

# Worklio Client Instructions

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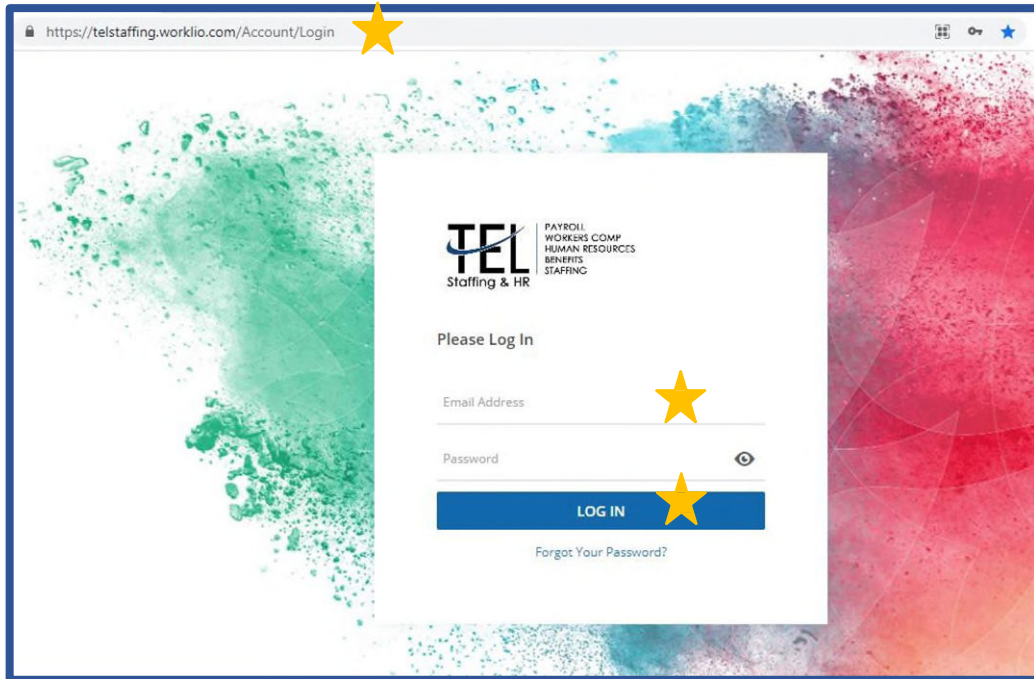
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# Worklio Client Instructions

## Accessing Worklio

1. **Go to <https://telstaffing.worklio.com/Account/Login>**
2. **Enter Managerial Credentials**
3. **Click Login**



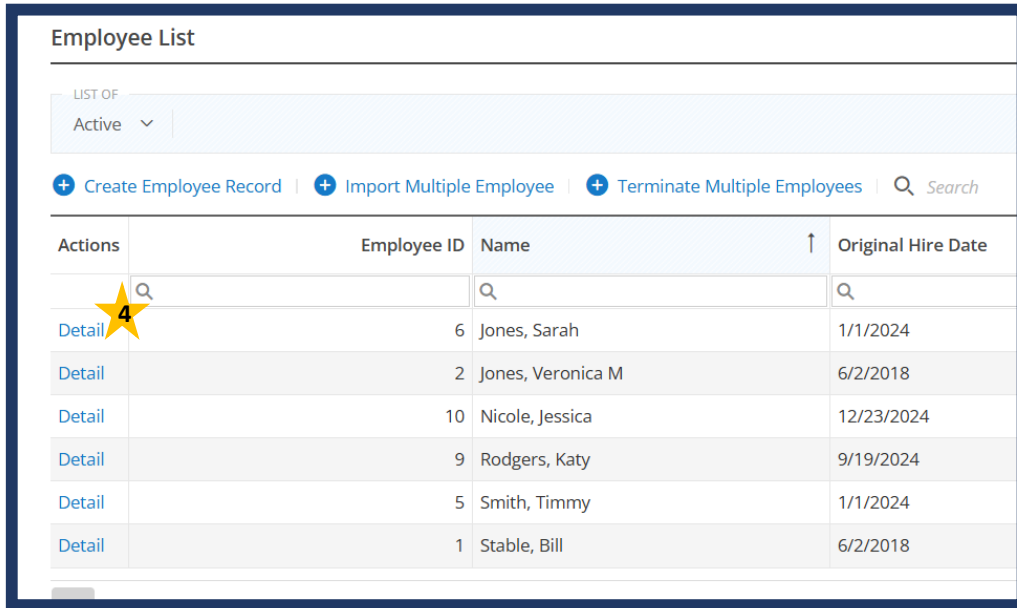
## Accessing Employee Information

1. **Login to Worklio**
  - a. See Access Worklio
2. **Click Employee List** From the dashboard



