

To: All KRC Employees

From: Human Resources

Re: W-2's

To all KRC employees,

Your W-2's will be processed and accessible via eHUB no later than February 1, 2020. Each employee must access their eHub account to receive their W-2's. **KRC will not mail hard copies of W-2's.**

Two options for accessing the eHUB portal:

- From the KRC website, [www.krcont.com](http://www.krcont.com), by selecting the "EMPLOYEE PORTAL" tab, and then clicking the "ACCESS YOUR EHUB ACCOUNT" button, which is a direct link to <https://krcont.com/employee-portal/>
- The direct link:  
<https://krcont.teamehub.com/ehub/account/login?ReturnUrl=%2Fehub%2F>

If it's your first time using eHub with KRC, you'll need to register by using your employee identification number.

The screenshot shows a web interface with two columns: LOGIN and REGISTER. The LOGIN section is for existing users and includes fields for User ID and Password, with links for 'Forgot User ID' and 'Forgot Password', and a 'Login' button. The REGISTER section is for first-time users and includes a 'User ID' field and a 'Register' button.

You will then need your birthdate and social security number to finalize your access for your initial use. If you've already used eHub, you would simply use the left side of the screen to login. Once logged in, look for the section titled "Tax Forms" as shown below, and when your W-2 for 2018 is ready, it will be found here. You can download it to your computer and mobile devices, as many times as you need.

The screenshot shows a 'Tax Forms' section with a 'View All >' link. Below this, there is a card for '2017 W-2' from 'KR Contracting, Inc.' with two download links: 'Document' and 'Instructions'.

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