

Sunstates Security

eHub Portal

For Our Employees



**SUNSTATES
SECURITY**

Welcome to eHub

User ID

Password

[Forgot your password?](#)
[First time user?](#)

v5.2.743.10

eHub is Your Information Resource!

What is eHub?

eHub is a secure website provided by Sunstates Security for your use and benefit. This eHub website provides you with around the clock access to many important personnel tools, and personal information. Such as:

1. Ability to view and print Earnings Statements for the most recent and past pay periods.
2. Ability to review and change Basic Employee File Information, such as address, phone numbers, and email addresses.
3. Ability to review, and initiate changes to, Tax withholding information, even printing some tax forms for submission to the corporate office.
4. Ability to review your most recent W-2.
5. Ability to review your benefits.

We hope that you will quickly learn to take advantage of this internet tool, to better manage your personal information while you are at Sunstates Security. This is where you will want to go after 9:00AM on each pay day to review your Earnings Report. Sunstates does not provide paychecks or paystubs, therefore all of your pay information is available from this online resource.

System Requirements

- Microsoft Silverlight™
 - This is the platform eHub uses to operate. For more information on Silverlight™, please visit <http://www.microsoft.com/silverlight/what-is-silverlight/>.
 - You will be asked to install Silverlight™ on your computer before initial log in to eHub. You will only need to download this **free** program once, on any given computer. You will not receive this prompt again once the installation is complete.
- Visit <http://www.microsoft.com/getsilverlight/get-started/install/> for the latest Silverlight™ system requirements, and to install.

Note: TEAM recommends selecting the 'Install updates automatically (recommended)' option when prompted during the install. If you do not have installation privileges on your workstation choose 'Check for updates, but let me choose whether to download and install them.' You may have to contact your IT administrator in order to install updates in this case.

Other recommendations for optimal functionality

- Internet Explorer 7
 - For Macs, Firefox 3.6.13 (Safari is incompatible with eHub at this time)
 - Disable any pop-up blockers your browser may have
- The free Adobe Acrobat Reader should be downloaded and installed on your computer to assist with reading and printing any documents from eHub. You can download this application by following the link: <http://get.adobe.com/reader/>. Follow the instructions with the download to install the application on your computer.

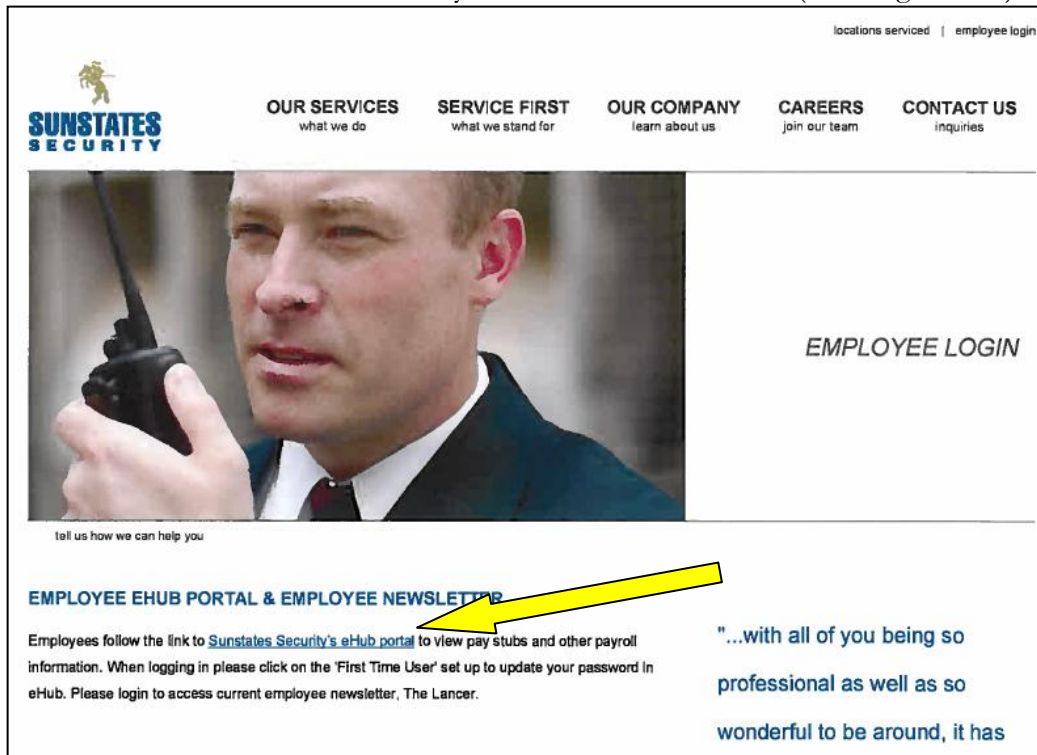
How to see your eHub Profile?

