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Professional Armed and Unarmed Security Officers since 1982.

MEMO

Date: September 26, 2022

Re: Transferring over to Team Software / eHub

In the next month, we will be transferring over to a new system to combine scheduling and payroll information into one place. This system will eventually replace paper and online time submissions. You will be utilizing the app or calling on and off duty. You will also be able to sign in on the website or through the app, and have access to your schedule, paystubs, update addresses and phone numbers etc. Please take time over the next couple of weeks to get your login information and to look over the app and let us know if you have any questions. You can also practice logging in and out over the phone and on the App.

To login on a desktop computer the Website is: giddenssecurity.teamehub.com

Please download the app below from the Apple Store or Google Play:



Here is a link with step-by-step information if you need help on how to download and log into the eHub app system and as well as clocking in and with app:

<https://help.teamsoftware.com/#cshid=eHubFieldLevel>

To register you will need to enter:

- Employee ID number (you can call the office or text (904-489-6900) to request your number when you are ready to access and explore the new system)
- Website: giddenssecurity.teamehub.com
- Your date of birth
- Social security number

Please let us know right away if it will not let you register when entering your personal information so we can verify we have your correct information in our system.

To clock in by phone:

1-877-290-1422. For Spanish, press *.

Enter your employee number _____

then press #.

Follow the prompts to clock in or out

Never hang up until you hear thank you, goodbye to ensure you have logged in/out correctly