

Accessing My HR Tools From Home:

My HR Tools is a secure, interactive web site with personalized information on compensation, savings, retirement, insurance and pay. It is available around-the-clock.

In order to access My HR Tools from home, employees will be required to set up a Multi-Factor Authentication (MFA). In order to set up the MFA, the user must be on the Phillips 66 computer network. You can set up more than one factor for MFA authentication, although you will only be required to use one during an authentication process.

Follow these technical [instructions](#) when you are on the Phillips 66 computer network to set up the MFA.

The following information can be accessed or updated through My HR Tools:

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; 6:00am – 5:30pm (Central) M-F