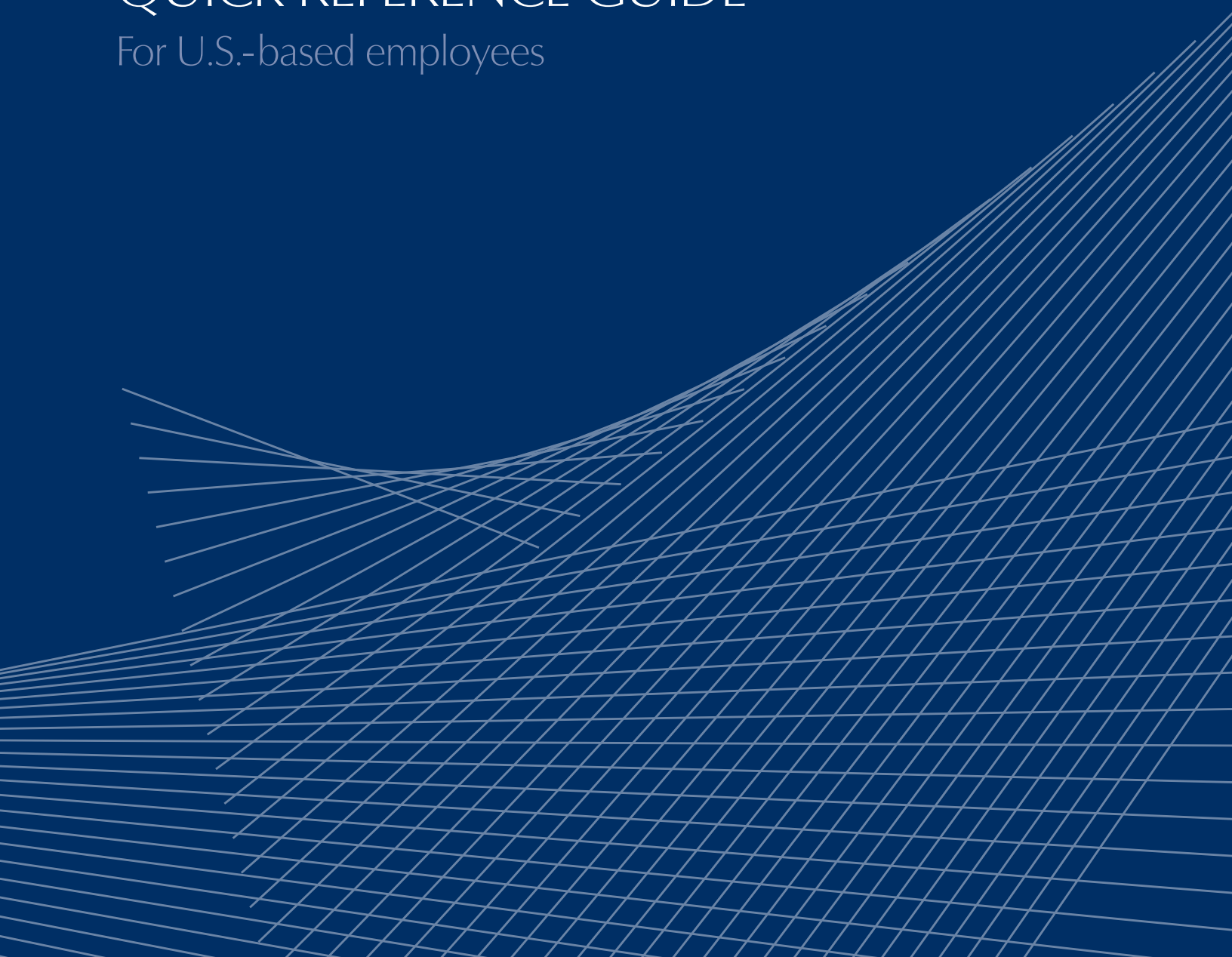


ESTÉE  
LAUDER  
COMPANIES



# EMPLOYEE SELF-SERVICE QUICK REFERENCE GUIDE

For U.S.-based employees



## ***HR Connect***

- **HR Connect** Online  
**HRCONNECT.ELCOMPANIES.COM**  
Available 24/7

Your default username is your employee ID  
(Your employee ID can be found on your pay slip)  
Your initial password was sent to you

- **HR Connect** Employee Services  
**1-844-472-8352 (1-844-HR AT ELC)(toll free)**  
1-646-255-1244  
**hrconnectus@estee.com**  
1-844-636-5901 (fax)  
1-844-636-5902 (fax for Northtec On-call only)  
Monday – Friday, 9:00 a.m.–5:00 p.m. ET  
When you call **HR Connect** Employee Services, you will be connected to an Estée Lauder Companies HR employee.

