

Accessing HR Express From Home:

HR Express is a secure, interactive web site with personalized information on compensation, savings, retirement, insurance and pay. It is available around-the-clock for U.S. paid, non-store employees.

To gain access through a home personal computer:

- Use your internet browser and type the web address hr.phillips66.com
- Click on “Resources” tab then select “Employee Self Service”
 - Under HR Express select “Log onto HR Express (Web Access Code Required)”
 - For detailed instructions select “How to Access HR Express”

Employees can find and/or change their web access code in HR Express. At work, go to Connect 66 and choose HR Express from the My Connects drop down menu on the top right portion of the home page banner. From there, log into HR Express and click on Web Access Code in the left hand menu.

If you need help, contact the GIS Service Desk at (918) 977-7911 or (855) 886-7910 (toll free).

The following information can be accessed or updated through HR Express:

Personal

- ✓ Verify or update your home address, phone number or marital status.
- ✓ Verify or update your emergency contacts. **Please make sure emergency contact information is current and accurate.**
- ✓ Review personal training history.
- ✓ Order a service award when you become eligible
- ✓ Look up your pay associate.

Payroll

- ✓ Request direct deposit for your paycheck.
- ✓ Review your paycheck history.
- ✓ Make a vacation inquiry to determine how much you have taken and how much you have remaining.
- ✓ Change W-4 exemptions.

Benefits

- ✓ Enroll in or change Phillips 66 Savings Plan deposit level.
- ✓ Make a savings plan balance inquiry.
- ✓ Check on Cash Balance Account.
- ✓ Request an estimate of retirement benefits.
- ✓ Review current insurance benefits enrollments.
- ✓ Check on the status of a medical claim with Aetna.

If you have questions or need help, contact HR Connections (benefits, payroll, personnel) at 855-480-6634 or 918-977-7905; 8:00am – 6pm (Central) M-F