



With the new SAP SuccessFactors system there will be many new changes. Here are a few that will directly affect you going forward:

1. You will no longer receive the weekly email notification that our pay statement is now available
2. Going forward you must access your pay stub through the P&C Hub. The ESS (Employee Self Service) link will not populate any new material, only pre-2023
3. You will not be able to see your paystub before your weekly pay date (Thursday)
4. Your ACH transfer notice through your banking facility may be listed as Alight – this is the 3rd party processing center

Within the P&C Hub there are many options to view your benefits and other resources. Take the time to explore the site and become familiar with the information. This will be a learning curve for all of us. If you run into problems, use the blue chat bubbles at the bottom right of the page for help. Do not send a ticket to IT as they do not support this system. Also, do not call Payroll with issues navigating this site. Contact your Steward or Committeeman with your questions and we will work to help get the answers for you.

****Note that if you are updating your direct deposit, this system does not perform a prenote process which validates your identity, routing and account numbers are correct. Once you enter your information, double check that it is correct before submitting. If it is correct and does not error out, the changes will be on your next available check. If, by chance, the submission does error out and the errors are not corrected prior to payroll closing, this will trigger a paper check for every account that is set up for direct deposit until the corrections are made.**

In Solidarity,

A handwritten signature in cursive script that reads 'Chris Blizard'.

Chris Blizard
President, UAW Local 402

Accessing People & Culture Hub

Click Quick Links from the Engage homepage; under Pay & Benefits click on People and Culture Hub
(The All Pay & Benefits link will take you to ESS which is pre 2023 information)

The screenshot shows the ENGAGE homepage dashboard. At the top, there is a search bar with the text "Start Searching...". Below the search bar, the ENGAGE logo is on the left, and navigation links for "Navistar", "Departments", "Locations", and "Quick Links" are in the center. On the right, a user profile for "Stollings, Kendra L" is shown with the title "Principal Process Engineer".

The dashboard is organized into two rows of four columns each, each with a category header and a list of links:

- Day-to-Day Tasks:** My Email, Kronos Timesheets, Kronos Resource Center, ServiceNow Timesheets, Reset My Password, My Multi-Factor Authentication Devices, Navistar Events.
- Technical Support:** Reset My Password, Microsoft Learn for M365, My Multi-Factor Authentication Devices, VPN Help, Get Help / Ask for Something, Report an IT Issue, IT Knowledge Base, All Information Technology.
- Pay & Benefits:** People & Culture Hub (highlighted), AI Dashboard / Bonus, 401K Retirement, Health Insurance, Flexible Spending Account, All Pay & Benefits, Well-Being: Calm and EAP, Payroll Transmission Schedule.
- ENGAGE Training:** Apps & Tools Directory, Change ENGAGE Language, Follow Sites and Pages, Locate and Manage Navistar Applications, View Archived Home Page Articles, ENGAGE Training Library.
- My Career:** Performance & Goals, Corporate Learning & Training, Jobs - Contractors, Jobs - Existing Employees, Jobs - Referrals, Product & Service Training, SuccessFactors.
- Manager Support:** Requisitions (eProcurement), Check PO Requisition Status, PS Fin, HR and Oracle EBS Access, Onboarding Staff, Offboarding Staff, Review Employee Pay-grades, Get Manager Support: hrc@navistar.com, Manager Self-Service.
- Travel & Expense:** Set Up Travel & Expenses Accounts, Make Reservations, Report Expenses, Travel Credit Card, Preferred Hotels, All Travel & Expenses.
- Navistar Resources:** Administrative Assistant Resources, Corporate Merchandise, Employee Discounts, Navistar Events, Policies & Procedures, Report a Concern.

Once you are logged in, your screen will look like the screen below. To see your paystub, choose Pay & Time from the top row of options (if not all options are showing, click on more...)

The screenshot shows the user's dashboard after logging in. At the top, there is a navigation bar with tabs for "Health & Insurance", "Pension", "Life Changes", "Pay & Time" (highlighted), "Job & Career", "Other Benefits", and "Empower 401(k)".

Below the navigation bar, there is a "Recommended" section with three cards:

- Will your pension meet your needs?** Project your pension. (Image of a man sitting on a beach.)
- Confirm your data** Confirm your data. (Image of a hand holding a pen over a document.)
- SAP and P&C Hub Resources** Access job aids and more here. (Image of colorful blocks.)

Below the recommended section, there is a "Journeys" section with a "Your Journeys" card that says "Collections made just for you. Check out the Journeys that await you." and a "Go to my Journey" button. On the right, there is a "Need Help?" button with a speech bubble icon.

In the Pay & Time screen you can now view your pre 2023 paystubs and Compensation History in ESS (left blue button), view your new paystubs (right blue button) and Manage your Direct Deposit (center white button). There are additional resources listed below the buttons. ****The Time Off Balance is currently 0.00 for everyone. It is unknown at this time if it will be populated with our balances. Represented employees do not have an option to purchase vacation...**

The screenshot shows the Navistar P&C Hub interface. At the top, there is a navigation bar with the Navistar logo on the left and menu items: Health & Insurance, Pension, Life Changes, and More... On the right side of the header, there are icons for notifications, a user profile, and a search function. Below the header, the main content area is titled "Pay & Time".

The central feature is a "Time Off Balance" card, which includes a "Print" button in the top right corner. The card displays the following information:

Category	Balance
USA Vacation	0.00 HOURS
Purchased Vacation	0.00 HOURS

Below the Time Off Balance card are three main action buttons:

- Pay and Compensation History Pre 2023**: A blue button with the text "Prior paychecks and W-2s available here".
- Manage Direct Deposit**: A white button with a blue border and a small image of a person working at a desk.
- View Your Paycheck**: A solid blue button.

