

Reward Hub



sodexo
QUALITY OF LIFE SERVICES

Access your payslip and employee benefits, 24/7, on your smartphone, tablet or PC

www.sodexorewardhub.com

What's on Reward Hub?

Payslips

You can download, save and print current and previous payslips in one secure location. You can also download your P60 from here too.

Sodexo Discounts

An exclusive website which helps you save money with quick access to top savings both online and in-store, from over 1,200 top retailers.

Spree Card

An opportunity to obtain a prepaid Visa card which you can use to receive 3-5% cashback every time you shop at one of 50 high street stores.

Sodexo Supports Me

This helpline can support you and your family on work, money, wellbeing or home issues through a free, independent, confidential information and counselling service available 24 hours a day, 365 days a year.

Cycle to Work

Spread the cost of getting a new bike through this Government initiative.

Sodexo Wellbeing Zone

A wide range of resources on general health, healthy eating, fitness and workplace health for you and your family.

Childcare Vouchers

Operated through salary sacrifice, childcare vouchers can help you with the cost of childcare and you can save on National Insurance and tax too.

Give to Charity

An opportunity to donate to a charity of your choice monthly via payroll.

How do I get onto Reward Hub?

Before you start, make sure you have the following to hand:

- > Your payroll/employee number - which can be found on an old paper payslip or ask your line manager for it
- > Your password

If you are using a smart phone, it will ask if you want it to remember your password, choose yes for a quicker log in next time. Why not make Reward Hub a favourite or bookmark it.

Go to www.sodexorewardhub.com on an internet enabled device to access it.

1. Insert your username, which is your payroll/employee number without the zeros at the beginning - for example 001234 would be 1234, and your Reward Hub password.
2. Select **Log in** and you will then be taken to the homepage.
3. Select which part of the Reward Hub you want to go to by clicking on the relevant tile.

What do I do if I have forgotten my username or password?

If you don't have a Sodexo email address

If you don't have a Sodexo email address and have forgotten either your username or password, then email onlinepayslips.uk@sodexo.com with your name, home address, employee number or national insurance number and date of birth. You will receive assistance from the online payslips team within three working days.

If you are a new employee

If you are a new employee you will have received two separate letters about logging in to Reward Hub, one including your payroll/employee number and one containing your temporary password, which expires after three months. You will need both of these to access Reward Hub. If you are having problems logging in, then email onlinepayslips.uk@sodexo.com.

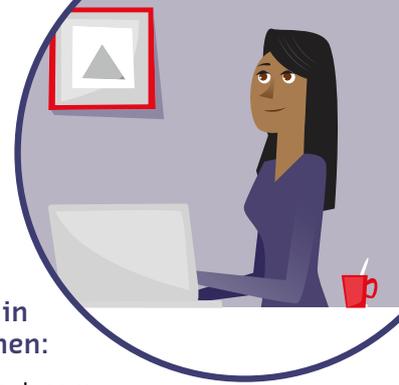
Memorable password

When logging in after a password reset, you will be prompted to select a memorable password and set up security questions for future use.

If you have a Sodexo email address, or have previously registered and verified a personal email address, or have forgotten your password, or haven't logged into Reward Hub in the last three months, then:

1. Go to www.sodexorewardhub.com
2. Select either **I've forgotten my username** or **password**.
3. If you have selected **I've forgotten my username** enter your email address in the required field and select **Continue**. You will then receive a username reminder.
4. If you have selected **I've forgotten my password**, then select **Reset password via email**.
5. Enter your email address in the required field and select **Continue**.
6. You will then receive an email from no-reply@emxhub.com with a link to reset your password.

Please note: you may need to check your junk or spam folder for this email as it may not appear in your inbox. Go to the junk or spam folder and right click on the email and select **Junk** and **Never block sender**, to receive these emails directly to your inbox in future.



How do I register a personal email address?

If you would prefer to use a personal email address in Reward Hub rather than your Sodexo email address. Then follow the steps below.

