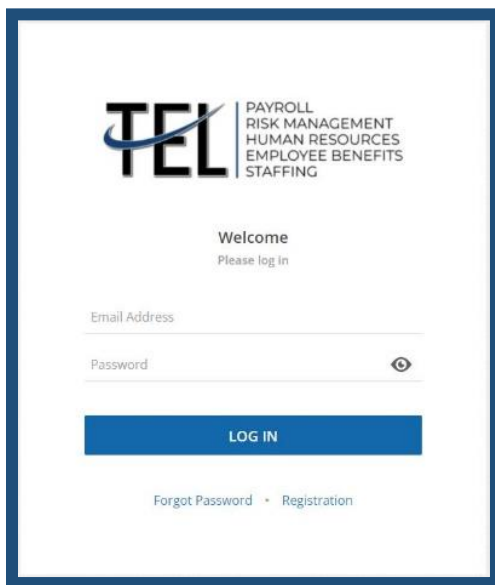


How To Download Your W-2

Accessing the Employee Portal

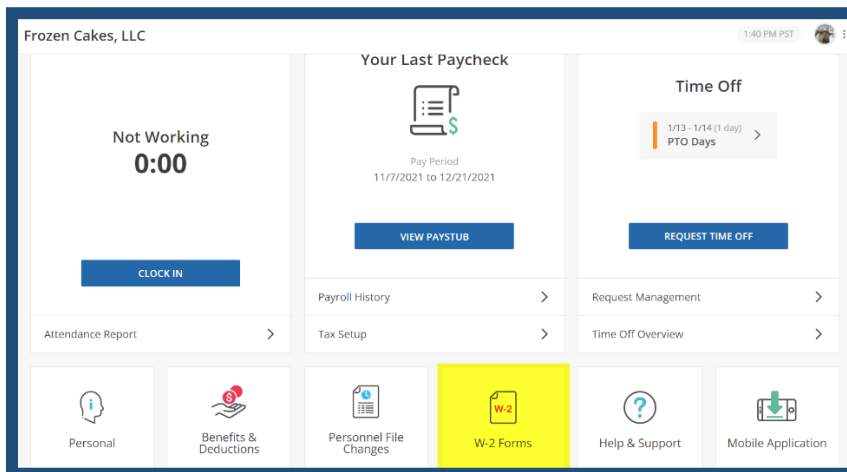
1. Login to telstaffingee.worklio.com

- ❖ 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 the system tells you “Employee not found”, please reach out to our employee support coordinator, Melissa Bush, 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, followed by the text: PAYROLL, RISK MANAGEMENT, HUMAN RESOURCES, EMPLOYEE BENEFITS, 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 W-2 Forms at the bottom of the Employee Portal



The screenshot shows the employee portal dashboard for 'Frozen Cakes, LLC'. The top right corner shows the time '1:40 PM PST' and a user profile icon. The dashboard is divided into several sections: 'Not Working 0:00' with a 'CLOCK IN' button; 'Your Last Paycheck' showing a 'Pay Period' of '11/7/2021 to 12/21/2021' and a 'VIEW PAYSTUB' button; and 'Time Off' showing '1/13 - 1/14 (1 day) PTO Days' and a 'REQUEST TIME OFF' button. Below these are links for 'Attendance Report', 'Payroll History', 'Tax Setup', 'Request Management', and 'Time Off Overview'. At the bottom is a navigation bar with icons for 'Personal', 'Benefits & Deductions', 'Personnel File Changes', 'W-2 Forms' (highlighted in yellow), 'Help & Support', and 'Mobile Application'.

3. Click Download, to automatically download a pdf copy of your W2.