



MyPeopleHub User Guide for Weekly Paid Colleagues

Welcome to MyPeopleHub

Your Employee Self-Service Portal

MyPeopleHub gives you secure access to your personal employment information anytime, anywhere.

Using MyPeopleHub, you can:

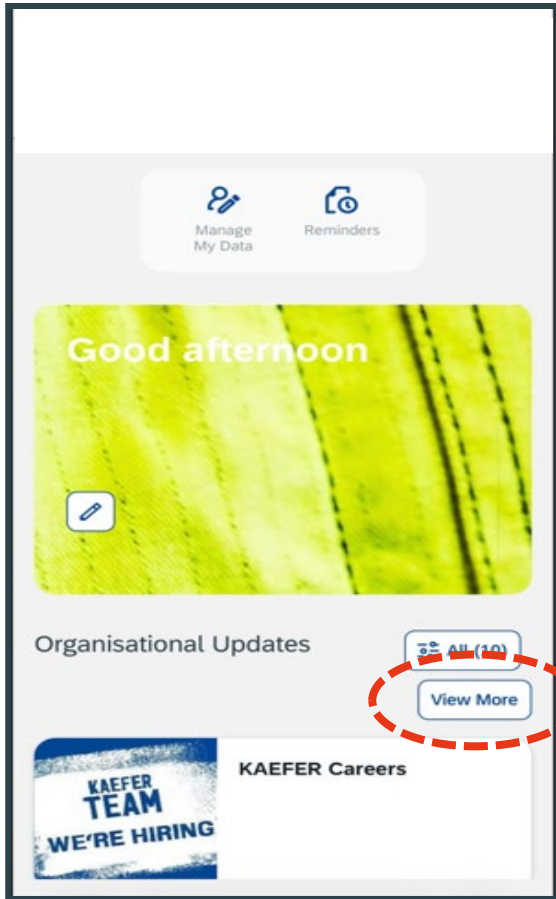
- ✓ View, download and print your payroll documents
- ✓ View your holiday allowance
- ✓ Update your personal details
- ✓ Access important employee information

Should you need any help and support using MyPeopleHub, please contact:
MyPeopleHub@kaefer.com