3. **Locate Desired Employee**
4. **Click Detail**

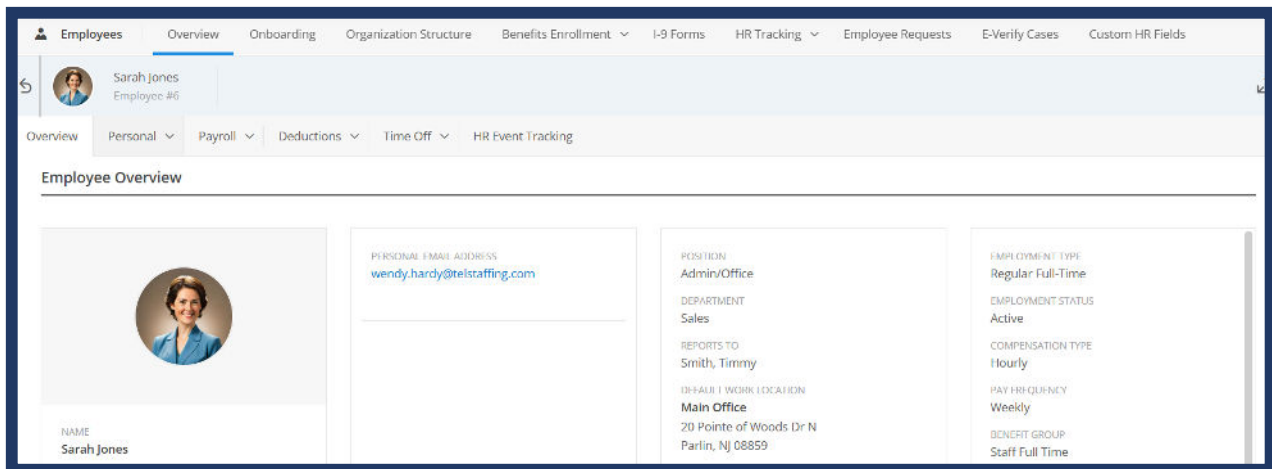
# Worklio Client Instructions



Actions	Employee ID	Name	Original Hire Date
<a href="#">Detail</a>	6	Jones, Sarah	1/1/2024
<a href="#">Detail</a>	2	Jones, Veronica M	6/2/2018
<a href="#">Detail</a>	10	Nicole, Jessica	12/23/2024
<a href="#">Detail</a>	9	Rodgers, Katy	9/19/2024
<a href="#">Detail</a>	5	Smith, Timmy	1/1/2024
<a href="#">Detail</a>	1	Stable, Bill	6/2/2018

## 5. Click Appropriate Tab for desired information

- a. Personal
- b. Payroll
- c. Deductions
- d. Time Off
- e. HR Event Tracking

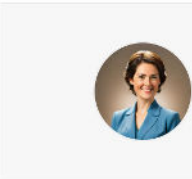


**Employees** | Overview | Onboarding | Organization Structure | Benefits Enrollment | I-9 Forms | HR Tracking | Employee Requests | E-Verify Cases | Custom HR Fields