You can access eHub from the Sunstates Security website by following the instructions below:

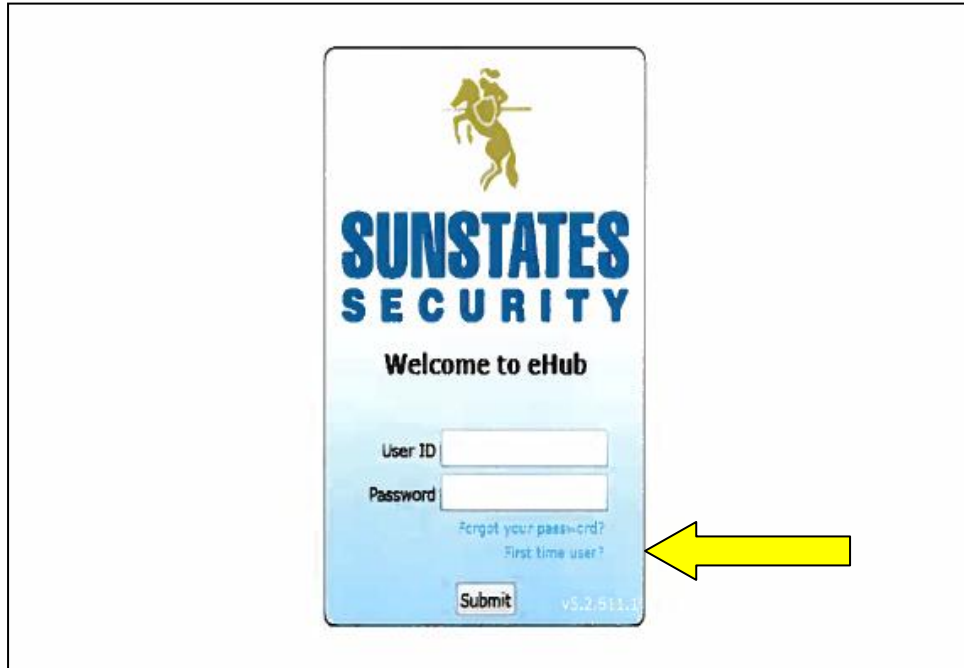
1. Open an Internet connection and using your internet browser, go to www.sunstatessecurity.com
2. Click on the “Employee Login” at the top left of the main page (see image below)