1. Go to www.sodexorewardhub.com and enter your username and password to log in.
2. Scroll down and select the **personal information** box.
3. Scroll down and select change my **personal email address**.
4. Enter your email address in both boxes and select **save and continue**.
5. You will receive an email confirming that this has been registered, please follow the instructions to validate it.

Please note: you may need to check your junk or spam folder for this email as it may not appear in your inbox. Go to the junk or spam folder and right click on the email and select **Junk** and **Never block sender**, to receive these emails directly to your inbox in future.

How do I access my online payslip and P60?

Online payslips are available to view one or two days before payday.

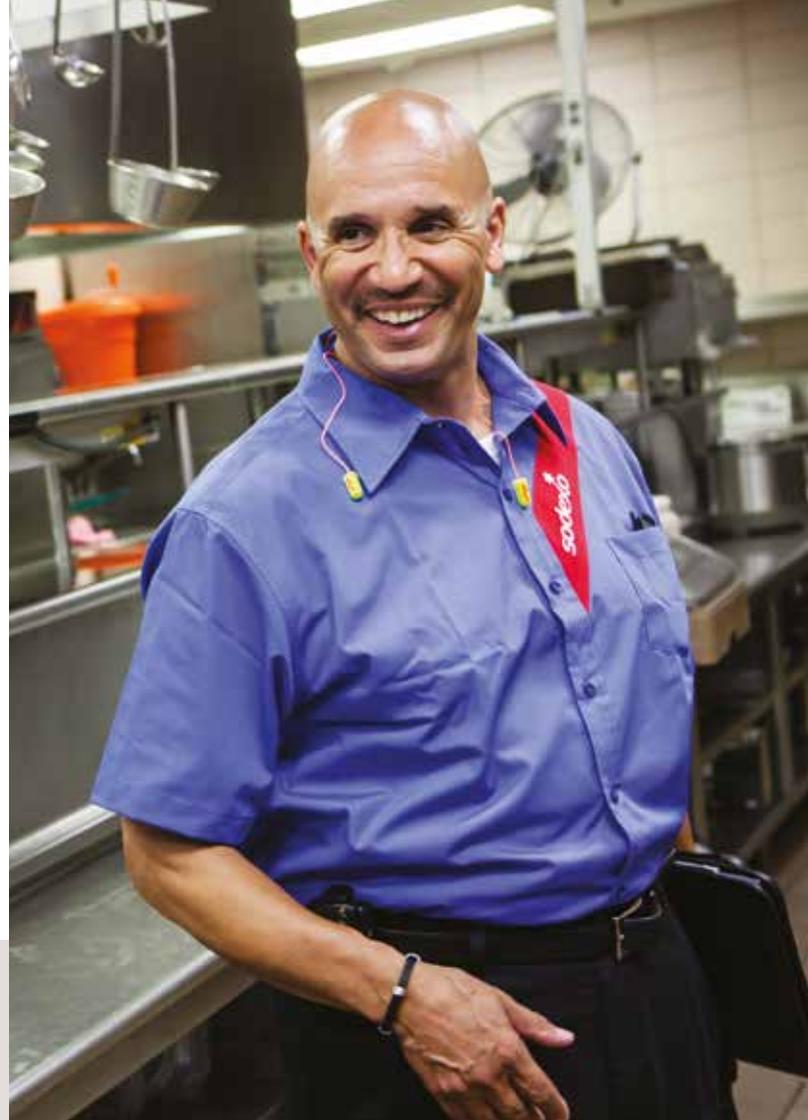
1. Click on the **Online Payslips** tile on the Reward Hub homepage.
2. Click on **My Pay**. Select either **P60s** or **Payslips** to view these documents. Your most recent payslip is always at the top. Just click on the one you want to view.
3. Read your payslip or P60. If you want to save or print a copy, you can.



Access Reward Hub via Your_Sodexo

From March 2017, you will be able to access Reward Hub via **Your_Sodexo**, the website for site-based employees. Your_Sodexo has jobs and news feeds that can be filtered by segment and service, discussion forums, plenty of fun content, as well as essential information on training, policies and events. You can even save it like an app on your phone.

Go to www.your-sodexo.com.



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