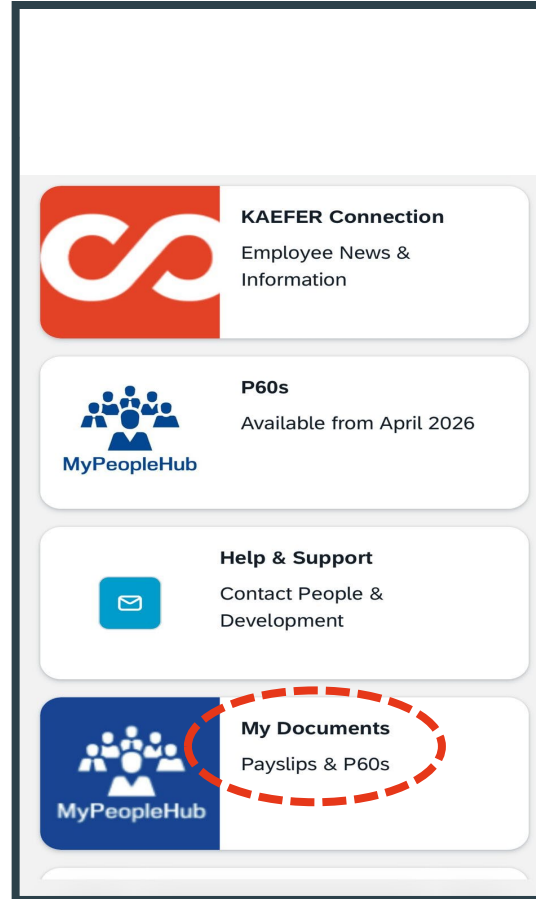
Viewing your payslips & P60s

1



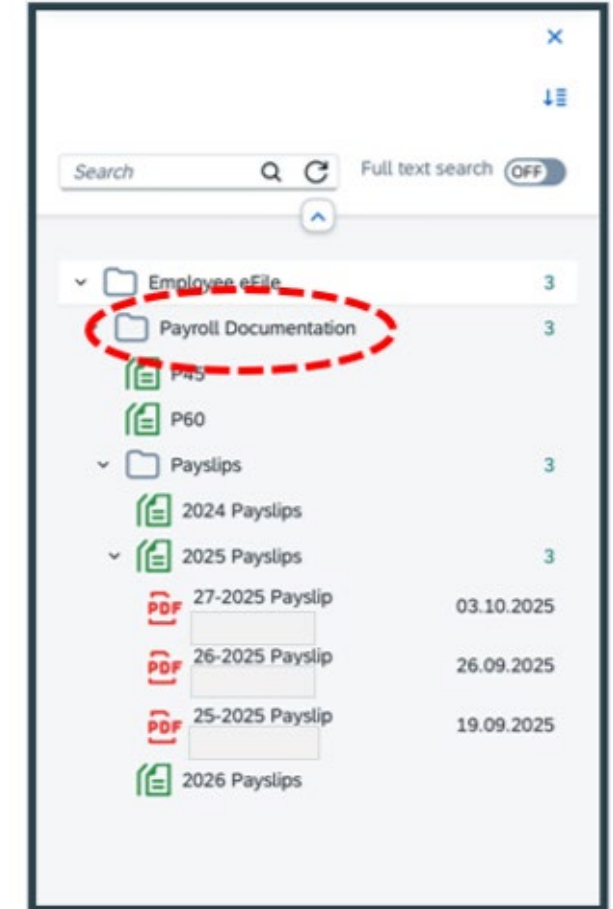
Once logged into your home page,
click **View More**

2



Scroll down to and click
My Documents

3



Click **Payroll Documentation**, and
navigate to your payslips using the
drop-down arrows