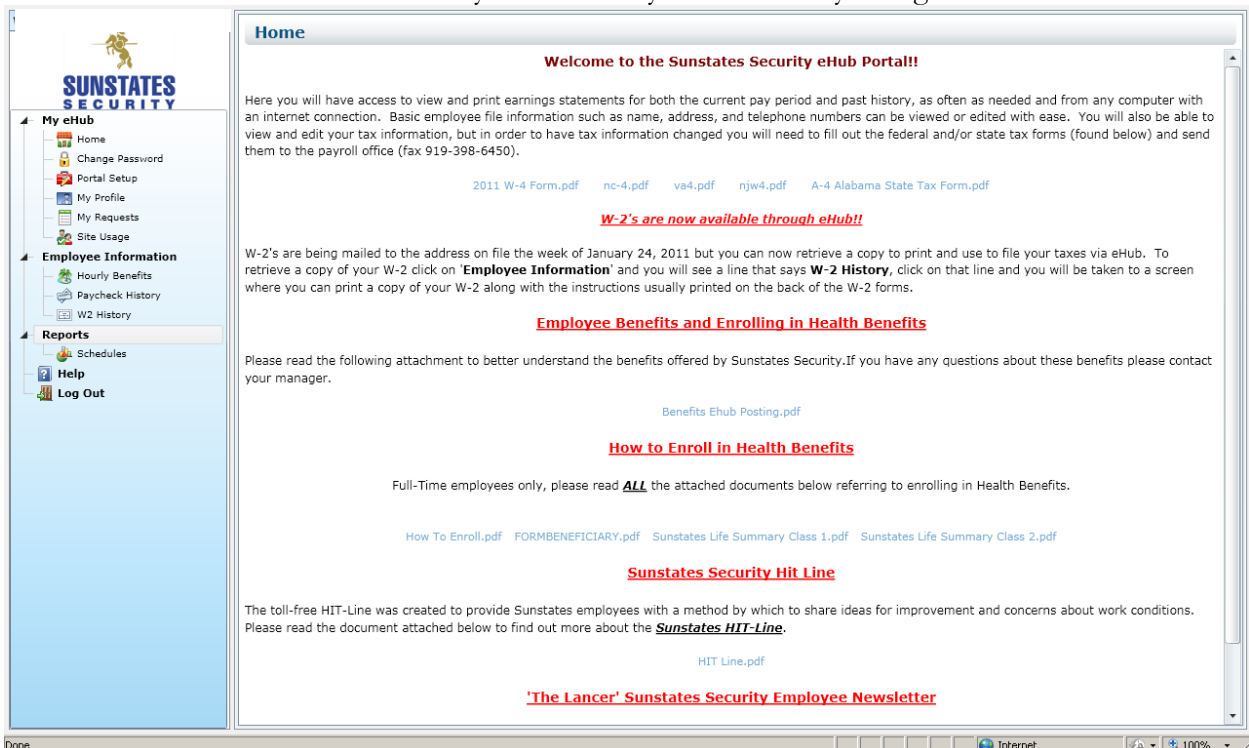
3. Then click on the “Sunstates Security eHub Portal” link in blue (see image below)



- When the eHub page loads to your browser, Type in your User ID and Password where indicated and click on Submit. *If this is your first visit to eHub, you will put in your User ID (your employee number) then click under the Password box where it shows “First Time User”. Then follow the prompts to set up your new eHub password.*



- Once into eHub you will see the Home screen below, where you can View, Edit and Print the information you need – anytime of the day or night.



Each time you open up the eHub Home Page, as seen above, you should look over all of the Headlines displayed to make sure whether any of them apply to you. If so, it is your responsibility to follow through with taking the action indicated by those messages. Messages could reference that W-2's are now available, or it is time for Open Enrollment for employee benefits, or read about the achievements of another Sunstates Officer, or even provide you a chance to read the latest copy of the employee news letter, The Lancer. Whatever the message, we hope that you will find this website an important resource and link to Sunstates Security.



As you can see from the example to the left, there are several areas on the Home Screen menu that you can click on for information.

- Home – seen above
- Change Password
- My Profile
- My Requests
- Site Usage
- Hourly Benefits
- Paycheck History
- W2 History
- Reports – Schedules

My eHub - Change Password - To change the user password associated with your User ID. You will need to input your User ID, then type in your **Current** Password. Next input a New Password, and enter it a second time in the Confirm Password block. Then click on Submit. Your password must be at least 6 characters long and contain at least 3 of the 4 criteria: an uppercase letter, a lowercase letter, a special character or a number.

Change Password

*Current Password

*New Password

*Confirm New Password

Passwords must be 6-15 characters and contain three of the following:

- Uppercase letter
- Lowercase letter
- Number
- Special character (*#&)

eHub - My Profile -

This screen will allow you to correct any of your Address or Contact information, simply click on the word “Change” located to the right of each section and a second screen will pop-up where you can make changes, or make any Notes and then submit to the Central Office, for the changes to be made to your official record. Please allow up to 72 hours for changes to be processed. **Please do complete your email information, as we are working to capture this email information for all employees.**

My Profile

Personal Information

Name Ms Maggie R Anderson
SSN ***-**-9806
Birth Date 6/28/1958

Address Information

Address 1618 Colfax Street Change
 #12 Ehubv2 Db Team Team-Sql3
 Omaha NE 68661-0000

Contact Information

Phone (402)352-3613 (Home) Change
 (402)555-5555 (Cellular)
 (402)346-5578 Ext.1258a (Work)
E-mail nateh@teamfinancial.com

Tax Information

	Filing Status	Number of Allowances	Additional Withholding
Federal Federal	Married	2	
State NE	Married	2	
Local 1			
Local 2			
Local 3/Disability Alaska UC	All Statuses		

Address Information Change Request

Employee Jim Smith (2233)

Address 1

Address 2

City **State** **Zip**

Notes

My eHub – My Requests – Utilize this screen to track any requests you have submitted for changes.



