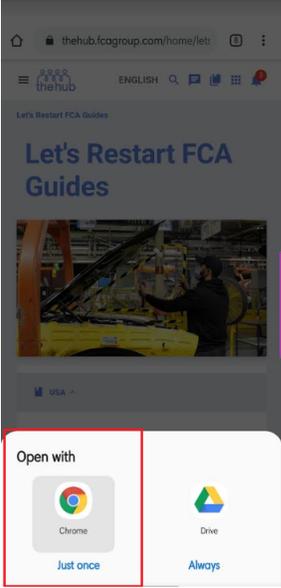
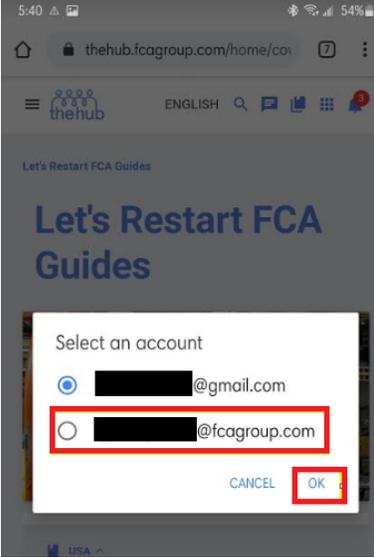


For security purposes, when you are finished, tap your profile picture to **Logout**.



Accessing files on Google Drive from The Hub

Throughout the site there are links that sometimes take you to a file that is stored within Google Drive. If you are logged into Google with more than one account (personal and FCA accounts) you may be asked to choose the correct account to use to access the file, please make sure you select the FCA Google ID.

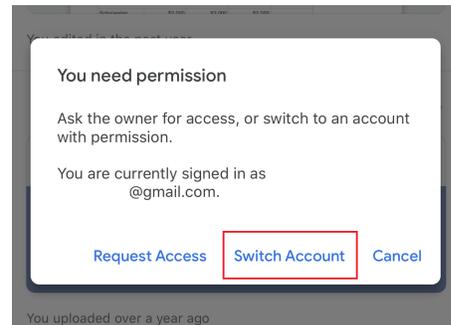
Android phone behavior (Chrome Browser)	
<p>When clicking into a document on The Hub through your personal device you may be presented a screen asking you to choose how you would like to open the document</p> <ol style="list-style-type: none">1. Chrome (Preferred): When clicking Chrome you will be directed immediately to the document2. Drive Option: Prompts the following message asking you to choose an account.	
<p>Always choose your FCA account/GoogleID.</p> <p>Choosing your personal account will not grant you access to the document.</p>	

iPhone w Google Drive is installed (Chrome or Safari)

When clicking into a document on The Hub through your personal device you may receive this message

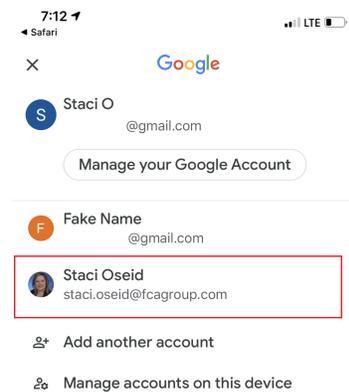
Select **Switch Account**

Request Access will **not** get you access to the file.



Always choose your FCA account/GoogleID.

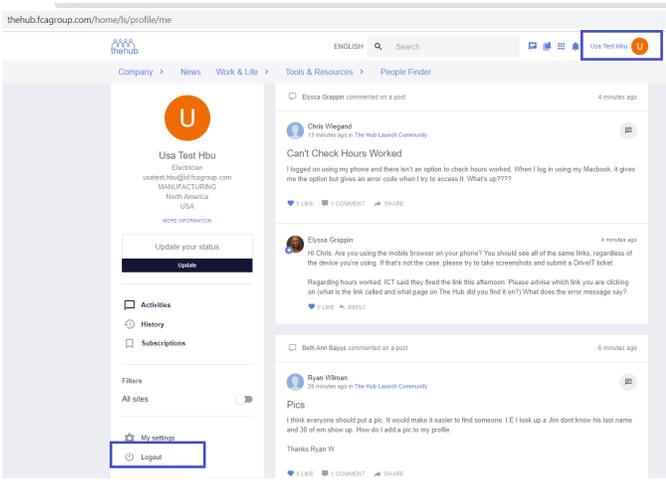
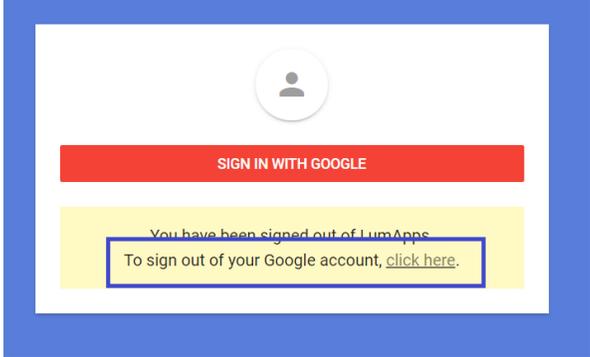
Choosing your personal account will **not** grant you access to the document.