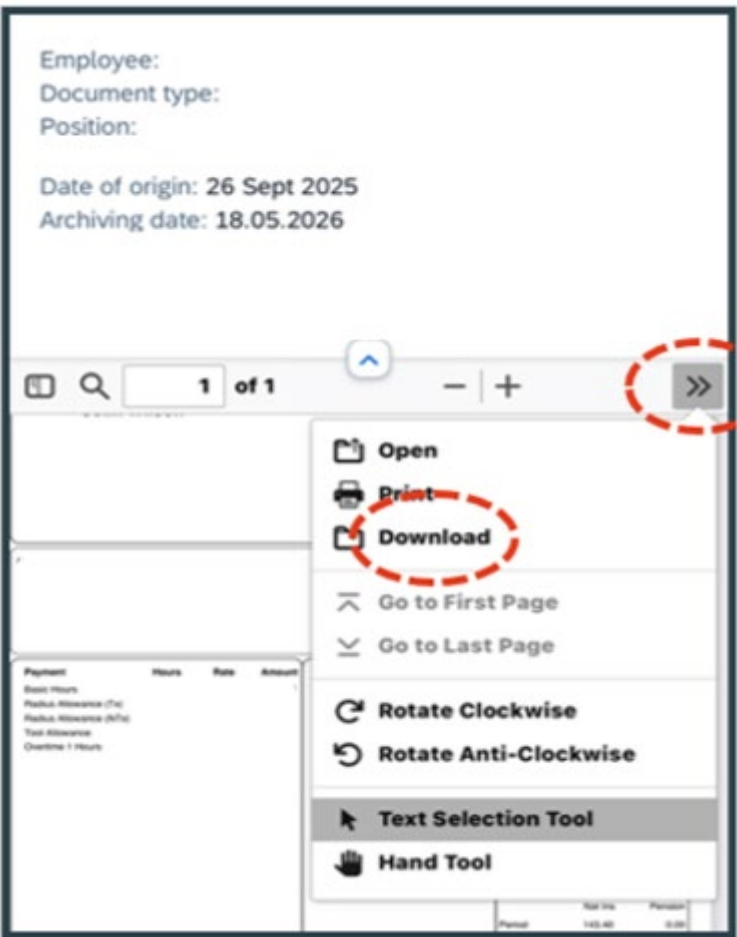
Viewing your payslips & P60s

4



Your payslip is now displayed

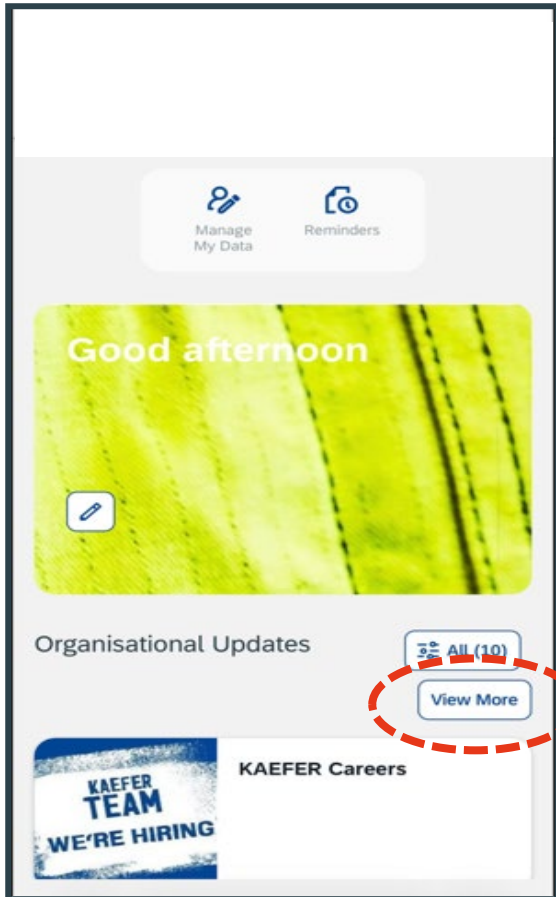
5



Click the **double arrows**, **download** and **print** your payslips from your downloads folder

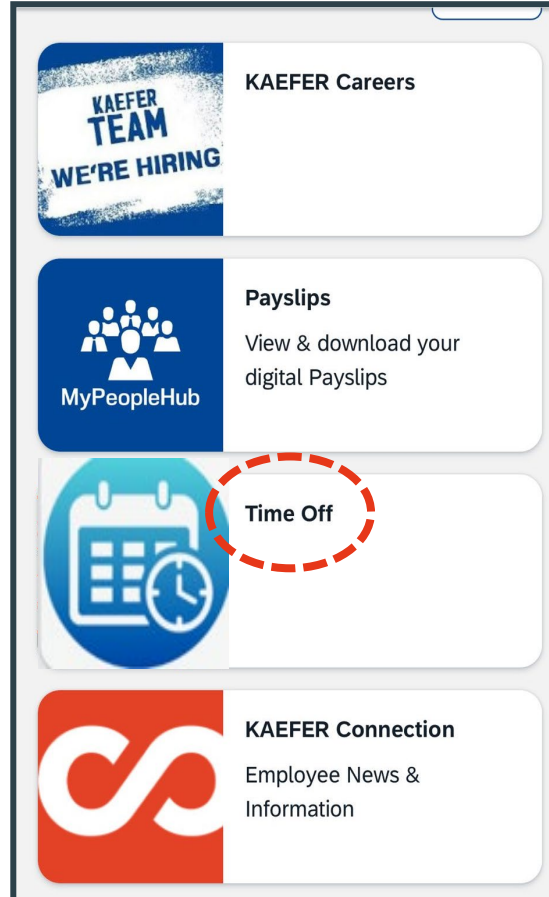
Viewing your annual leave balance

1



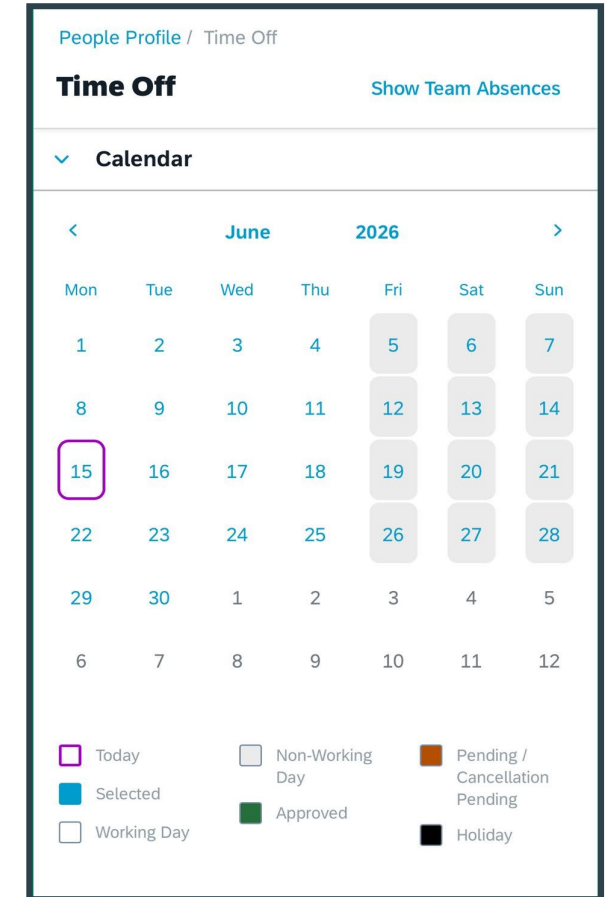
Once logged into your home page, click **View More**

