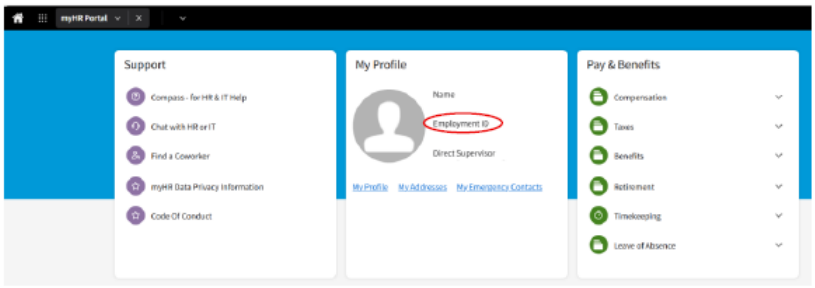
This HR system gives employees direct self-service access to update personal details, contact information, and tax data. It also offers access to learning materials and support resources. myHR is your central source for personal records and connections to paystubs, benefits enrollment, 401k management, leave requests, W2 forms (starting with 2026), and other company resources.

Employee data has been migrated from ADP, and in early December, employees will be able to review and update their info in myHR, as well as enroll in medical benefits effective 1/1/2026.

Employees are requested to log in to myHR to review the data migrated from ADP. The checklist below includes critical items to ensure accuracy of pay and benefits eligibility. You are responsible for reviewing and updating your personal information in myHR.

There will be more actions to take – like enrolling in your new 401k plan, using a new timekeeping system, viewing your paystub in myHR, updating your disability or veteran status and more. For the next 2 weeks, focusing on the items below is critical.

☑	Activity	When and Why
☐	**Locate your Employee ID** Your employee ID is an 8 digit number that can be found on your myHR profile. Click on the link below to view your profile and locate your Employee ID. https://www.kochmyhr.com/ My Profile > My Profile  Always remember to sign out of the myHR portal once you've completed your task. If you are using a shared computer, failure to sign out of myHR could result in someone else having access to your stored information.	Starting Now An employee ID (also known as Employment ID) is a unique identifier assigned to you by the company. It is used to verify your identity across various systems, access company resources, and for HR and security processes such as identity verification, account setup, and support requests 1. Your employee ID helps ensure that only authorized individuals can access sensitive information and services, and it is often required when interacting with HR, IT, or support teams
☐	**Update W-4 Information (Federal and State Tax Withholding)** You must review and update your W-4 federal and state tax withholding information using myHR. Here's how: Log into myHR and navigate to the Taxes section under Pay & Benefits.	Starting Now ****You must update your withholding allowances or the maximum federal**

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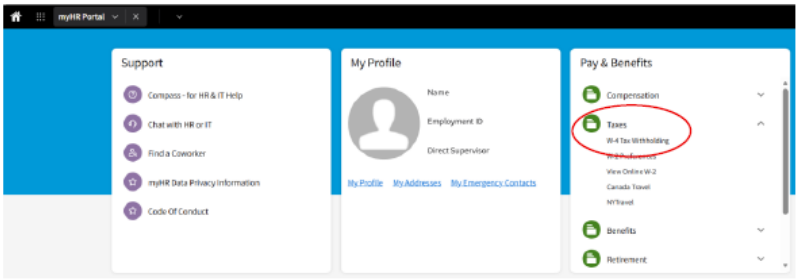
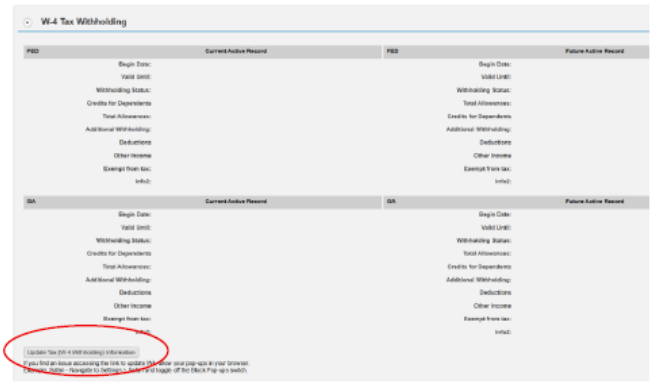
	• Select "W-4 Tax Withholding" and then "Update Tax (W-4 Withholding) Information" to access and update your federal, state, or local forms. • Follow the step-by-step prompts to complete and submit your form. The W-4 form uses a simplified, step-by-step approach for accuracy. If you are exempt from tax withholding, indicate this in Step 4 of the form. • Updates may take 1-2 pay periods to take effect, depending on submission and payroll processing timing. Enter W-4 Information (Fed & State) https://www.kochmyhr.com/ Pay & Benefits > Taxes > W-4 Tax Withholding   Always remember to sign out of the myHR portal once you've completed your task. If you are using a shared computer, failure to sign out of myHR could result in someone else having access to your stored information.	**and state taxes will be withheld.****
☐	**Personal Information (Home Address/Phone/Emergency Contact)** To validate your personal information in myHR, log in to myHR and navigate to "My Profile." Employees are responsible for updating personal information such as your address, emergency contact, phone number, and other personal information directly in the "Personal Information" or "At a Glance" sections. Updates made here will be reflected in downstream systems within about 48 hours Validate Personal Information (Address/Phone) https://www.kochmyhr.com/	Starting Now Please ensure that the personal information in myHR is correct. ****For remote employees, your home address determines your state tax withholding.****

