

hh2 Pay Stubs – User Guide

Accessing hh2 for the first time:

To access hh2, you will need your login credentials. You should have gotten these from your admin. If your admin instructs you to reset your password the first time you login, you may do this using a computer (*password cannot be reset on the app*) by following the below steps:

1. Using any supported browser (Chrome, Microsoft Edge, and Safari are all supported browsers) go to your hh2 portal (structured as YOURCOMPANYIDENTIFIER.hh2.com)
2. Click on 'Forgot Password' and enter your company email address
3. You will get a password reset link to your email. Follow this link to set your password.

Once your password is successfully reset, follow the steps below to access your paystub:

From Web:

1. Access your hh2 site.
2. Login using the credentials given to you by your administrator – be aware that your email **cannot** be used in place of your username and your password is case sensitive
3. Once logged in, you will access your pay stub by clicking on the PS icon on the left and then selecting **My Pay Stubs**.
4. From here, you will select the date range and then generate it by selecting the orange **"Get Pay Stubs"** button.

From App:

1. Go to your app store and type in "hh2 My Records" and download the app.
2. Upon opening the app for the first time, you will be asked for your company's identifier, your username, and your password.
3. Once you are logged in, you can select **Pay Stubs**, select the date range, and then **"Get Pay Stubs"**.