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

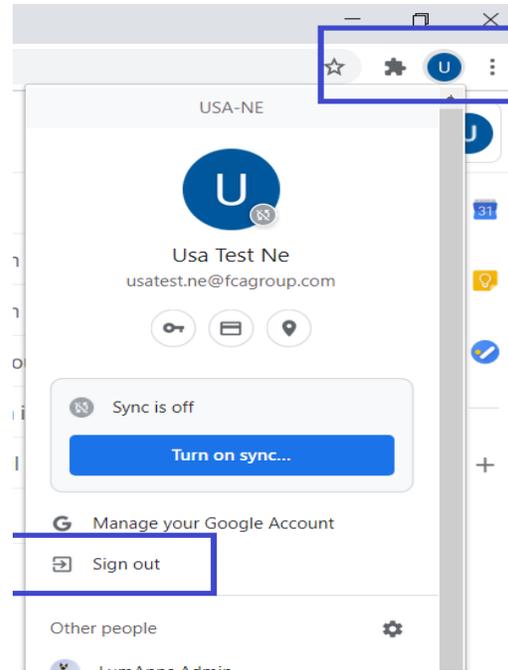
Signing out of The Hub	
<p>You must complete all 4 steps to be completely logged out and ensure nobody can access your personal information.</p>	
<p>1. Select your profile in the top right corner of The Hub</p> <p>2. Select Logout</p>	 <p>A screenshot of the user profile page on 'thehub.fcagroup.com/home/ls/profile/me'. The profile name is 'Usa Test Hbu' with a profile picture of a blue circle containing a white 'U'. The page shows navigation tabs like 'Company', 'News', 'Work & Life', 'Tools & Resources', and 'People Finder'. On the left sidebar, there are options for 'Update your status', 'Activities', 'History', 'Subscriptions', and 'My settings'. The 'Logout' button is highlighted with a blue box.</p>
<p>3. At the bottom of the message select click here to logout of Google</p> <p>4. Close your browser tab or window</p>	 <p>A screenshot of a Google sign-out confirmation dialog. It features a red button that says 'SIGN IN WITH GOOGLE'. Below it, a yellow box contains the text: 'You have been signed out of LumApps. To sign out of your Google account, click here.' The text 'click here' is highlighted with a blue box.</p>

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.

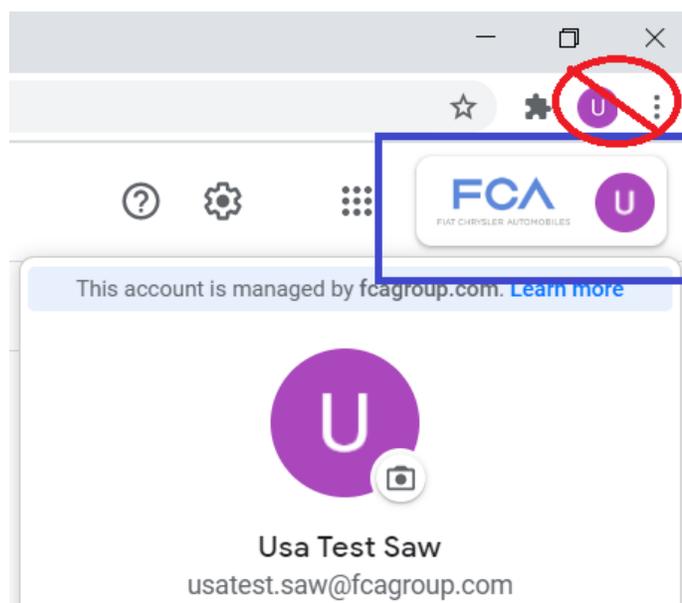
If you have multiple profiles with "Sync" disabled

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 11/18/20. For the latest version, click on the [Help & FAQ](#) link at the bottom of The Hub homepage after login.