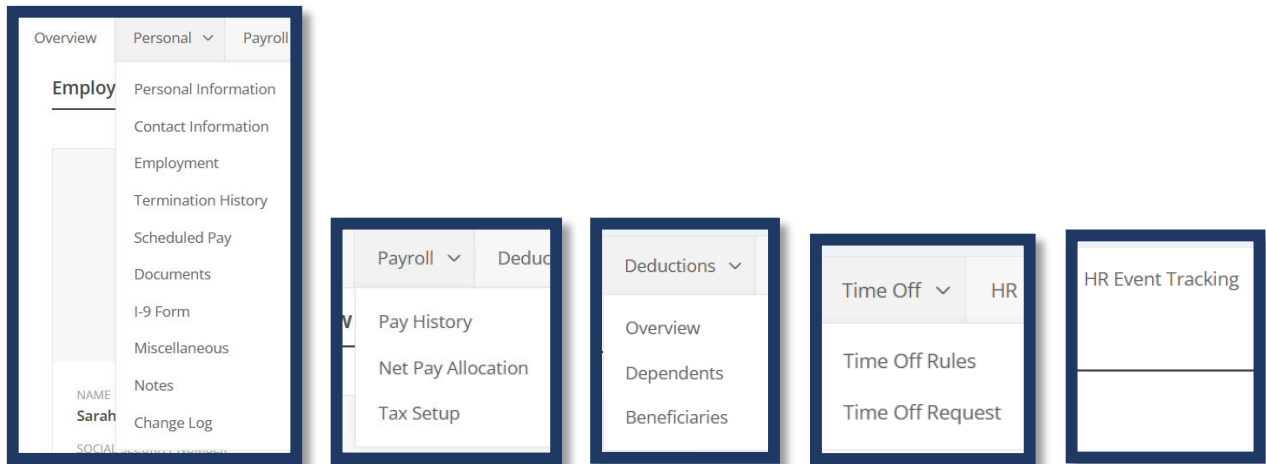
Sarah Jones  
Employee #6

Overview | **Personal** | Payroll | Deductions | Time Off | HR Event Tracking

### Employee Overview

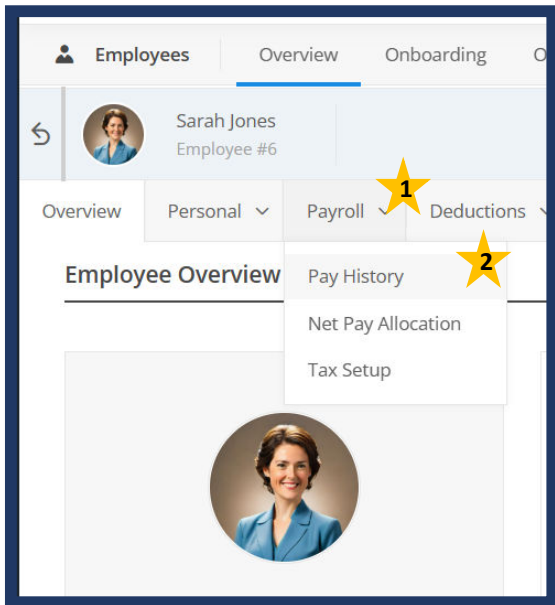
 NAME Sarah Jones	PERSONAL EMAIL ADDRESS <a href="mailto:wendy.hardy@reistaffing.com">wendy.hardy@reistaffing.com</a>	POSITION Admin/Office DEPARTMENT Sales REPORTS TO Smith, Timmy DEFAULT WORK LOCATION Main Office 20 Pointe of Woods Dr N Parlin, NJ 08859	EMPLOYMENT TYPE Regular Full-Time EMPLOYMENT STATUS Active COMPENSATION TYPE Hourly PAY FREQUENCY Weekly BENEFIT GROUP Staff Full Time
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# Worklio Client Instructions



To View Paystubs  
*From the Employee Overview*

1. **Click Payroll Tab**
2. **Click Pay History**



3. **Locate desired pay date**
4. **Click Detail**

# Worklio Client Instructions

**Payroll History**

YEAR  
2024 ▾

🔍 Search

Actions	Pay Date	Pay Statement	Pay Period
<a href="#">Detail</a>	7/29/2024	00000010020000606	7/22/2024 - 7/28/2024
<a href="#">Detail</a>	8/2/2024	00000010020000604	7/22/2024 - 7/28/2024
<a href="#">Detail</a>	8/9/2024	00000010020000605	7/29/2024 - 8/4/2024

## 5. Click Download

- Paystub will be downloaded in a PDF format & can be printed as needed

**Pay Statement Detail**

Employee Name Jones, Sarah

PAY STATEMENT  
00000010020000606 ▾

Pay Statement - 00000010020000606 [Download](#)

GROSS	NET PAY	IMPUTED INCOME	TAXES	DEDUCTIONS
\$480.00	\$413.21	\$0.00	\$66.79	\$0.00

HOURS	UNITS	TIPS	CHECK AMOUNT	DIRECT DEPOSIT
40	0	\$0.00	\$413.21	\$0.00

\*\*\* Interim / Run #240010110004 [CLOSE](#)

