



# EMPLOYEE TOOLBOX

This page provides internal tools and support for employees of Hilcorp, including access to Outlook Web Access, EZ Labor, iPay, and Donor Advisor Express. Username/passwords are required to access these resources.



## Multi-Factor Authentication (MFA) Enrollment

Instructions for enrolling your mobile device in MFA. Enrollment in MFA is required to remotely access email, Workday, and Remote Desktop (RD). It is recommended to enroll from a desktop computer.



## Remote Desktop (RD) Shortcuts

Use RD to remotely access applications and connect securely to Hilcorp.



## Outlook Web Access

Connect to Microsoft 365 remotely to access your Hilcorp email messages from your web browser.



## Workday

Employee, Manager, and Administrator access to request time off, access your pay data, view/change beneficiaries, update personal information and emergency contacts, all under one convenient, secure, and confidential system. Use your Hilcorp Login information.



## Hilcorp Benefits

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Go online through Workday to make your Benefit Elections and beneficiary elections.



### Donor Xpress 2.0 - Greater Houston Community Foundation

Make a grant or check your balance with your fund through The Hilcorp Giving Program.



### DEEP

Employee access to DEEP to access training and performance information.



*Urgency is what separates Hilcorp from everybody else...At Hilcorp its 'act today, not tomorrow' and that makes a big difference.*

OPERATIONS ENGINEER



**APPLY ONLINE**

## Our Core Values

INTEGRITY - "DO THE RIGHT THING"

URGENCY - "ACT TODAY, NOT TOMORROW"

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OWNERSHIP – “WORK LIKE YOU OWN THE COMPANY”

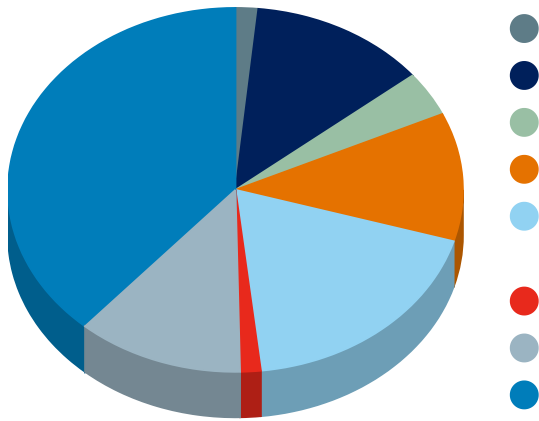
ALIGNMENT – “WHEN HILCORP WINS, WE ALL WIN”

INNOVATION – “GET BETTER EVERY DAY”



**EXPLORE ENERGY!**

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The Hilcorp Giving Program has distributed more than \$18 Million to non-profit organizations across the US.



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