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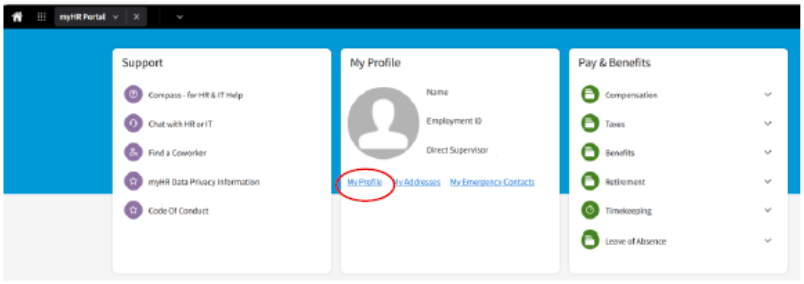
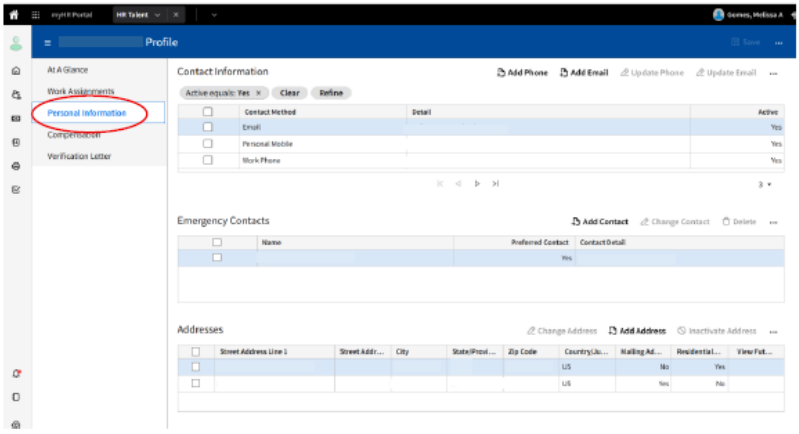
	My Profile > My Addresses Add Emergency Contact https://www.kochmyhr.com/ MyProfile>My Emergency Contacts   Always remember to sign out of the myHR portal once you've completed your task. If you are using a shared computer, failure to sign out of myHR could result in someone else having access to your stored information.	
☐	Enroll in Health and Welfare Benefits • Register for Koch Benefits Enrollment Site • Complete Enrollment • Add Beneficiaries www.KochBenefits.com	Starting Now Local HR will distribute "Registering for Alight" instructions.
☐	**Confirm Direct Deposit Information** To confirm or review your direct deposit information: • Log in to myHR. • Go to the **Compensation** section under **Pay & Benefits**. • Click on **Direct Deposit or Bank Details** (the name may vary). • To view or edit your bank information, select the pencil icon next to your bank details. • If you want to add another account, use the "Other Bank" option. You can have up to three direct deposit accounts Confirm Direct Deposit	**Starting December 8, 2025** **Please review and confirm your direct deposit account information. If the information is incorrect or rejected, Payroll will mail a paper check.** **If there is no direct deposit information on record for you, your pay will be issued as a paper check**

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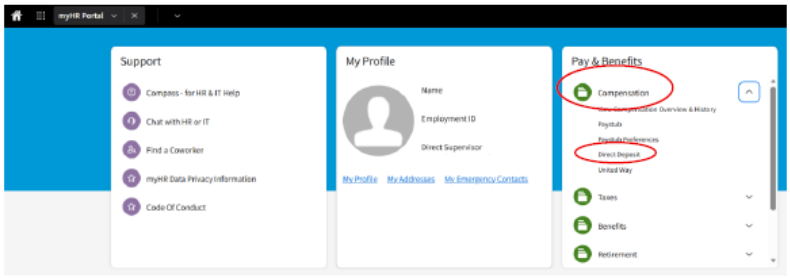
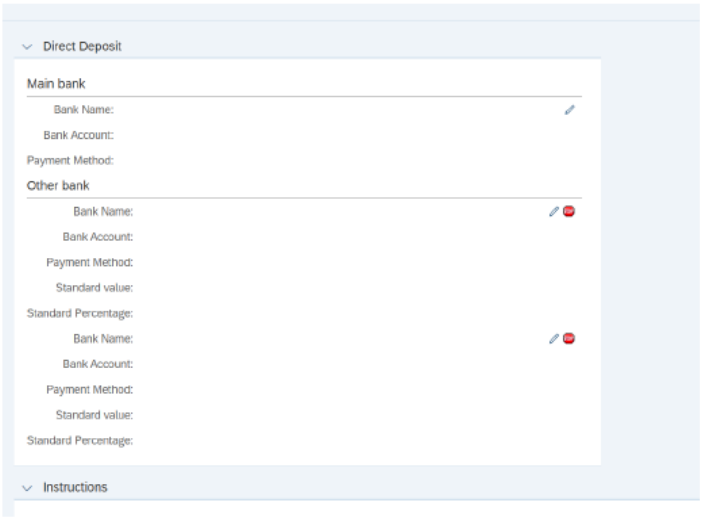
	https://www.kochmyhr.com/ Pay & Benefits > Compensation > Direct Deposit   Always remember to sign out of the myHR portal once you've completed your tasks. If you are using a shared computer, failure to sign out of myHR could result in someone else having access to your stored information.	**and mailed to your address on file. This process typically takes about 5-6 business days from the check date, and you can expect to receive your funds on the Friday after your scheduled check date.** **Effective 1/1/2026, pay cards will no longer be issued.**

To access the myHR portal from outside the Koch network go to: koch.link/myHR. Use Safari or Microsoft Edge - not Chrome access.

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