



You can use EmployerHub for a number of things, from adding new members, changing their salary or personal details, and telling us when they leave. All this helps save you time and keeps data up to date.

Below are guides and videos to help you make the most from EmployerHub.

If you need extra help, you can contact us by:

Phone on 020 7898 1802 (9am - 5pm, Monday to Friday)

Email at [pensions@churchofengland.org](mailto:pensions@churchofengland.org)

#### **Add a new member**

**[Read our guide on how to add a new member](#)**

#### **Change a salary**

**[Read our guide on how to change a person's salary](#)**

#### **Tell us someone has left**

**[Read our guide on how to tell us someone has left](#)**

#### **Update a member's details**

**[Read our guide on how to update a member's details](#)**

#### **SSRS reports**

**[Read our guide on how to run reports](#)**

#### **Add a new Hub user**

**[Read our guide on how to give access to someone else to use Employer Hub](#)**

#### **Ask a question or upload a file about a member**

**[Read our guide on how to ask a question or upload a file about a member](#)**

#### **Ask a question or upload a file about your employer**

**[Read our guide on how to ask a question or upload a file about your employer](#)**

#### **How to use Work Feed**

**[Read our guide on how to use Work Feed](#)**

[Additional functions and forgotten your log in details](#)

[Read our guide on additional functions](#)

[Read our guide on what to do if you have forgotten your password](#)

[Read our guide on what to do if you have forgotten your username](#)

[Read our guide on what to do if you have forgotten your security answer](#)

## Join a re-fresher demo

If you would like to remind yourself how EmployerHub works, join one of our demo sessions.

Click on the button below to see the upcoming dates.

[Join a demo](#)

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**Source URL:** <https://www.churchofengland.org/employer-hub-how-to>