



Three ways to get **HR** Help

Email: employeesupport@puzzlehr.com



Subject line should include:

"ACE/Jiffy Lube – Client #1499 Employee"

In the body of your email include:

- Your full name
- Preferred phone number
- Brief description of request

Secure webform



- Visit: [Puzzlehr.com](https://puzzlehr.com)
- Click on [Contact Us](#) tab
- Select [Helpdesk](#)
- From the drop-down menu choose [Employee Question](#)
- Follow instruction to complete the form



Phone

Dial [872-250-0553](tel:872-250-0553) to speak with a live HR professional.
Support available between 8AM – 8PM EST.

Scenarios to direct to HR



- Reporting of harassment, discrimination, or policy violation.
- General handbook/Company policy question's
- Changes to personal Circumstances.