### **HR CONNECT ONLINE EMPLOYEE SELF-SERVICE TRANSACTIONS**

- View and update your personal information such as phone number, address, emergency contacts, etc.
- View your job-related information such as job title, organization, location, and salary
- Manage preferences for your pay slips (online or paper)
- View your pay slip
- Update direct deposit information

## Using *HR Connect* Online

- 1 **View** and **update** your **personal information** (phone number, address, emergency contacts, etc.)
- 2 **View** your **job-related information** (job title, organization, location, salary, etc.)
- 3 **Manage** your preferences for your **pay slips**
- 4 **View** your **pay slips**
- 5 **Add** or **update direct deposit** information
- 6 **Download tax forms** (W-4 for federal taxes and find the link to state forms)
- 7 **Access** your **Worklist** to view a personalized summary of your recent activities
- 8 **Access** online **Help**

# Tips for Using *HR Connect* Online

## HR CONNECT MENU BAR









Home Logout Preferences Help

Consists of the following options:

- **Home:** Takes you to the *HR Connect* Home page
- **Logout:** Click to log out of the system
- **Preferences:** Modify user preferences for language, formatting, passwords, etc.
- **Help:** Click to launch *HR Connect* online Help
  - View a demo with step-by-step instructions for each transaction



## ICONS IN HR CONNECT

Commonly used icons are shown below:

Icon	Description
	Searches Existing Value
	Displays Information
	Displays Calendar
	Deletes Selection
	Previous Page
	Next Page
	Move Up
	Move Down

## Searching in *HR Connect* Online

When searching and entering information, you will either see a drop-down menu or a blank text box.

- The search icon  appears along with a blank text box. For example, when you are searching for a city when entering your new home address.
  - Click the search icon  next to the field
  - A pop-up window will open
  - Enter the information you are searching for
  - Click **Go**
  - Select the item you were searching for
  - Click the **Select** button

### SEARCH TIP

- Use a **% symbol** before and/or after a string of letters and all values containing the same string of letters will be found.
  - For example, if you type **%vil%** in the search field when searching for a city, any city that contains the string of letters “**vil**” will appear, such as Melville, Sayville, **Village** of Port Jefferson, Huntington **Village**
  - The string of letters you enter can be an entire word or only a portion of a word

Note: Any field that is shaded in gray means you cannot make an update on your own. If you need to make a change, contact *HR Connect* Employee Services.

## Where to Go

While **HR Connect** will be able to provide you with most of your employment information, it is not a one-stop shop for all employee information or assistance. The chart below explains where to go for your day-to-day HR needs as an employee:

Who	What	Where
<b>HR Connect Online</b>	<ul style="list-style-type: none"> <li>• View or update your personal information (name, address, emergency contacts, etc.)</li> <li>• View your job-related information (salary, grade, etc.)</li> <li>• View or update your payroll information (online pay slip, direct deposit, etc.)</li> </ul>	hrconnect.elcompanies.com
<b>HR Connect Employee Services</b>	<ul style="list-style-type: none"> <li>• If you do not have online access, you can call <b>HR Connect Employee Services</b> to update your personal information, job-related information and payroll information</li> <li>• Our performance management processes, including Performance &amp; Development Planning (PDP)</li> <li>• Onboarding</li> <li>• Exit Surveys</li> <li>• Talent Planning</li> <li>• General Inquiries</li> </ul>	<p><b>1-844-472-8352</b>  <b>(1-844-HR AT ELC) (toll-free)</b>            1-646-255-1244  <b>hrconnectus@estee.com</b>            1-844-636-5901 (fax)            1-844-636-5902 (fax for Northtec On-call only)            Monday–Friday            9:00 a.m.–5:00 p.m. ET</p>
<b>The Benefits Center</b>	For the following information: <ul style="list-style-type: none"> <li>• Health Insurance (such as medical, dental, vision and life insurance)</li> <li>• Flexible Spending Account</li> <li>• 401(k)</li> <li>• Retirement Growth Account</li> </ul>	1-877-742-3520 Monday–Friday 8:00 a.m.–8:00 p.m. ET <a href="http://www.ybr.com/esteelauder">www.ybr.com/esteelauder</a>
<b>Your Manager</b>	For information and questions related to your merit, bonus or Performance & Development Plan	
<b>Help Desk</b>	For technical issues	1-866-237-6380