

Purpose

HR Central is an all-in-one solution connecting you to your pay, personal data and leave of absence information. You can view a recent pay stub, change your personal address and set up direct deposit banking detail as well as other tasks. HR Central makes it simpler for you to interact with Human Resources while empowering you to own your information.

Under the Resources tab in HR Central, you will find job aids to help you complete a range of self-service transactions, including updating your personal information, checking your pay stub and requesting a leave of absence. See the list of job aids available below in the "How Do I?" section.

Reminder(s):

Logging In	Logging Out	Accessibility	Password Reset
Log in once using your Luxottica employee ID and password to access to your pay, data and leave information. View a paystub, change your address or view an upcoming leave of absence without logging in to different systems.	To protect your personal information, log out of HR Central immediately after you are finished using it. HR Central will automatically log out after 2 minutes of inactivity.	HR Central is accessible from any device on any network. If you voluntarily choose to use your personal devices to access it, you'll be responsible for all associated fees, data charges and related IT support.	If you forget your password, reset it through your normal process. Contact your local IT or Store Support Call Center if you need additional assistance with your password.

How Do I?

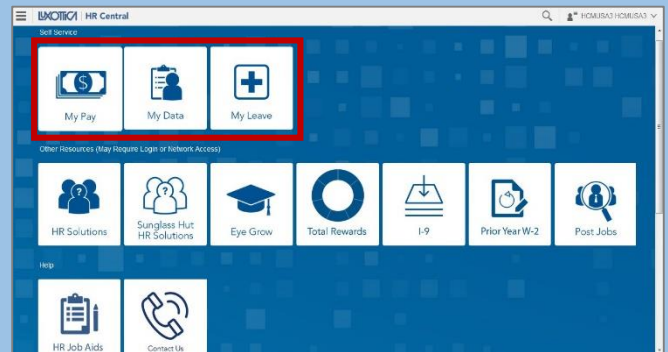
SELF SERVICE

The **Self Service** menu provides you with three areas to choose from:

My Pay to view your pay statements, change your tax withholdings (U.S. employees), and set up or change direct deposit bank account details.

My Data to view or change your personal information (such as personal mailing address, emergency contact information and/or personal email address).

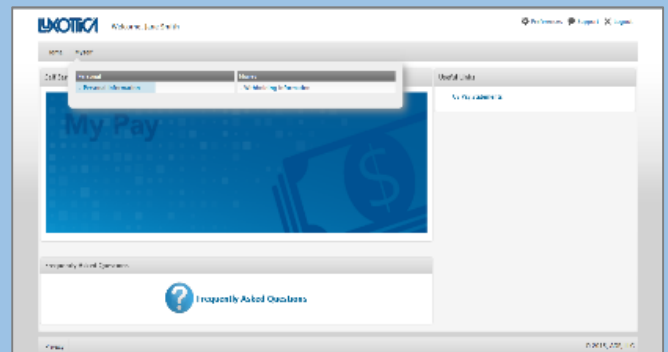
My Leave to report a leave of absence or return to work or to view your leave calendar.



MY PAY

Use the following job aids to help you complete self-service transactions related to your pay:

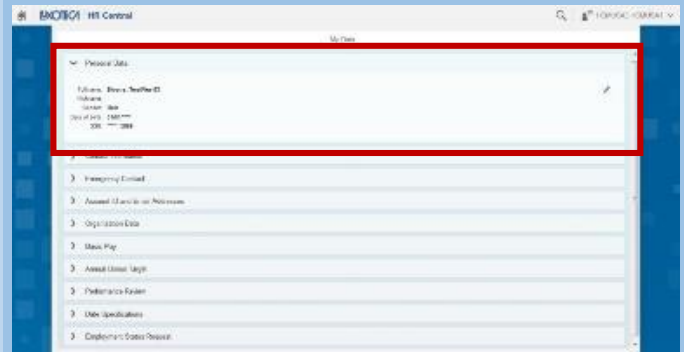
- Changing or Adding Direct Deposit Bank Detail
- Modifying Federal Tax Withholding



MY DATA

Use the following job aids to help you complete self-service transactions related to your personal data:

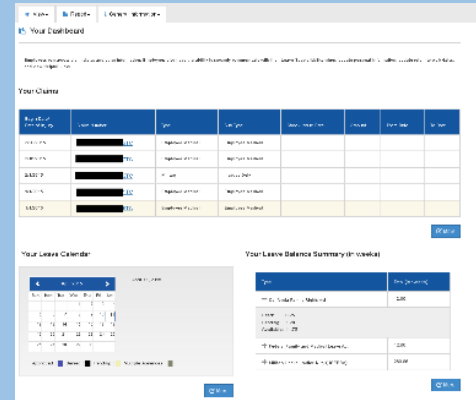
- Changing Your Personal Address



MY LEAVE

Use the following job aids to help you complete self-service transactions related to your leave of absence:

- Reporting Intermittent Absence
- Viewing Leave Claims, Calendar and Balance Summary



Reference

1 Accessing HR Central

Everyone

Personal devices (view/edit access on computer and tablets; view-only access on smartphones, all optional)

Store Associates

- Ciao! Toolkit point of sale (LensCrafters, Sunglass Hut)
- iPad web clip (Sunglass Hut, LensCrafters, Luxury)
- SunDial (Sunglass Hut at Macy's)
- EyeNet point of sale (Pearle Vision, Luxury)
- HR Service Center (Target and Sears Optical: all others as an option)

Store and Corporate

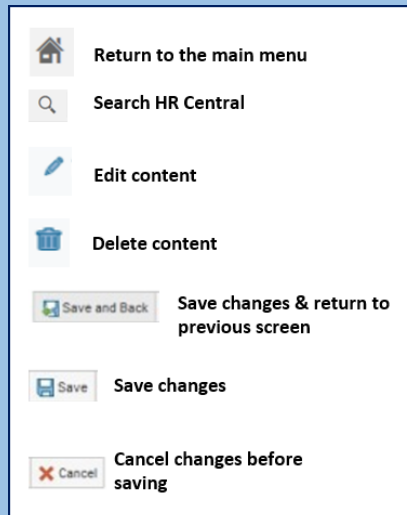
- North America BLU Room/OneLuxottica (CSC, Field, LensCrafters, Pearle Vision, Luxury)
- HRsolutions.luxottica.com

Wholesale and Glasses.com

- LuxotticaBenefits.com

2 Navigation/Editing

Use the following tools to navigate and make edits in HR Central.



3 Getting Help

If you need support, click the HR Job Aids or Contact Us links in HR Central.

When you have questions about a specific task, contact the HR Service Center at (866) 431-8484.