At the bottom of the page, there are two columns of links:

- Time Applications**: Includes a link for "Kronos (includes overtime eligible and California)".
- Other Resources**: Includes links for "Change Tax Withholding", "Compensation History", "Holiday Calendar", "Kronos Resource Center", "Vacation and Other Policies", "Employment & Income Verification", "Workplace Employment Posters", and "ECP Reporting (special access required)".

On the right side of the page, there are two blue chat bubbles, each with a speech bubble icon and the text "Need Help?".

This document only touches on how to view your paystub through the P&C Hub. There are many other options to view and information contained with the site. Please take the time to explore the site.

If you run into problems, use the blue chat bubbles at the bottom right of the page for help. Do not send a ticket to IT as they do not support this system. Also, do not call Payroll with issues navigating this site. Contact your Steward or Committeeman and we will get the answers for you.

As part of our ongoing People and Culture transformation, we are excited to announce that SAP SuccessFactors, the P&C Hub, and the P&C Connection Network are now available for all U.S. and Canada employees as of 8am CST, January 3rd, 2023!

To access SAP and the P&C Connection Network, you will start first with the People and Culture Hub which is our new central “one-stop shop” for all links and HR information.

As part of this go-live, new services and benefits have also been launched. Be on the lookout for emails from Alight; last week an email titled, “Welcome to your Smart-Choice Account!” was sent to Navistar employees – this was not spam, but an email about new FSA accounts for 2023!

This email includes important information such as:

- Accessing P&C Hub and SAP SuccessFactors
- Day One Checklist
- Links to Additional Training & Help Resources

Accessing P&C Hub and SAP SuccessFactors

<p>P&C Hub</p>	<ul style="list-style-type: none"> • On Network Access: From the Engage intranet site, navigate first to the People and Culture Hub through two paths on Engage: <ul style="list-style-type: none"> • Departments > People and Culture Home from Essential Links, then select People and Culture Hub • Quicklinks > Pay & Benefits List > People and Culture Hub. • You will access the P&C Hub via Single Sign-on (SSO) (no additional password is required). • Off Network Access: Browse to peopleandculturehub.navistar.com and <i>click the purple SSO box</i> at the top of the screen to be logged in. <i>If prompted to log in after clicking on the purple SSO box, use the instructions below:</i> <ul style="list-style-type: none"> • Employees with a Navistar email address: Enter your Navistar email address and password, then a multi-factor authentication code. • Employees without a Navistar email address: Enter your Navistar UPN and password, then a multi-factor authentication code. Note: your UPN is your user-id followed by @navistar.com (ex: u00abc@navistar.com). <p>Note: If you did not setup a Mobile PIN when logging into the P&C Hub during Annual Enrollment, you will be required to setup a Mobile PIN and security questions upon first login.</p>
<p>P&C Hub Mobile App</p>	<ul style="list-style-type: none"> • Did you know that the P&C Hub is also accessible via mobile app? Click here for more details.
<p>SAP Success Factors</p>	<p>SAP SuccessFactors is accessible throughout the P&C Hub based on the area of the system you would like to visit. For example, if you want to update access Time Off, you can access Time Off by clicking on the “Request Time Off” quick link and it will take you to Time Off in SAP SuccessFactors.</p>

TAKE ACTION: Day One Checklist

To familiarize yourself with the P&C Hub & SAP SuccessFactors, we encourage you to complete the following:

1. Review the navigation job aids for the [P&C Hub](#) and [SAP SuccessFactors](#)
2. Log-In to the [P&C Hub](#) to familiarize yourself with navigation and self-service capabilities and how to get more support
The *P&C Connection Network* is accessible through multiple channels in the P&C Hub and is available to you to answer questions about the system and HR policies, and to give guidance. You can also contact them via *phone from 8am to 5pm CST at 877-353-5100*.
 - Reach out for help through *chat button* always accessible from the right side of the screen
 - Click on *Contact Us*, and select an *FAQ topic* to find out more information or to reach out to the appropriate contacts for help
 - Open or track a *help request* by clicking on Quick Links from the Home Page, and selecting "Help Requests"
3. Navigate to *SAP SuccessFactors from the P&C Hub*, by clicking on Quick Links from the Home Page, and selecting Employee Central
 - *Validate information* is correct in your employee profile including name, address, tax and direct deposit information
 - o If you have employees and submitted change requests prior to the limited transaction window, please validate the information has been updated in the new system and is correct
 - o Ensure your *email address* is in the system and is up to date (including hourly employees). This ensures you get the maximum benefit from all our new benefits and services this system will provide.
 - Add in and update your *Emergency Contact information*
4. Download the *People and Culture Hub Mobile App* with these [instructions linked here](#).

Links to Additional Training & Resources

On-going Training	<ul style="list-style-type: none">• If you haven't already, register for People Leader or Employee Overview Training.• Job aids, which provide step by step instruction for completing common tasks in SAP and the P&C Hub are available on The People and Culture Resource SharePoint Site. Note: Job Aids will be available on SharePoint until mid-January then the content will be migrated to the P&C Hub.• Additional training will be provided throughout 2023 to cover topics like Performance and Goal Management and can be signed up for at this link.
Questions and Help	<ul style="list-style-type: none">• Check out our P&C Transformation FAQs and other self-service materials located on the P&C Hub.• If you are unable to solve your question via self-service, contact the P&C Connection Network via phone, chat, or online ticket. Click here for details on contacting the P&C Connection Network.• All other questions <u>not</u> related to SAP SuccessFactors or the P&C Hub should be directed through normal channels (e.g. Navistar IT Help Desk for assistance with MFA; Local HR or P&C Partner for employee relations issues).• Note: If you're not sure where to direct your questions, reach out to the P&C Connection Network and they can route you to the appropriate team.