# Worklio Client Instructions

## Approving Time Off Request

1. **Click Time Off** in left hand menu
2. **Locate** current Time Off **Request** for approval

The screenshot shows the 'Time Off Requests Management' interface. On the left-hand menu, the 'TIME OFF' option is highlighted with a yellow star and the number '1'. The main content area displays a table with columns for 'Actions', 'Employee Name', and 'EE ID'. Two rows of data are visible, both for 'Jones Sarah' with 'EE ID' '6'. The first row has 'Detail', 'Edit', and 'Remove' actions. The second row has 'Detail', 'Resolve', 'Edit', and 'Remove' actions. A yellow star with the number '2' is placed over the 'Employee Name' column header.

3. **Click Detail**
4. **Review** Time Off **Request** Information

The screenshot shows the 'Time Off Requests Management' interface. The 'TIME OFF' option in the left-hand menu is no longer highlighted. The table from the previous screenshot is shown, but the 'Detail' button in the first row is highlighted with a yellow star and the number '1'. The 'Employee Name' column header is no longer highlighted.

# Worklio Client Instructions

To Edit

## 1. Click Edit

The screenshot shows the 'Time Off Requests Management' interface. On the left is a dark sidebar with icons for COMPANY, PAYROLL, EMPLOYEES, TIMESHEET, and TIME OFF. The main content area has filters for YEAR (2024), STATUS (All), and PERIOD (All). Below the filters is a '+ Add New Request For Employee' button and a search bar. A table lists requests with columns for Actions, Employee Name, and EE ID. The first row shows 'Jones Sarah' with an 'Edit' button highlighted by a yellow star with the number 1.

Actions	Employee Name	EE ID
<a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Remove</a>	Jones Sarah	6
<a href="#">Detail</a>   <a href="#">Resolve</a>   <a href="#">Edit</a>   <a href="#">Remove</a>	Jones Sarah	6

## 2. Enter Necessary Changes

## 3. Click Save

The screenshot shows the 'Edit Request For Employee' form. Fields include Employee (6 - Jones, Sarah), Request Type (PTO), Date (3/19/2024), Time (8:00 AM to 4:00 PM), and Reason (Vacation). A calendar view for MARCH 19, 2024 shows a blue bar from 8 AM to 4 PM. The 'SAVE' button is highlighted by a yellow star with the number 3.

To Approve or Deny

## 1. Click Resolve

The screenshot shows the 'Time Off Requests Management' interface, similar to the first screenshot. The table lists requests for 'Jones Sarah'. The second row has a 'Resolve' button highlighted by a yellow star with the number 1.

Actions	Employee Name	EE ID
<a href="#">Detail</a>   <a href="#">Edit</a>   <a href="#">Remove</a>	Jones Sarah	6
<a href="#">Detail</a>   <a href="#">Resolve</a>   <a href="#">Edit</a>   <a href="#">Remove</a>	Jones Sarah	6

# Worklio Client Instructions

2. **Enter** any **Notes** necessary
3. **Click** appropriate **response**
  - a. Approve allows request to move forward
  - b. Deny stops the request

Resolve Time Off Request

Please Approve or Deny the following Time Off Request.  
Jones Sarah - PTO - 03/18/2024

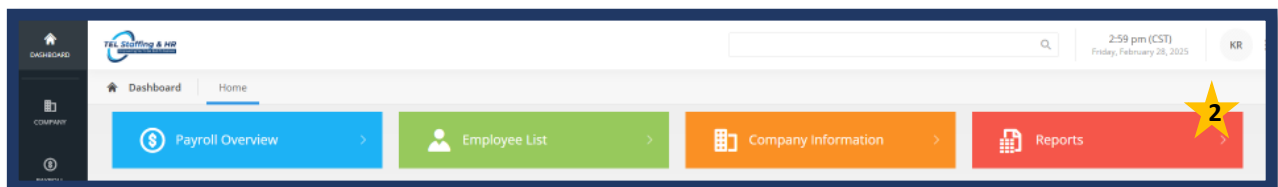
Note

APPROVE DENY CANCEL

After Resolving, Editing or Deleting a Time Off Request, your employee will receive an email notifying them of your decision.