2



Scroll down to and click **Time Off**

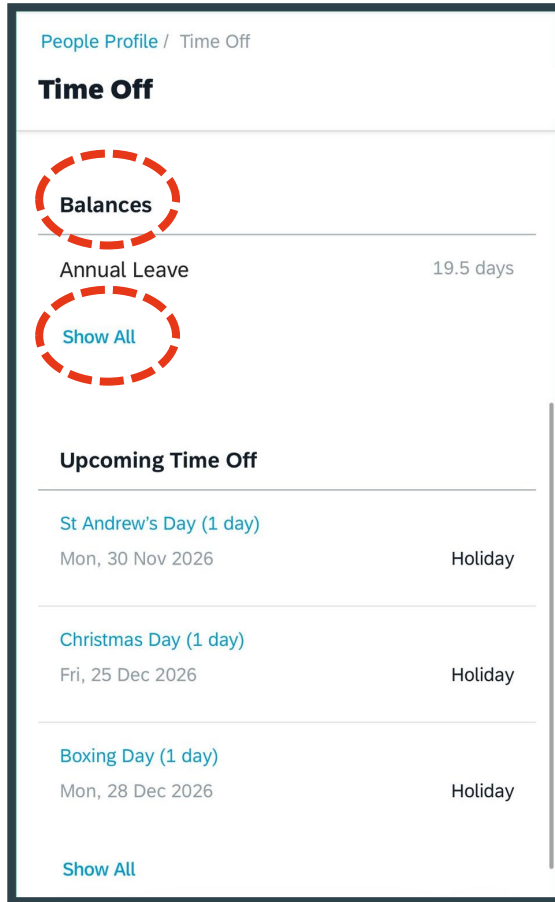
3



This is your **absence calendar**

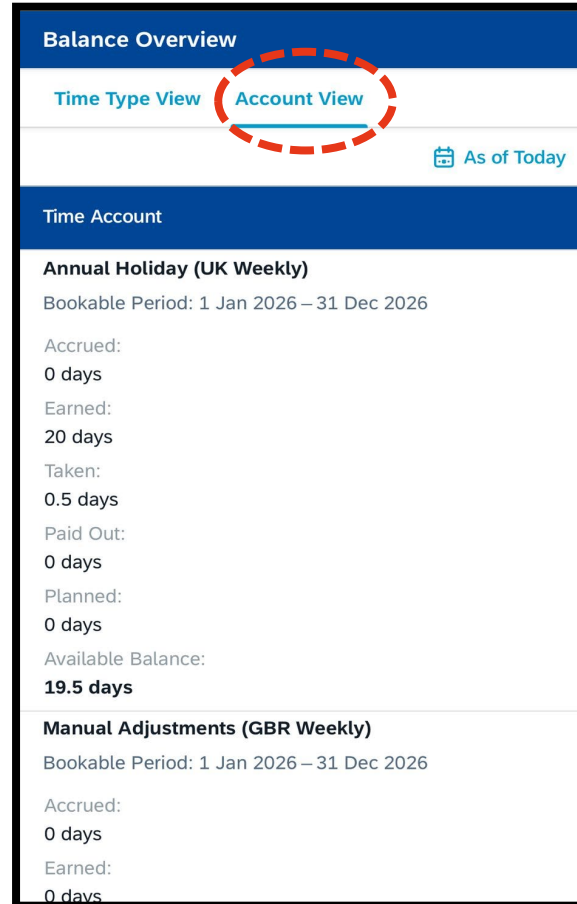
Viewing your annual leave balance

4



Scroll down to **Balances** and select **Show All**

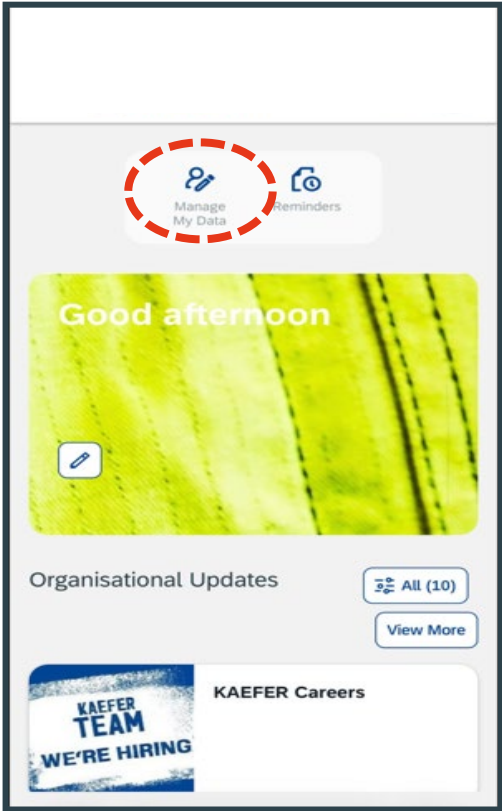
5



Click **Account View** to view your annual leave balance