Employee Information - Hourly Benefits – This screen will track your Personal and Vacation Leave available. The small blue arrows to the left side of the type of leave, will show you a drop down list of all your leave accruals during the current year. You can even put in a date at the top to look back as far as 1/1/2010.

Hourly Benefits					
Employee: Frazier, Corey (352)		From Date: 1/1/2010	To Date: 9/3/2010		
Transaction Date	Hours	Description	Date Available	Total Hours Available	
Vacation - Hourly Hours Available: 22.85					
12/31/2009	17.85	Prior Balance		17.85	
1/1/2010	2.50	Accrual	2/1/2010	20.35	
1/15/2010	2.50	Accrual	2/1/2010	22.85	

Employee Information - Paycheck History – By choosing your beginning and ending dates at the top of the screen, you will be able to see a schedule of all payroll checks/deposits issued to you during that time period. By clicking directly on the blue Check #, you will see an actual printable PDF image of the chosen paystub. This stub will show not only the usual gross pay, deductions, and net amount paid/deposited, but also the scheduled hours worked for the pay period.

Paycheck History								
Employee: Yost, Darlene (2194)		From Date: 1/1/2006		To Date: 9/9/2010				
Date	Check #	Wages	Comps	Deducts	401k	Taxes	Net Pay	
8/18/2010		\$49.00	\$0.00	\$10.00	\$0.00	\$2.99	\$36.01	
4/15/2010	90095	\$553.00	\$0.00	\$0.00	\$0.00	\$42.31	\$510.69	
2/15/2010	9002	\$560.00	\$0.00	\$0.00	\$0.00	\$47.12	\$568.88	
1/31/2010	9526	\$560.00	\$0.00	\$0.00	\$0.00	\$42.84	\$517.16	
1/15/2010		\$612.50	\$0.00	\$0.00	\$0.00	\$0.00	\$612.50	
12/31/2009	9376	\$336.00	\$2,000.00	\$0.00	\$0.00	\$446.80	\$1,889.20	
10/31/2007		\$308.00	\$0.00	\$0.00	\$0.00	\$23.57	\$284.43	
10/15/2007	8841	\$280.00	\$0.00	\$0.00	\$0.00	\$21.42	\$258.58	
9/28/2007	8487	\$280.00	\$0.00	\$0.00	\$0.00	\$21.42	\$258.58	
8/31/2007	7089	\$1,176.00	\$0.00	\$0.00	\$0.00	\$219.68	\$956.32	
8/31/2007	7401	\$406.00	\$0.00	\$0.00	\$0.00	\$32.63	\$373.37	

Employee Information – W2 History – This screen will allow you to look at any of your W-2's stored in TEAM. At this point the only ones available will be for 2010 and forward. Older W-2's are not visible.

W2 History					
Employee: Anderson, Maggie R. (2230)					
Tax Year	Company Name	Federal Taxable Wages	FICA Taxable Wages	Medicare Taxable Wages	Instructions
2010	River City Services Inc.	\$26,865.00	\$29,865.00	\$29,865.00	View
2009	River City Services Inc.	\$2,685.00	\$2,985.00	\$2,985.00	View

Reports – Schedules – This report will show any schedules set up in TEAM which included you. You should choose the period desired, the job, and how you wish the information is to be grouped. You can print or export this information.

Period: Employee:

Job: Group By:

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SUNSTATES SECURITY

Scheduling Report
4/29/2011 - 5/5/2011

Work Date	Job	Post	Total Hours			
			In Time	Out Time	Lunch	Hours

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Help – Clicking on Help will take you to an online help service which goes into significantly more detail about the many components of eHub.

Logout – Click on this command to log yourself out of eHub and take yourself back to the login window.

VERY IMPORTANT

Please make sure and Logout out of eHub, and/or close your browser window, before leaving your computer. Otherwise, your session could stay open and your personal information remain accessible to the next person who happens to sit at the computer.