## Accessing Reports

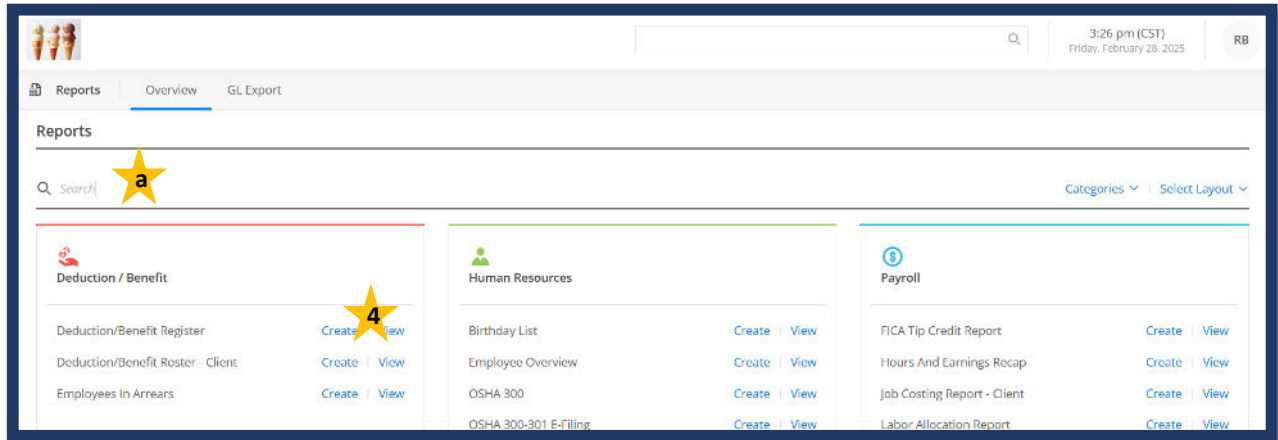
1. **Log in** to Worklio
2. **Click Reports** in Dashboard menu



3. **Locate Desired Report**
  - a. Enter report name or details in Search Bar to locate report quicker
4. **Click Create**

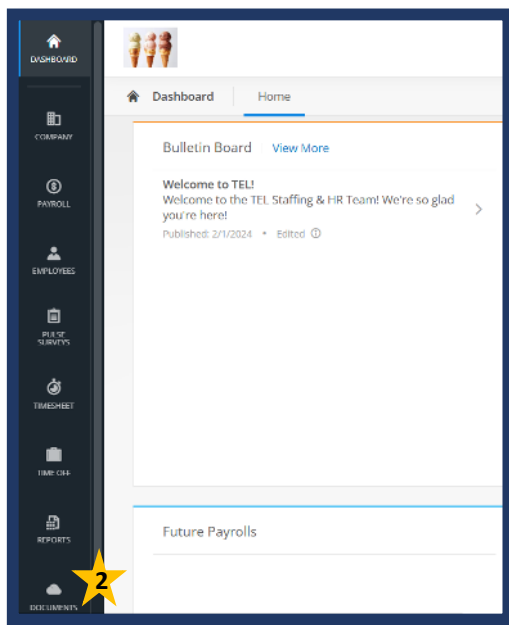


# Worklio Client Instructions



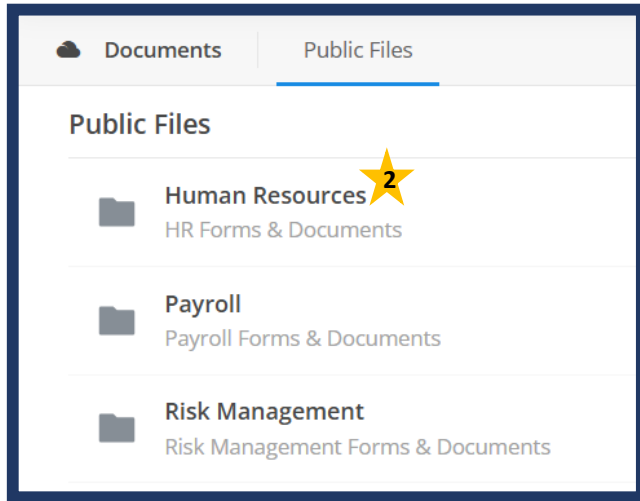
## Accessing Documents

1. **Log in to Worklio**
2. **Click Documents** in lefthand menu



3. **Click Desired Department**

# Worklio Client Instructions



4. **Click Desired Form**
  - a. Form will download directly to your computer in a fillable PDF format