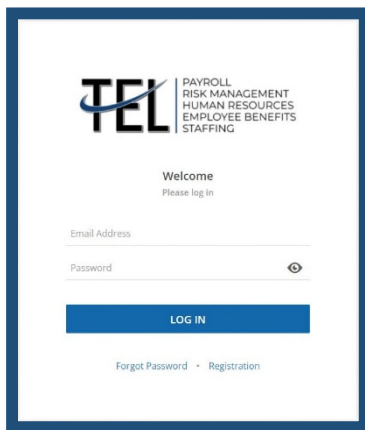


How to Download Your Paystub

Accessing the Employee Portal

1. Login to telstaffingee.worklio.com

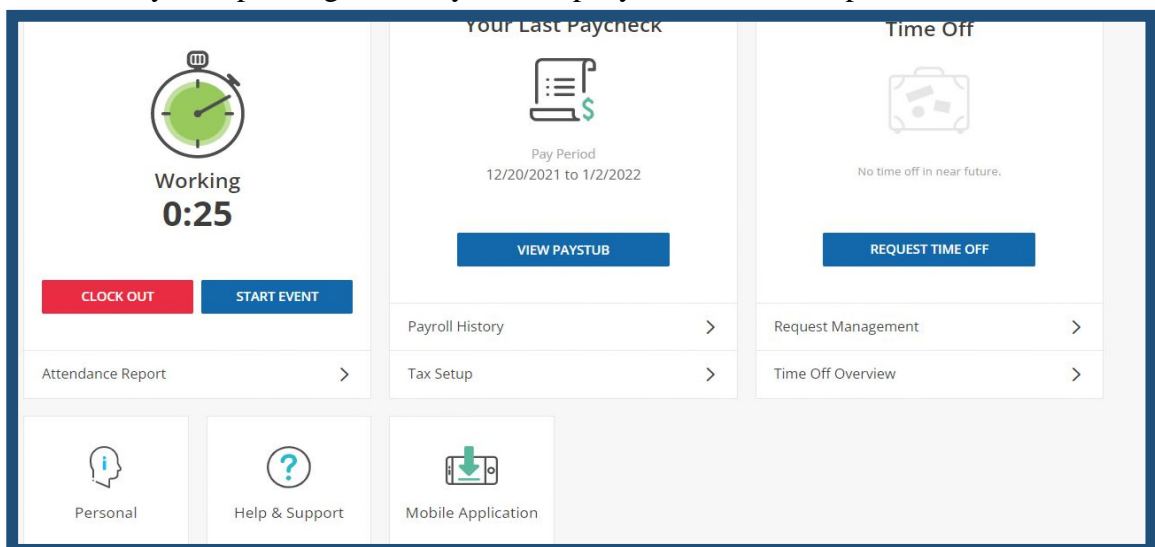
- ❖ If you have not setup your online access click on the registration link. You will be asked to enter your Date of Birth and Social Security Number to confirm your identity.
- ❖ If you receive an error that says, “Employee not found” please reach out to our employee support coordinator at payroll@telstaffing.com. She will activate your online access.



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

2. Employee Portal Home Page

- ❖ Here you can view paystubs, history, 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.



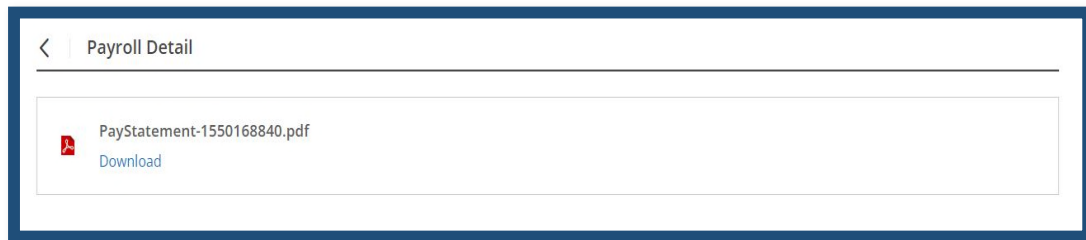
The screenshot displays the Employee Portal Home Page with a grid of widgets. The top row includes: 1) A clock widget showing 'Working 0:25' with 'CLOCK OUT' and 'START EVENT' buttons. 2) A 'Your Last Paycheck' widget showing 'Pay Period 12/20/2021 to 1/2/2022' and a 'VIEW PAYSTUB' button. 3) A 'Time Off' widget showing 'No time off in near future' and a 'REQUEST TIME OFF' button. The middle row contains three expandable menu items: 'Attendance Report', 'Payroll History', 'Tax Setup', 'Request Management', and 'Time Off Overview'. The bottom row features three icons: 'Personal' (person icon), 'Help & Support' (question mark icon), and 'Mobile Application' (phone with download arrow icon).