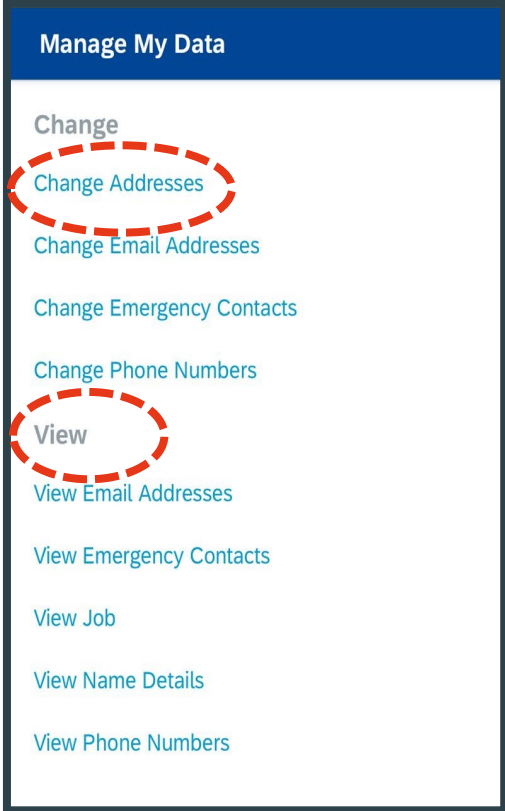
Managing Your Data

1



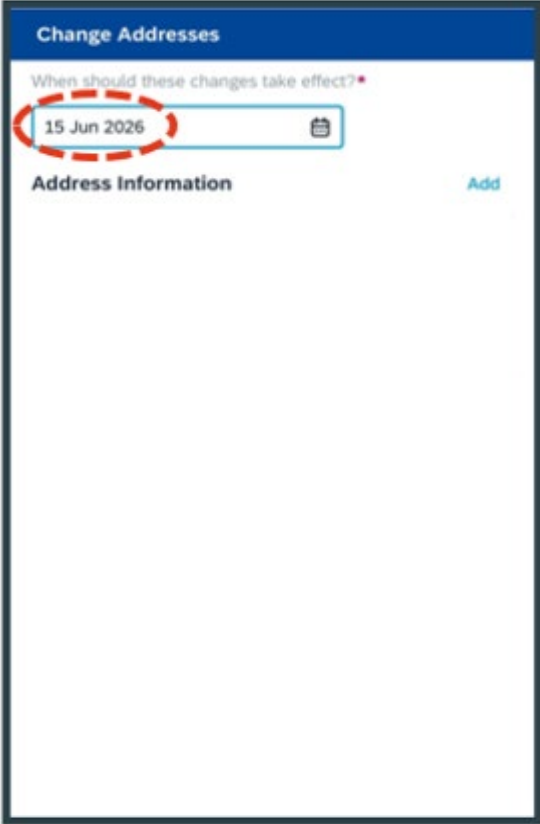
Once logged into your home page, click **Manage My Data**

2



Change or **View** your details

3



Add the **Date** the change should take effect from

4



Add your details and click **Save**

KAEFER. Count on us.

