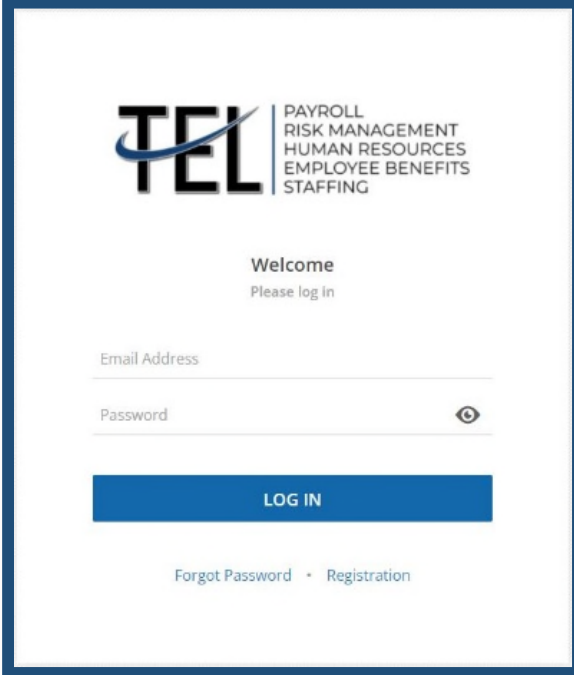


How to Login to the Employee Portal

Accessing the Employee Portal

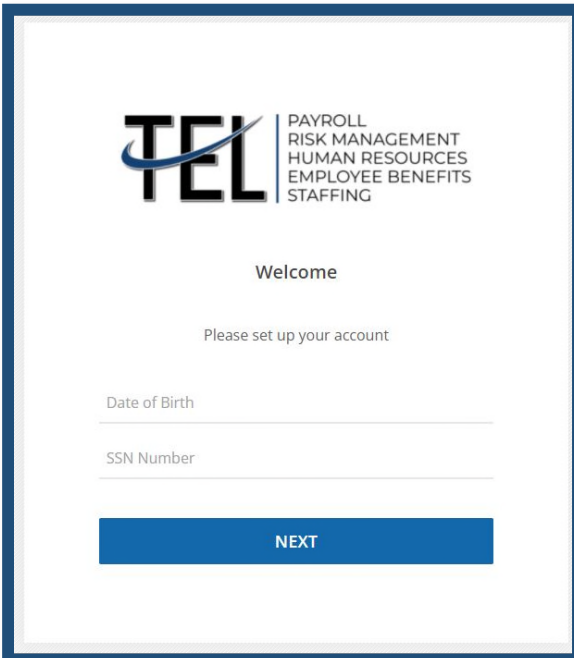
1. Login to telstaffingee.workkio.com



The screenshot shows the login page for the TEL Employee Portal. At the top left is the TEL logo, followed by the text: PAYROLL, RISK MANAGEMENT, HUMAN RESOURCES, EMPLOYEE BENEFITS, and STAFFING. Below this is a "Welcome" message and "Please log in". There are two input fields: "Email Address" and "Password" (with an eye icon for visibility). A blue "LOG IN" button is centered below the fields. At the bottom, there are links for "Forgot Password" and "Registration".

2. Click on Registration

- ❖ You will be asked to enter your Date of Birth and Social Security Number.

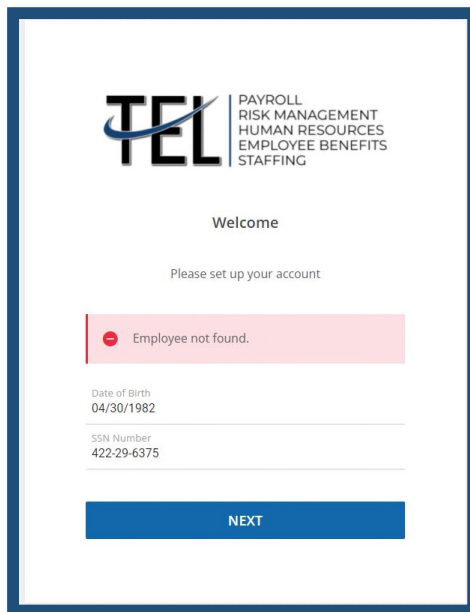


The screenshot shows the registration page for the TEL Employee Portal. At the top left is the TEL logo, followed by the text: PAYROLL, RISK MANAGEMENT, HUMAN RESOURCES, EMPLOYEE BENEFITS, and STAFFING. Below this is a "Welcome" message and "Please set up your account". There are two input fields: "Date of Birth" and "SSN Number". A blue "NEXT" button is centered below the fields.

How to Login to the Employee Portal

3. Enter an email and password that you will use to login.

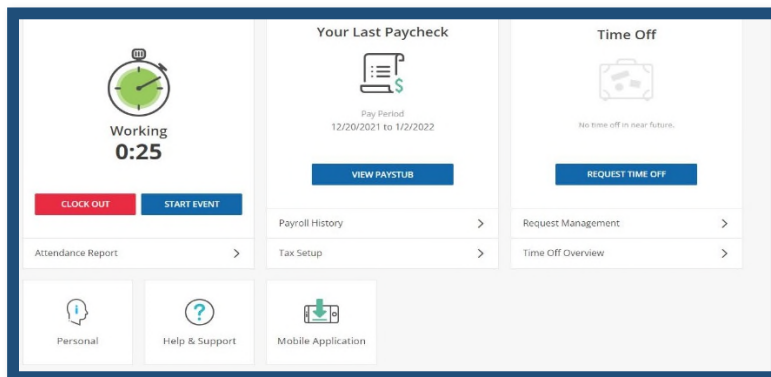
- ❖ If you receive an error that says, “Employee not found” you will need to contact our employee support coordinator, Melissa Bush, melissa.bush@telstaffing.com. She will activate your online access then you will be able to register.



The screenshot shows the TEL Employee Portal login page. At the top left is the TEL logo, and to its right is the text: PAYROLL, RISK MANAGEMENT, HUMAN RESOURCES, EMPLOYEE BENEFITS, STAFFING. Below this is a 'Welcome' message and the instruction 'Please set up your account'. A red error message box states 'Employee not found.' Below the error, there are input fields for 'Date of Birth' (04/30/1982) and 'SSN Number' (422-29-6375). At the bottom is a blue 'NEXT' button.

What you can access

1. Once you are logged in you can access your paystubs, history, view your current tax setup, and download your W2. Below is an example of what your screen will look like. Not all options will be available for you depending on how your company's access is set up.



The screenshot shows the Employee Portal dashboard. It features three main sections: 'Working' with a clock icon and '0:25' time remaining, 'Your Last Paycheck' with a document icon and 'Pay Period 12/20/2021 to 1/2/2022', and 'Time Off' with a calendar icon and 'No time off in near future'. Below these are buttons for 'CLOCK OUT', 'START EVENT', 'VIEW PAYSTUB', and 'REQUEST TIME OFF'. There are also links for 'Attendance Report', 'Payroll History', 'Tax Setup', 'Request Management', and 'Time Off Overview'. At the bottom are icons for 'Personal', 'Help & Support', and 'Mobile Application'.