How to Download Your Paystub

Accessing Your Pay Stub

1. Click On View Paystub

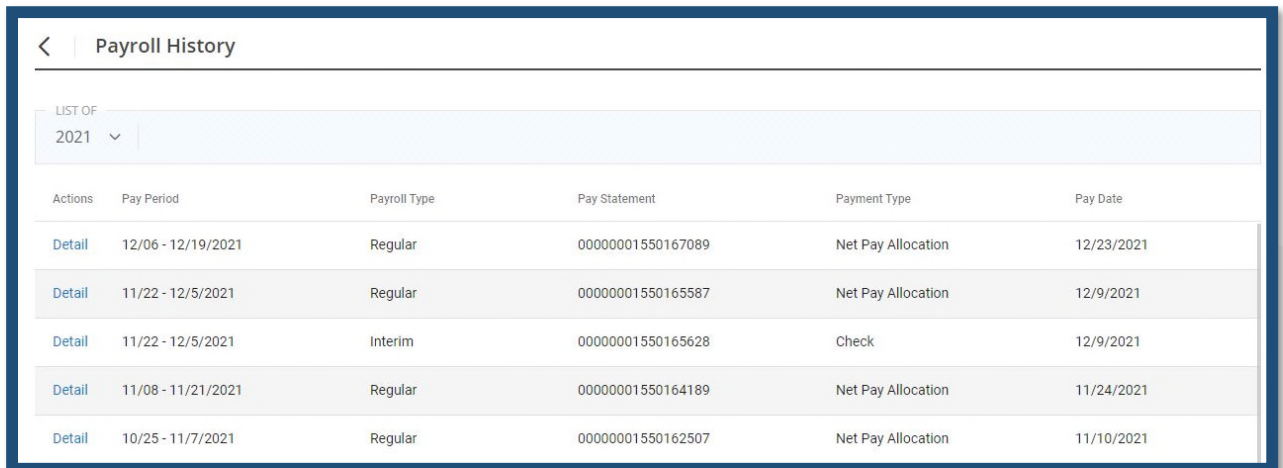
- ❖ To download your paystub, just click on “Download” at the top of the screen.



Accessing Your Pay History

1. From the Employee Portal Home Page, Click on Payroll History

- ❖ Select what year you are looking for. The system defaults to the current year’s paystubs.
- ❖ When you find the paystub you are looking for just click on “detail” for more information and to download that individual paystub.

A screenshot of a mobile application interface titled "Payroll History". At the top, there is a back arrow and the text "Payroll History". Below this, there is a "LIST OF" section with a dropdown menu set to "2021". Below the dropdown is a table with the following columns: Actions, Pay Period, Payroll Type, Pay Statement, Payment Type, and Pay Date.

Actions	Pay Period	Payroll Type	Pay Statement	Payment Type	Pay Date
Detail	12/06 - 12/19/2021	Regular	00000001550167089	Net Pay Allocation	12/23/2021
Detail	11/22 - 12/5/2021	Regular	00000001550165587	Net Pay Allocation	12/9/2021
Detail	11/22 - 12/5/2021	Interim	00000001550165628	Check	12/9/2021
Detail	11/08 - 11/21/2021	Regular	00000001550164189	Net Pay Allocation	11/24/2021
Detail	10/25 - 11/7/2021	Regular	00000001550162507	Net Pay Allocation	11/10/2021

Questions?

1. If you have any questions or problems, please contact our Employee Support Coordinator. Her email address is payroll@telstaffing.com or by phone at 850-476-9008 Ext 149.