thehub

Hourly Top Tips for The Hub

• If you lost the letter mailed to your home or don't know your FCA Google ID, you can find it by going to the FCA Group Directory at fca.fyi/directory and entering 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. (Note: Your GoogleID is only used to log into The Hub and access documents on The Hub. It is not an active email address)

fca.fyi/directory

• If you haven't reset your password after you received your FCA google ID, you can reset it at fca.fyi/password using your TID or your FCA google ID. After resetting your password, your new password will be the same for your TID and FCA google ID

• You can log into The Hub at thehub.fcagroup.com

• Be sure to use your work-issued Google ID and the new password you created to login (not your personal Google account or personal Google password). Type in your work password manually to override any passwords that might be auto-saved on your personal phone/computer

thehub.fcagroup.com

• For full instructions on how to log into The Hub, reference The Hub Hourly User Guide at fca.fyi/hubhelp

• When accessing documents on The Hub, always select your work-issued Google ID account when presented with the option to choose a gmail account. You will not be able to view documents from your personal Google email account

fca.fyi/hubhelp

• Only use your work-issued Google ID for logging into The Hub and viewing documents on The Hub. For all other applications, use your T-ID as you've done in the past

• Go to Employee Central to find hours worked, vacation pay, PAA hours etc. by one of these three ways:
1. Click on the Employee Central HubApp at the very top of The Hub homepage
2. Click on the Employee Central link on the top right of the Work & Life page
3. Go to Employee Central directly at https://fca.fyi/EmployeeCentral

fca.fyi/EmployeeCentral

• To keep your information secure, be sure to log out of BOTH The Hub and Google and close the browser tab. You also can press the Windows key + L to lock any workstation computer.

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